



Board of Trustees
March 9, 2011

PRESENT: Erin Apostol, Yolanda Caldwell, Philip Erlich, Ronald Ginsburg,, Janet Ivory, Anne Kuthy, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Nancy Pieri, James Reilly

EXCUSED: William Colgan, Brian Hartson

ABSENT: Celeste Steinke

UHLS Staff: Tim Burke, Heidi Fuge

4:30 PM – Meeting called to order by M. Muller

I. MINUTES

MOTION: P. Erlich moved acceptance of the February 16, 2011 Minutes. L. Lundgren seconded. Unanimous.

II. UHLS STAFF REPORT

Report by T. Burke. He added the following to the written report sent to the Board:

- **2010 State Funds:** The funds are expected to be released before the end of this month.
- **Library Advocacy Day:** T. Burke thanked the trustees who attended (M. Muller, L. Lundgren, N. Pieri) as well as the UHLS staff and representatives from ten member libraries. This year the focus was on the value of Systems and the ways in which a decrease in System funding impacts the services to the local libraries and ultimately to their patrons. T. Burke asked trustees to contact any legislators with whom they might have a relationship and urge them decrease the cut in funds.
- **Funding:** The Governor's budget is proposing another 10% cut in library aid for 2011. T. Burke noted that some Systems are suffering real solvency issues due to the lack of the State funds. UHLS is fortunate in that we have never budgeted for or relied on the Supplemental Aid and we have another source of income in the rent that we receive from our tenants. Some Systems have had to significantly increase their service charges to their members in order to support their core services. Further cuts in state funding will have a negative impact on the level of service that UHLS provides to the member libraries. Daily delivery was mentioned as a service that could be impacted.
- **Harper Collins ebook issue:** Effective March 7th, the Harper Collins ebooks that are purchased through OverDrive are going to change. The ebooks will now be allowed only 26 circulations and then the books will be removed from use and the library or System must re-purchase another 26 circulations. This is a dramatic change in their ebook policy. The Directors Association discussed this situation and wants an immediate boycott of any Harper Collins ebook purchases. UHLS is one of the leading

Systems in expressing displeasure over this policy change which affects Systems and libraries nationwide. Some libraries will also discontinue purchasing any Harper Collins print materials. T. Burke handed out an article from Library Journal Online that explained the situation and prominently mentioned UHLS leadership in the boycott movement.

- **Directors Association:** T. Burke noted that the recent Directors Association meetings have had a tremendously gratifying attendance of 20-23 member libraries. N. Pieri noted that much of this increase is due to T. Burke's influence.

III. TREASURER'S REPORT

M. Molgard reviewed the February report. She explained that funds from Automation Reserve account that had been invested in a First Niagara CDARS account had matured. They were not renewed because we are closing our accounts at First Niagara and so the funds were temporarily put into the operating account until the new NBT accounts are ready. The Treasurer's report might look a little different for a month or two while the account changes are taking place.

M. Molgard noted that there is still over \$600,000 outstanding in 2010 State funds. When the funds are eventually released, we will probably receive less than this due to all of the funding reductions.

MOTION: E. Apostol moved to accept the February Treasurer's report. J. Reilly seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Finance Committee reviewed and approved the February Purchase Journal and Payroll totaling \$116,242.50.

H. Fuge and J. Sherry met with the NBT Bank representatives and things are underway to move the accounts. A Corporate Authorization Resolution needs to be approved and signed by the Board. This resolution would authorize Heidi Fuge, Joseph Sherry and/or MaryAlice Molgard to enter into and execute funds transfer and/or ACH agreements between UHLS and NBT. They would also be authorized to open any deposit accounts in the name of the Corporation and to endorse checks on behalf of the Corporation.

MOTION: N. Pieri moved to authorize the Secretary and the Board President to sign the Corporate Authorization Resolution. J. Ivory seconded. Unanimous.

M. Molgard reported that UHLS is renewing the contract with TimeWarner for telephone and internet service for another 36 months. The current contract still had a year left, but we

wanted to disconnect two phone lines that are no longer needed. The change will take place at the beginning of July and will result in a savings of approximately \$150 per month. The new contract needs to be approved now in order to put UHLS into the proper erate reimbursement schedule.

MOTION: E. Apostol moved approval of the new TimeWarner 36-month contract for the time period 7/1/2011 through 6/30/2014. Y. Caldwell seconded. Unanimous.

Services Committee

No meeting. No report.

NEXT SERVICES COMMITTEE MEETING: Wednesday, April 13th at 3:30 PM.

Administration Committee

No meeting. No report.

NEXT ADMINISTRATION COMMITTEE MEETING: Tuesday, April 12th at 4:00 PM

Automated Services Committee

No meeting. No report.

NEXT ASC MEETING: Friday, March 18th at 9:00 AM.

V. NEW BUSINESS

T. Burke reported that M. Fellows would like to apply for the LSTA Summer Reading Program Challenge grant. In 2011 the focus of this grant will be on school/library cooperation.

MOTION: Y. Caldwell moved to authorize the submission of the LSTA Summer Reading Program School Connection Challenge Grant. M. Molgard seconded. Unanimous.

MOTION: E. Apostol moved to go into Executive Session to discussion an employment issue. Y. Caldwell seconded. Unanimous. The Board went into Executive Session at 5:15 PM. The Board returned from Executive Session at 5:20 PM.

MOTION: J. Reilly moved to confirm the adjustment to the Executive Director's salary as stated in the appointment letter. The adjustment is retroactive to the end of the six-month probationary period. L. Lundgren seconded. Unanimous.

VI. TRUSTEE REPORTS

- J. Ivory (Stephentown): the annual meeting was well-attended and included a chili cook-off which raised some funds for the library.
- M. Molgard (Berne): the Friends Group is working to raise funds for a new library carpet. The Town Board has put the construction of a new library on the back burner due to the economic situation and the funds are just not available at this time.

MOTION: J. Reilly moved to adjourn. N. Pieri seconded.
Unanimous.

Meeting adjourned at 5:25 PM.

Heidi A. Fuge
3/10/11

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT March 2011

February 28, 2011

Library Advocacy Day 2011 - As of this report we are making final preparations for the Library Advocacy Day (formerly known as Lobby Day) which is scheduled for Tuesday March 1. I expect to have a contingent of 25-30 library staff, system staff, trustees, and friends for our legislative meetings and to join together with library advocates from across the state to voice our support for library funding. As part of our system-specific advocacy efforts Mary Fellows and I created a one-page "Talking Points" document to provide to our contingent and to include in the packets we'll leave with each elected official (see attached). This will help us focus the legislative meetings on System services to libraries and library users and the impact of library aid cuts on UHLS. I also worked with the PULISDO leadership to provide Advocacy Day attendees with signs that have messages specifically supporting library systems in NYS. I am looking forward to a successful day of advocacy next week and at the March Board meeting I'll provide a full report on the day's activities.

Member Library Support - Since the last Board meeting I have worked with several member libraries consulting with them on specific projects/issues. These include continued service on the **Guilderland Public Library's** Long Range Planning Committee which is currently developing the designs for a proposed building addition and providing advice and support on local issues to the trustees, directors, and/or staff of the **Brunswick Community Library**, the **Castleton Public Library**, the **Nassau Free Library**, the **RCS Community Library**, the **Voorheesville Public Library**, the **Arvilla E. Diver Memorial Library** (Schaghticoke). I have also been invited to attend the March Board meetings of the **Cohoes Public Library** and the **Brunswick Community Library** to discuss the re-chartering process for those libraries.

Riverway Storytelling Festival - The ninth annual presentation of this popular program is scheduled to take place April 4 - 10, 2011 (see enclosed festival guide). There are 28 individual presentations taking place in 13 of our member libraries. I encourage you to get out and attend one or some of these programs to experience what is often considered the oldest form of entertainment. If you would like tickets for any of the featured events please contact Mary Fellows at UHLS to make the arrangements. Please visit the Riverway website (www.riverwaystorytellingfestival.org) for more information.

NYS Library Annual Reports - As of this report we are helping the last few member libraries round up the final bits of information they need to complete their NYS annual reports. The reports for all of the member libraries will be submitted to DLD in advance of the deadline and that includes the System's own annual report, which had already been submitted. From my previous experience as a member Library Director, I was aware of the important role that **Heidi Fuge** plays as the primary annual report

coordinator for the System. However, the opportunity to see this process from the System side has illustrated for me the truly invaluable service Heidi gives to each and every member library to assist them in completing their annual report. From comprehensive one-on-one training sessions with new directors; to taking frequent (and sometimes frantic!) phone calls from directors, trustees, and treasurers; to keeping a careful eye on literally thousands of individual numbers and statistics, she handles it all with a calming demeanor and a clear commitment to providing the best service possible for our member libraries. Please take a moment to thank Heidi for this "above and beyond" service for our System.

More Good News About the UHLS Staff and Services - On Wednesday, February 23 I received a wonderful letter from a librarian at the Voorheesville Public Library (see attached). As you will see when you read it, in a very heartfelt way the letter thanks the System both for offering the "Digital Download Boot Camp" and for providing the inspiration and encouragement to always be thinking ahead. I have formally thanked **Jo-Ann Benedetti** and **Mary Fellows** respectively, for their great work to earn such high praise. I have included a copy of the letter in each of their personnel files, but I also wanted to share the letter with the Board.

Empire State Book Festival - On Saturday, April 1 NYLA will present the second annual Empire State Book Festival in the Empire State Plaza. The event features programs and book signings by many well-known authors, a keynote address by author and entertainer Rosanne Cash, children's activities, one of the best stocked temporary bookstores in the area (only for that day!), and an antiquarian book fair. The festival was very well attended last year and should be an even better program this year, so please consider attending this free event. In case you are wondering, the UHLS connection is that both Evelyn Butrico, Director of the East Greenbush Community Library and I serve as members of the Book Fest Organizing Committee and we are both very proud of our small contributions to this great event.

UHLS Information Technology Update – The Automation Services Report for 2/18/11 which details the major activity of the Automation Services Team during the last reporting period is attached for your review.

Timothy Burke
Executive Director