

## Liaison Report to DA from MHLS Board Meeting

September 14, 2011

MHLS Auditorium

### Trustees Present:

- |   |  |
|---|--|
| <input type="checkbox"/> Baker Brill, Lisa (Greene) | X Miller, Martin (Putnam)                        |
| X Benton Profera, Caroline (Greene)                 | X Miller, Patricia (Putnam)                      |
| X Bickford, John (Dutchess)                         | <input type="checkbox"/> Minor, Michael (Ulster) |
| X Conine, Bill (Greene)                             | X Patterson, Roland (Dutchess)                   |
| X Ehnebuske, Jean (Putnam)                          | X Perry, Matthew (Columbia)                      |
| <input type="checkbox"/> Hoffmann, Peter (Ulster)   | <input type="checkbox"/> Sameth, Myrna (Ulster)  |
| X MacNish, Steve (Dutchess)                         | X Schnitzer, Janet (Columbia)                    |
|   | <input type="checkbox"/> Tuttle, Jim (Columbia)  |

**Staff Present:** Peggy Winn, Linda Vittone, Mike Nyerges, Merribeth Advocate, Rebekkah Smith-Aldrich

**Directors Present:** Erica Freudenberger (Red Hook), Tom Lawrence (PPLD)

**Visitors:** None

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### Action Items:

1. Agenda - Approved
2. Minutes of July 13, 2011 – Approved
3. Financial Report for June – Approved
4. Financial Report for July – Approved
5. Warrant for July – Approved
6. Warrant for August – Approved
7. 2012-2016 Plan of Service – Approved
8. 2012 Construction Grant Recommendations – Approved
9. Proposed Meeting Dates for 2012 – Approved
10. Patterson Library Variance Request – Approved

### Discussion Items:

1. Nyerges gave update on Hurricane Irene's impact on area libraries; Trustee Conine recommended all member libraries have a Business Continuity Plan in place. Lawrence asked if MHLS has Business Continuity Plan in place, Aldrich reported it does.
2. Nyerges reported MHLS has requested \$32,879 from the Public Library Construction Grant fund. This will allow repairs to the MHLS auditorium. The request for the full 50% in matching money reflects the need to pay prevailing wage and is less than 7% of the total funds awarded to MHLS.
3. MHLS personnel job descriptions are being updated to reflect the 2012-2016 Plan of Service. Nyerges reported that once job descriptions are in place, compensation will be reevaluated, taking into account other benchmarks, including: Civil Service, RCLS salaries and other factors.
4. Personnel & Planning Committee has launched the Annual Survey, asking for all member libraries to take part, said Bickford. The committee is planning to review salaries and new job descriptions in the coming month.
5. Central Library is providing one-on-one services for member libraries in areas of reference and non-fiction, reported Lawrence. An area of particular concern is outdated medical titles. Central Library will also be launching "Tuesday Tips" weekly for staff at all member libraries to answer hot topic reference questions.

*Next meeting (Annual Meeting) 10 a.m. Friday, October 28, 2011 at FDR Presidential Library in Hyde Park*

*Respectfully submitted by Erica Freudenberger*