



**Board of Trustees**  
**May 11, 2011**

PRESENT: William Colgan, Philip Erlich, Ronald Ginsburg, Brian Hartson, Anne Kuthy, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Evelyn Butrico

EXCUSED: Janet Ivory, James Reilly, Celeste Steinke

ABSENT: E. Apostol, Yolanda Caldwell

UHLS Staff: Tim Burke, Heidi Fuge

VISITOR: Michael Zovistoski (UHY)

4:35 PM – Meeting called to order by M. Muller, President

**I. OATH OF OFFICE**

M. Muller appointed E. Butrico to the Board as the representative from the Directors Association to fill the vacancy left by N. Pieri. She will be added to the slate of UHLS trustees at the June annual meeting. M. Muller administered the Oath of Office to E. Butrico.

**II. MINUTES**

**MOTION:** P. Erlich moved acceptance of the April 13, 2011 Minutes. A. Kuthy seconded. Unanimous.

**III. REPORT ON ANNUAL FINANCIAL REVIEW**

Report by M. Zovistoski from UHY. He distributed copies of the 2010 annual financial review. He noted that this is always a qualified report since UHLS does not hire an actuary to annually determine the post-retirement health care costs. He also noted that many small organizations prefer not to incur the significant expense of an actuary and UHY does not consider this a major problem. In reviewing the report with the Board, he noted that on the Balance Sheet the change in net assets is due to the delay in receiving the bulk of the State funds - most of the 2010 funds were received in 2011 - and UHLS had to use its own resources to cover the deficit. This decreased assets significantly.

He noted that the work done by Joe Sherry and Heidi Fuge during the year make the financial review process go very smoothly. He also noted that conservative budgeting in 2010 kept this organization in a good financial position.

W. Colgan asked about the value of an audit versus a financial review. M. Zovistoski noted that an audit required much more work, would take longer, would be more expensive (probably double the cost of a review - at least in the first year) and would require that the auditors look at three years worth of information in order to produce a comparative audit.

**MOTION:** L. Lundgren moved acceptance of the annual financial review presented by M. Zovistoski. W. Colgan seconded. Unanimous.

#### IV. UHLS STAFF REPORT

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

- **2010 CONSTRUCTION GRANTS:** The UHLS construction grants were approved for a total of \$446,825 for APLM, ALTM, GUIL and RVLL. There is a 5-day delay between notification and announcement in case the appropriate State legislator wants to make an announcement about the grants.
- **2011 CONSTRUCTION GRANTS:** There will be \$441,000 available to UHLS member libraries for 2011. There will probably be a mid-August deadline for the applications at UHLS and an October 15<sup>th</sup> deadline for the State.
- **AUTOMATION SUPPORT LINE:** The UHLS Automation Department has a new 24/7 tech support line. The number is 635-0878. This line rings in UHLS during the day but also alerts the Automation staff on off-hours that there is a help/support request.
- **CORE (Community Openness Respect Ethics) TRUSTEE TRAINING:** T. Burke and M. Fellows have created an on-demand trustee training program that can be taken out to the member libraries. The first scheduled presentation will be at the Castleton Library on May 23<sup>rd</sup>. T. Burke will send out announcement to member library directors and board presidents about the training being offered.
- **STATE BUDGET APPLICATION**

**MOTION:** P. Erlich moved acceptance of the State Budget application submitted for the 2011 funding year. B. Hartson seconded. Unanimous.

- **CENTRAL BOOK AID**

**MOTION:** M. Molgard moved to acknowledge receipt of the email from Albany Public Library stating that all of the 2010 Central Book Aid funds were expended as budgeted. L. Lundgren seconded. Unanimous.

#### V. TREASURER'S REPORT

M. Molgard presented the April 2011 Treasurer's Report. She noted that the restricted accounts have been moved to CDARS accounts at NBT Bank.

**MOTION:** A. Kuthy moved acceptance Treasurer's Report for the months ending April 30, 2011. P. Erlich seconded. Unanimous.

## **VI. COMMITTEE REPORTS**

### Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the April Purchase Journal and Payroll totaling \$614,829.24. A large portion of this amount, \$499,754.16, was a pass-through of funds to open the new NBT restricted accounts.

She noted that Walter Burke, at NBT Bank, recently reported that the prime rate to which the mortgage rate will be tied has dropped. If all of the mortgage documents and other actions, can be finished soon, then the mortgage rate will be lower than originally anticipated. Discussion regarding the acceptance and signing of any mortgage documents. It was noted that there is no Board meeting scheduled for June but there might be steps that have to be approved and taken in accepting the bank's mortgage documents.

**MOTION:** P. Erlich moved to authorize M. Muller to sign any mortgage documents approved by the UHLS attorney. L. Lundgren seconded. Unanimous.

### Administration Committee

No meeting - no report

### Services Committee

No meeting - no report

### Nominating Committee

Report by M. Muller for J. Reilly. M. Molgard and B. Hartson have agreed to continue on the Board. This will be the second full term for M. Molgard and the first full term for B. Hartson. T. Burke thanked them for their willingness to continue to serve on the Board. The slate at the annual meeting will consist of M. Molgard, B. Hartson and E. Butrico.

### Automated Services Committee (ASC)

Report by T. Burke, Chair. He noted that as the Automation Department staff began working with a trial version of the Enterprise program from SirsiDynix, it quickly became clear that there were some very essential features that it could not perform including showing real-time holdings. E. Butrico noted that when the Enterprise program was demonstrated here, they used a different SirsiDynix program, not the Horizon program to be used at UHLS.

T. Burke reported that the ASC has recommended that UHLS cancel the Enterprise implementation, continue with the planned AquaBrowser cancellation and encourage the Automation staff to continue experimenting with VU Find, an open source (free!) integrated library system. After June 1<sup>st</sup>, all libraries will only be able to use the traditional search mode as the only interface to the online catalog.

**MOTION:** P. Erlich moved to accept the recommendation from ASC regarding the cancellation of the Enterprise implementation and the continued experimentation with open source systems. R. Ginsburg seconded. Unanimous.

T. Burke reported that both the ASC and the Directors Association have accepted the proposed UHLAN fee schedule for the next three years (2012, 2013, 2014). Both of those groups endorsed the draft fee schedule but recommended that the fee structure should increase in the 2<sup>nd</sup> and 3<sup>rd</sup> years. The original structure projects a 7.1% increase in fees in 2012 and then less than 2% in the next two years. Instead, the new fee schedule would project a 7.1% increase in 2012 and a 4% increase in the subsequent two years.

**MOTION:** R. Ginsberg moved to approve the UHLAN fee schedule as revised, with a 7.1% increase in 2012, a 4% increase in 2013 and a 4% increase in 2014. L. Lundgren seconded. Unanimous.

W. Colgan asked about the UHLAN contract: if one library doesn't approve the new contract, will that hold up services for the other libraries? T. Burke noted that the contract is between UHLS and each individual library. If one library delays approving the contract, that will mean that only services to that particular library might be affected.

## **VII. NEW BUSINESS**

M. Muller appointed L. Lundgren as Chair of the Nominating Committee for Board Officers. L. Lundgren will report at the July Board meeting.

M. Muller appointed E. Butrico to the Finance Committee.

## **VIII. TRUSTEE REPORTS**

- L. Lundgren (POES) The annual Market Day was extremely successful. The Town is becoming much more involved with the library and the Town Supervisor attended Market Day.
- R. Ginsberg (ALTM) The library held its annual Book and Bake Sale and it raised over \$1,300.
- M. Molgard (BERN) The library now has the possibility of a new space. The Catholic Church building has become available and would be ideal. The building is fairly modern, has plenty of parking, is handicapped accessible and is not too far from the current library. The school is also interested in the building and so there will have to be some discussions regarding its use.
- M. Molgard noted that she and R. Ginsberg had discussed the aging and out-dated photographs of the libraries on the wall in the Meeting Room and were developing a plan for re-taking them. T. Burke noted that he has made arrangements for a photographer who has been working on them.
- M. Molgard reported that she attended the retirement reception

for Nancy Pieri at the Bethlehem Library. It was a nice occasion and Nancy seemed quite pleased with it.

E. Butrico (EGRN)

Capital District Living magazine voted East Greenbush as the best library and the best children's programs in the Capital District.

**MOTION:**

L. Lundgren moved to adjourn. P. Erlich seconded. Unanimous.

Heidi A. Fuge  
5/16/11