



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees

July 11, 2012

PRESENT: Judy Brown, Evelyn Butrico, Phil Erlich, Ron Ginsburg, Brian Hartson, LouAnne Lundgren, Mary Muller, Tara Ricard, James Reilly

EXCUSED: Mary Alice Molgard, Janet Ivory

UHLS Staff: Tim Burke, Heidi Fuge

4:30 PM – Meeting called to order. M. Muller welcomed new trustees J. Brown and T. Ricard. She noted that at the September meeting, there will be additional new Board members.

I. NOMINATING COMMITTEE FOR BOARD OFFICERS

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

President: M. Muller
Vice-President: P. Erlich
Treasurer: M. Molgard
Secretary: J. Reilly (a nomination from the floor)

MOTION: E. Butrico moved to accept the slate as presented. L. Lundgren seconded. Unanimous.

MOTION: J. Reilly moved, as per the UHLS By-Laws, to allow M. Molgard to serve another term as the Treasurer. L. Lundgren seconded. Unanimous.

II. OATH OF OFFICE

M. Muller administered the Oath of Office to J. Brown, T. Ricard, E. Butrico and L. Lundgren.

III. MINUTES

MOTION: P Erlich moved to approve the May 9, 2012 Minutes. J. Reilly seconded. Unanimous.

IV. EXECUTIVE DIRECTOR'S REPORT

T. Burke added the following to his written report:

- UHLS PLAN OF SERVICE: he handed out an outline showing the progress on developing the Plan of Service. He noted that this outline has been shared with the Directors Association and will be presented to the UHLS staff.
- CDLC DELIVERY: there was a brief volatile period following CDLC's announcement that they would be discontinuing their courier service to the Academic and Special libraries. The service has been restored.
- e-CONTENT COLLECTION GUIDELINES: these Guidelines were accepted by the

Directors Association at their July 6th meeting. The Guidelines represent a great example of the UHLS libraries working together for better service to their patrons.

V. TREASURER'S REPORT

In the absence of M. Molgard, R. Ginsburg presented the May and June Reports. He noted that the situation is normal for this time of year and that we are still waiting for the release of the 2012 State funds.

MOTION: J. Reilly moved to accept the Treasurer's reports for the period ending May 31, 2012 and June 30, 2012. P. Erlich seconded. Unanimous.

VI. COMMITTEE REPORTS

Finance Committee

Report by R. Ginsburg. He noted that the Committee reviewed and approved the Purchase Journal and Payroll for May which totaled \$149,930.39 and the Purchase Journal and Payroll for June which totaled \$99,630.57.

The Committee also reviewed the Amended 2012 Budget which represents a "mid-course correction" in order to bring the budget more in line with actual income and expenses. The two largest areas of change are in the projected costs of utilities and health insurance. The cost of health insurance for both current staff and retirees decreased after the original budget was presented; and several retirees have, for a variety of reasons, discontinued their coverage under UHLS. The newly upgraded HVAC system is already showing signs of better management of the heat and cooling in the building. The Committee recommends approval of the Amended 2012 Budget.

MOTION: L. Lundgren moved to accept the Amended 2012 Budget. E. Butrico seconded. Unanimous.

Administration Committee

Report by J. Reilly, Chair. He noted that the Committee reviewed a proposed revision to the job description for the Systems Administrator and recommends its adoption by the Board. The description was revised in order to make sure that it covered all of the physical activities involved in assisting the member libraries with technology implementation. A copy of the revised job description was distributed to the Board members.

MOTION: L. Lundgren moved adoption of the revised job description for the Systems Administrator. R. Ginsburg seconded. Unanimous.

The Committee discussed the changes in the costs for the roofing project for which a Construction Grant has been approved. In order to keep costs within the original grant

proposal amount, the roofer has been informed that UHLS is exempt from the Prevailing Wage Law based on a 1991 letter from James Tuttle, the UHLS attorney. The Committee recommends that J. Tuttle should review and re-affirm the opinion letter and should also review the contract from Edgar Roofing.

MOTION: P. Erlich moved to accept the recommendation from Administration Committee and ask J. Tuttle to re-affirm the Prevailing Wage exemption and to review the Edgar Roofing contract. Following approval by the attorney, UHLS is authorized to proceed with the contract L. Lundgren seconded. Unanimous.

Services Committee

No meeting. No report.

Automated Services Committee

The Minutes from the July 6th meeting were distributed. T. Burke noted the discussion regarding the timing of the authority control processing. It is possible that the processing can be done every other yearly rather than yearly and this should present a cost savings.

VII. NEW BUSINESS

Committee assignments

M. Muller made the following Committee assignments:

- J. Brown - Services Committee
- T. Ricard - Finance Committee
- R. Armao - Administration Committee
- L. Lundgren - Chair of the Services Committee

M. Muller re-affirmed all other Committee assignments.

Board resignations

MOTION: J. Reilly moved to accept the following resignations: Y. Caldwell, C. Steinke, and A. Kuthy. R. Ginsburg seconded. Unanimous.

Resolution of Appreciation

MOTION: L. Lundgren moved that the following Resolution of Appreciation should be transmitted to Erin Apostol in recognition of her service to UHLS and the Board of Trustees. P. Erlich seconded. Unanimous.

Whereas, Erin Apostol diligently and faithfully fulfilled her responsibilities as a Trustee of the Upper Hudson Library System from 2001 to 2012 and,

Whereas, she served in an exemplary manner as Chair of the Services Committee, Board liaison to the Outreach Advisory Council, and representative of the Albany Public Library;

Therefore Be It Resolved, that the Trustees of the Upper Hudson Library System express their appreciation to Erin Apostol for her service and commitment on behalf of the System and the public libraries in Albany and Rensselaer Counties.

VIII. TRUSTEE REPORTS

- B. Hartson (Guilderland): the library's expansion project was defeated in a public vote by 3 to 1. The defeat was due to partisan politics and the distribution of incorrect information by those seeking to defeat the project. It was very disappointing to the Trustees who had worked so hard to get the project accepted and moving. The Board will re-group and try to see what can be salvaged. E. Butrico noted that the new Board member at Guilderland has taken an Oath of Office to support the library. Hopefully that person will understand that support means to help with both the fiduciary responsibilities as well as recognizing the structural shortcomings in the library building.
- J. Reilly (Voorheesville): the library is holding community meetings regarding their expansion project. They are trying to learn from what happened with Guilderland. L. Lundgren noted that in a recent news article, she was impressed with the successful marketing that a library outside UHLS did to educate their community about an expansion project - they took the approach that a "no" vote could be equated to burning books.
- E. Butrico (East Greenbush): the library has over 150 people signed up for their new Adult Summer Reading Program. Community businesses have been very generous in donating prizes to be distributed at the end of the Program.
- M Muller noted that J. Ivory was absent because she was at the library in Stephentown helping to prepare for their major fundraising event.

MOTION:

J. Reilly moved to adjourn. J. Brown seconded.
Unanimous. Meeting adjourned at 5:35 PM.

Next Board meeting: Wednesday, September 12th at 4:30 PM.

Heidi A. Fuge
7/16/12



UPPER HUDSON LIBRARY SYSTEM

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Job Description

Job Title: Systems Administrator (formerly Manager, Technology Services)

FLSA: Exempt

Date: 12/02 (revised by UHLS Board of Trustees 7/11/12)

Job Summary: Manages and serves as a consultant for all aspects of the UHLAN wide area network (WAN) and UHLS local area network (LAN), including troubleshooting, purchasing, upgrading, maintaining, running reports and training; performs other duties as assigned.

Essential Functions:

1. Manages the UHLS automation system for member libraries; including servers, wide-area networks and local area networks;
 2. Manages all functions and operations of technology services;
 3. Explores and keeps abreast of new technology; plans implementation of new services;
 4. Provides technical guidance and support to System staff; provides consultation and assistance to member libraries in deploying technology, PC purchase, network design, and Internet access;
 5. Installs, configures, and upgrades UHLAN database server hardware/software; assists member libraries in the installation, configuration and upgrade of hardware/software;
 6. Troubleshoots and solves problems with system malfunctions and telecommunications;
 7. Develops and provides computer generated reports for staff and member libraries;
 8. Monitors the use of equipment and software, recommends purchase of equipment and software to maintain and improve the functioning of the UHLAN system; and
 9. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Working knowledge of Upper Hudson Library System policies and procedures;
 2. Advanced knowledge of hardware, telecommunications systems, and software;
 3. Ability to research, implement, and maintain existing and new technologies and ensure the effectiveness of same;
 4. Knowledge of automation/technology management and planning; LANs/WANs, PC technology and database management;
 5. Ability to learn and understand library applications of technology and automation e.g. MARC records and information retrieval;
 6. Ability to effectively communicate with other staff members and maintain effective working relationships with staff and others;
 7. Ability to prioritize and multitask while also maintaining a high degree of flexibility (may be required to be on-call seven days a week); and
 8. Ability to present written and oral communications clearly and concisely.
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Education and Experience:

1. Bachelor's Degree in a computer related field; and
2. Five or more years of recent experience managing area wide networks, including at least one year of experience maintaining an Integrated Library System.

Physical and Environmental Conditions:

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60+% of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meetings and training rooms, libraries, and vehicles, e.g., use of safe work place practices with office equipment and tools, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.