



Board of Trustees
August 11, 2010

PRESENT: Erin Apostol, Yolanda Caldwell, William Colgan, Philip Erlich, Ronald Ginsburg, Brian Hartson, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Nancy Pieri, James Reilly, Janet Ivory, Celeste Steinke

ABSENT: Anne Kuthy

UHLS Staff: Tim Burke, Heidi Fuge

5:00 PM – Meeting called to order by M. Muller

I. NEW EXECUTIVE DIRECTOR

M. Muller introduced and welcomed Tim Burke, the new UHLS Executive Director.

II. OATH OF OFFICE

M. Muller administered the Oath of Office to C. Steinke.

III. MINUTES

MOTION: J. Reilly moved acceptance of the June 30, 2010 Minutes. E. Apostol seconded. Unanimous.

IV. UHLS STAFF REPORT

Report by T. Burke. He noted that a report written by P. Ritter and ending July 30th had been included in the Board mailing and he handed out a report to bring the Board members up to date.

V. TREASURER'S REPORT

Report by M. Molgard, Treasurer. She noted that the Board was reviewing both the June and July reports since the June report had not been available at the last meeting. She explained the new process for requesting the funds for the LSTA grants, noting that UHLS can request funds monthly, but must use them within 30 days of receipt. In addition, funds cannot be requested until the previous amounts have been spent. This means that there will be times when the grants will show a deficit on the Treasurer's Report while waiting for the funds.

MOTION: E. Apostol moved acceptance of the Treasurer's report for June 2010. L. Lundgren seconded. Unanimous.

MOTION: J. Reilly moved acceptance of the Treasurer's report for July 2010. J. Ivory seconded. Unanimous.

VI. APPOINTMENT OF COMMITTEE CHAIRS

M. Muller made the following appointments:

Administration Committee:	J. Reilly, Chair
Automated Services Committee:	T. Burke, Chair
Finance Committee:	M. Molgard, Chair
Services Committee:	E. Apostol, Chair

MOTION: M. Molgard moved to approve the appointment of T. Burke as the UHLS representative to the CDLC Board of Trustees and to appoint him as the UHLS Financial Clerk as per the By-Laws. J. Reilly seconded. Unanimous.

VII. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Committee reviewed and approved the July Purchase Journal and Payroll totaling \$125,952.00.

She reported that the Committee reviewed and approved the draft of a Request for Proposals to be sent to area banks. Once the bank proposals are received, the Committee will review them and will set up dates for meetings with the bank representatives. Y. Caldwell asked if RFPs would be sent to any of the local credit unions? H. Fuge responded that the credit unions were not suitable for our banking needs in the past, but that we can certainly look into them again. Berkshire, TDBank and Pioneer were also recommended for consideration.

M. Molgard reported that the Committee recommended Board acceptance of new LPL Corporate Resolutions for the Operating and Restricted investment accounts. These forms will require information and signatures from all of the Board officers.

MOTION: L. Lundgren moved acceptance of the new LPL Corporate Resolutions for the Operating and Restricted investment accounts. C. Steinke seconded. Unanimous.

NEXT FINANCE COMMITTEE MEETING: Wednesday, September 8th at 4:00 PM

Administration Committee

No meeting. No report.

NEXT ADMINISTRATION COMMITTEE MEETING: Tuesday, September 8th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She noted that the Committee reviewed the four Construction Grant applications. The applications totaled \$480,331.00. The amount available is \$441,390.00 There was extensive discussion regarding the merits of each application and how they fit within the guidelines. The Committee recommends full funding for Altamont, Guilderland and Rensselaerville and reduced funding for Albany. There is always the possibility that unused funds from other Systems will be available and they might be granted to UHLS to cover the \$38,041 difference between what Albany requested and what the Committee is recommending.

MOTION: E. Apostol moved to authorize the UHLS Executive Director to submit the Construction grant applications with the following funding recommendations:

Albany	\$250,085
Altamont	\$ 40,190
Guilderland	\$ 132,865
Rensselaerville	\$ 18,250
TOTAL:	\$441,390

B. Hartson seconded. Unanimous.

NEXT SERVICES COMMITTEE MEETING: Wednesday, September 8th at 3:30 PM

Automated Services Committee

Minutes from the June meeting were included in the Board packet.

NEXT ASC MEETING: Friday, September 17th at 9:00 AM

VIII. TRUSTEE REPORTS

- C. Steinke (RCS): the library discovered a problem with the floor when shelving was moved. They have to move out of the building for at least two months while repairs are being made. They will soon be moving into an old video store on Route 9W, not too far from their current location. The library's lease on their space in the City-owned building expires in 2012.
- E. Apostol (Albany): the Branch Construction project has been completed. All of the new, and re-habilitated Branches are now open.

R. Ginsburg (Altamont): the Library will be holding their second annual bicycle race on Sunday, August 15th. The race will result in the closure of Main St. between Grand and Park Streets and the closure of Park, Lark, Fairview and Grand Streets.

MOTION: E. Apostol moved to adjourn. L. Lundgren seconded.
Unanimous. Meeting adjourned at 5:35 PM.

NEXT BOARD MEETING: Wednesday, September 8th at 4:30 PM

Heidi A. Fuge
8/12/10

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

July 30, 2010

Courier Delivery Service – One courier delivery driver quit his job suddenly on **July 9**, and a substitute driver took over until a replacement could be found. The replacement driver started on **July 19** and then quit suddenly on **July 23**. Consequently, the courier delivery service has been in turmoil during July. ALDS has risen to the occasion and kept the delivery service going under these adverse conditions. July has historically been our busiest month, so it is unfortunate that this has happened now.

Adult Services Advisory Council – This advisory group met on **July 20** and discussed databases and Overdrive downloadable books. The librarians want training on downloadables later this year.

State Aid Budget Application 2010-2011 – This annual application for State Aid was submitted on **July 22** to the Division of Library Development, well in advance of the deadline. This application for funding shows how the UHLS operating budget for 2010 meets the established Standards for Service.

Building Maintenance – During the second week of August, **Classic Custom Construction** will install the laminate flooring in the space leased by the **Asian Arts Group**, and they will perform a number of small repair projects throughout the building. **TBS**, the company that maintains the HVAC system, has submitted an estimate for replacing the air conditioning system in the computer room. The **\$3,800** estimate is within the maintenance and repair line of the operating budget. **ESS**, the company that provides janitorial services, will be in the building during the first week of August to wash all of the exterior windows, clean the carpet and detail the Executive Director's office, and buff the floor underneath the shelving in the Shipping Room.

Close Encounters with THOSE People: A Different Perspective on Diversity and Disability – **Jo Fenton** from the *NYS Commission on Quality of Care and Advocacy for Persons with Disabilities* will present this rescheduled workshop at UHLS on **August 26**.

Philip W. Ritter
Executive Director

**UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
Supplement
For August 2010**

August 11, 2010

Executive Director Transition – I began my work as the new Executive Director of the Upper Hudson Library System on Monday August 9. In addition to getting the “housekeeping” details organized (office/computer set up, learning the office procedures, protocols, etc.) during the first week, I am in the process of meeting with the staff, both collectively and individually to get to know them and their role on the UHLS team and most importantly, to give them a chance to give me their insight into how we move the system forward together. The entire staff have been remarkably helpful to me and have been very gracious in welcoming me to the “UHLS Family”, which is most appreciated.

Member Library Listening Tour – In the coming weeks I will begin a round of visits to each and every library in the system. I will be meeting with each Library Director, tour the library facilities, in an effort to learn what the system can and should be doing for the member libraries to assist them in their efforts to provide the best library service possible. I will keep the board updated on what I learn during these visits.

Courier Delivery Service – Late in July there was a temporary “upheaval” among the drivers for the delivery service caused by one driver unexpectedly resigning from his position, followed by the sudden resignation of the replacement driver. I am happy to report that the staffing situation at ALDS has now been stabilized and most importantly, there was no disruption of delivery services for member libraries during this period.

Building Maintenance – The floor replacement project in the **Asian Arts Group** space has been completed and has resulted in a dramatic improvement in the appearance of the space. As expected, the contractor discovered some areas of the old floor that required additional equipment and labor to address and we are waiting to hear back on any additional cost incurred for that work. The same contractor, **Classic Custom Construction**, will be doing several small repairs throughout the building as directed by UHLS staff. The air conditioning system replacement for the server room was completed by **TBS Inc.** last week. The several cleaning projects that were needed (exterior windows, ed office, shipping room) will be completed by **ESS Inc.** by the end of this week.

Timothy Burke
Executive Director