



Board of Trustees
May 12, 2010

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, William Colgan, Charles Diamond, Ronald Ginsburg, Brian Hartson, Janet Ivory, Anne Kuthy, Mary Alice Molgard, Mary Muller, Nancy Pieri, Lois Prenovost, James Reilly
UHLS Staff: Philip Ritter, Heidi Fuge
VISITOR: Michael Zovistoski from UHY

4:32 PM – Meeting called to order by L. Lundgren.

I. MINUTES

M Muller noted an amendment to the April 14th Minutes. Under Trustee Reports, she asked that the paragraph regarding the Troy Library be revised as follows:

“The library is moving toward litigation in order to get the entire amount of tax funds that have been slated for the library.” Delete the rest of the paragraph since it does not adequately deal with a complicated situation.

MOTION: J. Reilly moved to accept the Minutes of the April 14, 2010 meeting as amended. E. Apostol seconded. Unanimous.

II. REPORT ON FINANCIAL REVIEW

M. Zovistoski distributed copies of the 2009 Financial Review and discussed the figures with the Board members. He noted that the Review was unremarkable, that there were not any tremendous changes from the previous year, and he commended Joe Sherry and Heidi Fuge for the excellent financial records. He noted that, as usual, there was a note to the Report specifying that the Post Retirement Health Care costs are recognized as incurred and this differs from the Generally Accepted Accounting Procedures. However, it would be too expensive to hire an actuary to determine the accrued Health Care costs.

He also noted that the income was down, due to decreased State Aid and that the cash amounts looked smaller because of the new investments. In 2010, they will be able give comparative figures because 2009 was the first year for the “laddered” investments in three and six month CDs.

He reminded the Board that in 2013, a balloon payment of the mortgage will be necessary. At that time, the mortgage could either be paid off or re-financed. He suggested that, in order to get the best rates, the Board might want to begin considering re-financing well before the deadline.

MOTION: M. Molgard moved to accept the 2009 Financial Report. C. Diamond seconded. Unanimous.

III. STAFF REPORT

P. Ritter highlighted the following:

- Courier service: the volume of materials is steadily increasing and the opening of the new Albany Branches is having a large impact. UHLS is probably looking at a large increase in cost in the near future due to an anticipated need for an additional driver and another route. M. Molgard asked if UHLS should begin negotiations with the courier company now? P. Ritter didn't feel it was necessary. R. Ginsburg asked what percent UHLS deliveries constituted for that company's business? P. Ritter didn't know.
- Annual Dinner: Bernard Margolis will not be able to speak at the dinner due to illness. Jeff Cannell, Deputy Commissioner, will give the presentation.
- Trustee Handbook: the 2010 revised Handbook is now available and copies have been sent to the libraries as they are requested.

IV. TREASURER'S REPORT

Report by M. Molgard, Treasurer. She reviewed the report for the period ending April 30, 2010 and pointed out the decrease in total income from March to April. This decrease was due to the reversal of the receivables that were created as a result of the financial review.

MOTION: E. Apostol moved to accept the April Treasurer's Report. J. Ivory seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reported that the Finance Committee reviewed and approved the April Purchase Journal.

NEXT FINANCE COMMITTEE MEETING: Wednesday, July 14th at 4:00 PM

Administration Committee

No meeting. No report. P. Ritter noted that he and H. Fuge will be meeting with the Asian Arts Group to discuss the lease negotiations and will report back to the Administration Committee.

NEXT ADMINISTRATION COMMITTEE MEETING: Tuesday, July 13th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She distributed the Construction Needs Survey that P. Ritter submitted to the State at the end of April. The Survey showed that there are over \$90 million

worth of construction needs among the member libraries.

The Committee also reviewed the Guidelines for the Committee acceptance of the Construction Grant applications and approved the same Guidelines as last year.

The Committee established tentative deadlines for the submission of the Construction Grants, based on the DLD deadline. However, it is possible that these dates will change since DLD cannot post any information until the State Budget is approved and they know how much money is available. The tentative deadlines are:

- July 16th - deadline for submission of materials to UHLS for preliminary review
- July 28th - final deadline for submission of any additional materials to UHLS
- August 11th - review by Services Committee
- September 8th - review by UHLS Board of Trustees
- September 24th - deadline for submission to the State

NEXT SERVICES COMMITTEE MEETING: Wednesday, July 14th at 3:30 PM

Automated Services Committee

No meeting. No report.

NEXT ASC MEETING: Friday, May 21st at 9:00 AM

Search Committee

Report by M. Muller, Chair. The Committee will be conducting interviews with three candidates on May 19, 20 and 21st and hopes to be able to have a recommendation for the Board. Discussion regarding the possibility of holding a short Board meeting prior to the Annual Dinner to review the Committee's recommendation.

Consensus that if the Committee selects a candidate, the Executive Director position may be offered to that person, contingent on Board approval, approval by the Division of Library Development, and the reference checks.

MOTION: M. Molgard moved to hold a Board meeting at 5:00 PM at the Albany Country Club, prior to the Annual Dinner in order to hear the report from the Search Committee. E. Apostol seconded. Unanimous.

NOTE: The Board meeting will be held at 5:00 PM on June 9th in the Mohawk Room at the Albany Country Club.

Nominating Committee for Board Members

Report by J. Reilly, Chair. He reported the following slate:

Anne Kuthy - representing Wm. K. Sanford Town Library
 Celeste Steinke - representing medium Albany County libraries
 Philip Erlich - representing medium Rensselaer County libraries

MOTION: E. Apostol moved to put this slate up for election at the Annual Meeting in June. M. Muller seconded. Unanimous.

Nominating Committee for Board Officers

L. Lundgren appointed the following Committee members: L. Lundgren, J. Ivory and R. Ginsburg. The Committee reported the following slate of officers to be voted on at the July 14th Board meeting:

PRESIDENT: M. Muller
 VICE-PRESIDENT: W. Colgan
 SECRETARY: Y. Caldwell
 TREASURER: M. Molgard

VI. NEW BUSINESS

C. Diamond reported that the Watervliet Treasurer was very concerned about regulations concerning the library's 501 (c) 3 status and the need to file a 990 Tax Form. N. Pieri noted that the library needs to file at least one 990 Form and then may request annual exemption from filing.

VII. TRUSTEE REPORTS

- L. Lundgren (Poestenkill): the library's Market Day was very successful in spite of the extremely poor weather. The community turned out in support of the library.
- J. Ivory (Stephentown): to-date the Library was received over \$8,000 in donations in response to their annual appeal letter. Some of the donations have even come from people who do not have library cards.
- W. Colgan (E. Greenbush): the library took in over \$16,000 in the Spring Book Sale.
- R. Ginsburg (Altamont): the library's annual Book and Trash Sale was very successful.
- M. Molgard (Berne): Alberta Wright, a former Trustee at the Berne Library, recently passed away. M. Molgard attended the funeral and expressed condolences on behalf of the UHLS Board. Mrs. Wright was associated with the Berne Library for many years and was very instrumental in improving the library services.

- E. Apostol (Albany): all of the new Branches are open except for the Arbor Hill/West Hill branch. They are all proving to be popular locations. The Bookmobile is still functioning, but its continued existence is under consideration.
- L. Prenovost (Brunswick): circulation, patrons and programs have all increased due to the new library. In fact, the new building is already started to become crowded.

MOTION:

R. Ginsburg moved to adjourn. E. Apostol seconded. Unanimous. Meeting adjourned at 5:40 PM.

Heidi A. Fuge
5/13/10

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For April 2010

May 12, 2010

Riverway Storytelling Festival 2010 – This eighth annual event was held during **April 19-25** and was again a success. While we do not yet have a complete report, we do know that **1,876** people attended the **27** events that were held this year. A full report will be provided once all of the financial figures are available and the comment sheets are prepared.

New Horizon Server – SirsiDynix has been staging the new server, and they have set **June 2-3** as the dates for migrating the **Horizon** database from the Sun server on which it has been running since we went live in 2003 to a new Linux server. During those two days all of the functions of the Horizon system will be unavailable. While the system is down, our libraries will only be able to check out materials using **PC Reliance**. **AquaBrowser** will be operational during the migration, but requests cannot be made. It is expected that this migration will be completed by the end of the day on June 3.

Evanced Summer Reader Software – The State has provided this Summer Reading Program software that is more functional and more complex than the software many libraries used courtesy of Bethlehem Public Library last year. UHLS will provide and customize this new software and the Bethlehem product so that either one can be used by any of our member libraries.

Libraries and Autism: We're Connected – This Summer Reading Program training workshop will held on the afternoon of **May 26** at the William K. Sanford Town Library. The speakers will be **Dan Weiss** (Scotch Plains, NJ, Public Library) and **Meg Kolya** (Fanwood, NJ, Memorial Library) who have produced an excellent customer service training video, website, and support materials on autism.

Close Encounters with THOSE People: A Different Perspective on Diversity and Disability – This Summer Reading Program training workshop will be held on the morning of **June 9** at UHLS. The speaker will be **Jo Fenton** from the *NYS Commission on Quality of Care and Advocacy for Persons with Disabilities*.

(Continued)

Tell Me About It – This invitational LSTA service improvement grant was approved by the State. Work has already begun on this 2-year intergenerational storytelling program involving teens and seniors working together. Teens will learn podcasting and interview (and record) seniors about their lives. Seniors will also work with storytellers to craft their story and write it. Ten of our member libraries will participate during the two years of the program. The following libraries will participate in year one: East Greenbush, Guilderland, Berne, William K. Sanford, Voorheesville, and Cohoes. Laptops, podcasting equipment, cameras, and software have been purchased. The first podcasting class will be held on June 14, and Polly Farrington will teach the basic techniques of podcasting to librarians who will then teach the teens at their libraries.

Courier Delivery Service – As they are opened, the new and/or renovated branches of the Albany Public Library are being added to the delivery schedule. Daily delivery to the John Bach Branch Library was added in April, and it is anticipated that the Arbor Hill/West Hill Branch Library will be added by the end of May. This is significant because March 2010 proved to be the busiest delivery month in UHLS history by a wide margin. The drivers moved **8,458** bins during March 2010, surpassing the previous highest volume by over 1,000 bins. The summer months have traditionally been the busiest months of the year, and it appears that the volume this summer may be more than ever. If that proves to be true, it will probably necessitate the adding of an additional driver and route.

Philip W. Ritter
Executive Director