MID-HUDSON LIBRARY SYSTEM

MINUTES of the BOARD OF TRUSTEES MEETING

Wednesday, December 15, 2021

President Swierat called the meeting to order at 10:01am.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Lisa Baker Brill, Ken Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Jill Leinung, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Mary Linda Todd, Mark Wilson
Directors Association Liaison:	Tom Lawrence, Director, Poughkeepsie Public Library District
Staff Present:	Rebekkah Smith Aldrich, Casey Conlin, Laurie Shedrick
Guests:	Carla Taylor

2. PRESIDENT'S REPORT

President's Report

- President Swierat reminded board members be prepared to help with state level advocacy work in the first quarter of 2022.
- President Swierat introduced a resolution to recognize departing trustee, Lisa Baker Brill, which was seconded by Treasurer Wilson. The motion passed unanimously:

  "WHEREAS, Lisa Baker Brill has served on the Board of Trustees of the Mid-Hudson Library System with distinction since 2008 and will complete her term in December of the year 2021; and

  WHEREAS, Ms. Baker Brill brought to the Board of Trustees of the Mid-Hudson Library System considerable expertise from her career work with other organizations that included logistics and event planning, professional business writing and editing for fundraising projects; and

  WHEREAS, Ms. Baker Brill served the Board in leadership roles as Secretary (2013 – 2017), as Board Liaison of the Executive Committee (2018 – 2020) and as Chair of the Nominations & Elections Committee; and

  WHEREAS, Ms. Baker Brill was actively committed in her efforts to champion women in leadership roles on the Mid-Hudson Library System Board of Trustees, as well as on the System staff;

  NOW THEREFORE BE IT RESOLVED, that Ms. Baker Brills' colleagues on the Board of Trustees of the Mid-Hudson Library System express their sincere gratitude for her service to the institution and to the libraries of Greene County for whom she was elected to represent."

- President Swierat presented the letter of resignation received from Michele Ment due to her plans to move out of Putnam County. With regret, Baker Brill moved, and Priscilla Goldfarb seconded, a motion to accept their resignation. The motion passed unanimously. President Swierat introduced a resolution to recognize Michele Ment's service to the MHLS Board, which was seconded by Treasurer Wilson. The motion passed unanimously:
  "WHEREAS, Michele Ment has served on the Board of Trustees of the Mid-Hudson Library System with distinction since 2014; and
  WHEREAS, Ms. Ment dutifully represented Putnam County libraries during her service on the MHLS Board of Trustees, including concurrent long-standing service as a Trustee of the Kent Public Library; and
  WHEREAS, Ms. Ment provided leadership and guidance as Secretary to the Board of Trustees of the Mid-Hudson Library System (2018 – 2020); and
  WHEREAS, Ms. Ment's extensive leadership skills as current President of the Order Sons of Italy in America, Grand Lodge of New York greatly benefitted the Board of Trustees of the Mid-Hudson Library System;
  NOW THEREFORE BE IT RESOLVED, that Ms. Ment's colleagues on the Board of Trustees of the Mid-Hudson Library System express their sincere gratitude for her service to the institution and to the libraries of Putnam County for whom she was elected to represent."
- President Swierat welcomed incoming trustee, Carla Taylor, who was in attendance, noting that her term begins in January 2022.

3. APPROVAL OF MINUTES

- Kenneth Goldberg moved, and Debra Klein seconded, the approval of the September 2021 minutes (Doc. 3.A) with two corrections: the removal of the words "due to the pandemic" in section four and the full name of the ILS vendor spelled out in section seven. The motion passed unanimously. *Minutes Approved*
- Janet Schnitzer moved, and Goldberg seconded, the approval of the 2021 Annual Membership Meeting minutes (Doc. 3.B) with one correction: changing the term date start year to 2022 in section three. The motion passed unanimously.

4. TREASURER'S REPORT

- Treasurer Wilson reported on of the financial position of the organization as of October 2021, noting that finances are in good order with reserve funds fully funded or on target for 2022 projections. Treasurer Wilson moved, and Priscilla Goldfarb seconded, that the reports for August (Doc. 4.A), September (Doc. 4B), and October (Doc. 4.C) be received. The motion passed unanimously.

Financial Reports Received

5. REPORT ON PAYMENT OF BILLS

- Secretary Auchincloss reported on the review of the September warrants (Doc. 5.A) and noted their acceptability. Mary Linda Todd reported the review of the October warrants (Doc. 5.B) and noted their acceptability. Lisa Baker Brill reported on the review of the November warrants (Doc. 5.C) and noted their acceptability. Baker Brill moved, and Lynne Ridgeway seconded that the warrant reports for September, October, and November 2021 be received. The motion passed unanimously.

Warrants Received

6. DIRECTOR'S REPORT

- In addition to the written report (Doc. 6), Executive Director Aldrich reported that:
  - The recently announced mask mandate in New York State has been implemented in the MHLS office.
  - A pilot of the new online catalog has been launched in partnership with the Poughkeepsie Public Library District.
  - A second year of The Library of Local Project has been funded at $30,000.
  - A contract renewal extending our current delivery services contract with Valley Courier has been signed, extending the contract to June 2023.

Executive Director's Report

7. DIRECTORS ASSOCIATION (DA) LIAISON REPORT

- Tom Lawrence reported on the development of Vega Discover, the new online catalog set to launch in 2022 from the member library perspective; commented on the challenges presented by the ever-changing landscape of vendors libraries work with; the hopes that a new accessibility toolbar will be compatible with the new catalog; and the impact of the new mask mandate on member libraries.

DA Liaison Report

- President Swierat thanked the Directors Association for their hard work and partnership in 2021 and asked Tom Lawrence to convey that message to his peers.

8. EXECUTIVE COMMITTEE REPORT

- President Swierat noted the importance of 100% board participation in the evaluation of the Executive Director.
- Vice President Ramage moved, and Janet Schnitzer seconded, a resolution to move into executive session to discuss the executive director's contract. The motion passed unanimously. The board moved into executive session at 10:47am. Rajene Hardeman moved, and Schnitzer seconded, a motion to exit executive session at 11:03am. Secretary Auchincloss moved, and Lisa Baker Brill seconded, a resolution approve a five (5) year contract with conditions as discussed with current Executive Director, Rebekkah Smith Aldrich. The motion passed unanimously. President Swierat thanked Executive Director Aldrich for her service over the course of the past contract, highlighting items in the recent report to the board this year as evidence of the leadership she has brought to the organization during challenging times.

Executive Director's Contract Renewed

9. FACILITIES COMMITTEE REPORT

- Committee Chair Ridgeway reported on amendments to the MHLS Capital Plan (Doc. 9.B). Priscilla Goldfarb moved, and Debra Klein seconded, a motion to approve the Capital Plan as presented. The motion passed unanimously.

Capital Plan Approved

- Ridgeway moved, and Rajene Hardeman seconded, a motion to approve the "Use of MHLS Auditorium by Outside Agencies" policy (Doc. 9.C). The motion passed unanimously.

Auditorium Use Policy Approved

10. PERSONNEL & PLANNING COMMITTEE REPORT

- Vice President Ramage thanked Executive Director Aldrich and MHLS Finance Manager & Personnel Officer Saran Camara, for their work to monitor changing COVID-19 guidance from the state and ensure our organization is in compliance.
- Ramage noted that policy changes recommended by the committee are under review by our attorney and will be presented at the January 2022 meeting.

- Executive Director Aldrich reported on the status of the negotiations with the bargaining unit, noting a goal to have a new contract for board consideration available at the January 2022 board meeting.
- Ramage moved, and Debra Klein seconded, a motion to approve the 2022-2026 Action Plan (Doc. 10.B) as presented. The motion passed unanimously. *2022-2026 Action Plan Approved*

11. BOARD DEVELOPMENT COMMITTEE REPORT

- Committee Chair Goldberg reported on the committee's evaluation of the MHLS Trustee Education Series, noting the challenges of COVID-19 regarding in-person programming in 2021. Executive Director Aldrich reported on plans to offer a hybrid schedule of both online and in person events once the pandemic abates. *Board Development Committee Report*
- Goldberg noted the success of the outcome of the first board self-evaluation conducted and the committee's plans to continue the practice of board evaluation annually.

12. BYLAWS, POLICIES AND PROCEDURES COMMITTEE REPORT

- Committee Chair Klein reported on the committee's success in 2021 with the passage of the Equity, Diversity, and Inclusion (EDI) Policy and the development of the EDI Policy Analysis Framework.
- Klein moved, and Janet Schnitzer seconded, a motion to require MHLS trustees to attend two hours of trustee education annually with a policy to lay out the details of this requirement to be developed in 2022 to ensure compliance with this action in 2023. The motion passed unanimously. *System Trustee Education Requirement*
- Vice President Ramage moved, and Klein seconded, a motion to adopt 2022 Rules and Procedures that are unchanged from the 2021 document. The motion passed unanimously. *2022 Rules and Procedures Adopted*

13. FINANCE COMMITTEE

- Committee Chair Wilson presented amendments to the committee's charge and moved a motion, with a correction to the provided wording for the word "keeping", that was seconded by Priscilla Goldfarb, to accept the committee recommendations for their charge. The motion passed unanimously. *Finance Committee Charge Amended*

- Wilson presented the 2022 proposed budget (Doc. 13.B), outlining the changes in revenue and expenditures as compared to fiscal year 2021. Wilson moved, and Vice President Ramage seconded a motion to approve the 2022 budget as presented. The motion passed unanimously.

2022 Budget Passed

14. WORKING GROUP REPORTS

- President Swierat presented the report of the Equity, Diversity, and Inclusion Working Group, noting the 2022 goals of the group and the plan to convene a meeting of the 2022 Committee Chairs in January 2022.

EDI Working Group Report

15. UNFINISHED BUSINESS

- Executive Director Aldrich presented the Free Direct Access Plan which has now been approved by a super majority of member library boards as per a request from the New York State Division of Library Development. Secretary Auchincloss moved, and Treasurer Wilson seconded a motion to approve the Free Direct Access Plan as presented. The motion passed unanimously.

Free Direct Access Plan Approved

16. NEW BUSINESS

- There was no new business to address.

17. ORIENTATION

- Executive Director Aldrich provided an orientation on the topic of information literacy.

Information Literacy Orientation

18. COMMUNICATION

- Library Sustainability Coordinator Casey Conlin reported on the 2021 Turning Outward cohort; the planned closure of the Downstate Correctional Facility; the upcoming Digital Navigator Training Program; the partnership with IAF/Metro; and plans to institutionalize attendance certificate distribution at all 2022 continuing education events.
- Assistant Director/Technology Operations Manager Laurie Shedrick thanked the board for authorizing a full complement of staff for her team in 2021, noting the tremendous difference in capacity and productivity this has resulted in. Shedrick invited system trustees to participate in the pilot program to provide feedback on the new catalog under

Library Sustainability Coordinator Report

development.

Technology Operations Manager Report

17. ADJOURNMENT

At 12:10pm, Lisa Baker Brill moved, and Debra Klein seconded, that the meeting be adjourned. The motion passed unanimously.

Respectfully submitted by:

Stuart Auchincloss, Secretary

Approved on January 11, 2022 by the MHLS Board of Trustees