



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## Board of Trustees September 12, 2012

PRESENT: Daniel Curtis, Phil Erlich, Ron Ginsburg, Brian Hartson, Janet Ivory, LouAnne Lundgren, Mary Muller, Mary Alice Molgard, Tara Ricard

EXCUSED: Judy Brown, Evelyn Butrico, Jeremy Martelle, James Reilly

ABSENT: Rosemary Armao

UHLS Staff: Tim Burke, Heidi Fuge

4:30 PM – Meeting called to order. M. Muller welcomed D. Curtis, the new representative from the Albany Public Library. She administered the Oath of Office to him and appointed him to the Services Committee. All of the Trustees introduced themselves and welcomed him.

### I. MINUTES

**MOTION:** P Erlich moved to approve the July 11, 2012 Minutes.  
L. Lundgren seconded. Unanimous.

### II. EXECUTIVE DIRECTOR'S REPORT

T. Burke added the following to his written report:

- UHLS PLAN OF SERVICE: a draft of the Plan was sent to the Trustees prior to the meeting. The Plan follows a format required by the Division of Library Development. This draft was reviewed and approved by the Directors Association at their September meeting. There are two areas that will need further work after the Plan has been submitted to the State. The Mission Statement on page 4 is the same Statement as on the previous five-year POS. T. Burke would like to refine this but did not have time to work on it yet. Also, Element 4.20 - which deals with Direct Access will need further work. This plan outlines the rules and regulations for the sharing of materials among the member libraries. The current plan for UHLS will be reviewed and a revised plan will be brought to the Board for review and approval.

D. Curtis asked if there was a way that the POS could be presented in a more understandable and usable format with plain language. T. Burke responded that he will be taking the Service themes that came out of the POS focus group meetings and creating a short-term Action Plan. The Directors Association also requested this.

M. Muller noted that she is on the Regents Advisory Commission for Libraries and was especially pleased to see the push in the POS for programming for children 0-18 years. The State Librarian told her that this is a major emphasis in the Education Department and there will most likely be funding to support programs in this area in forthcoming years.

**MOTION:** M. Molgard moved to accept the Five Year Plan of Service (2012-2016) as presented and submit it to the State. D. Curtis seconded. Unanimous.

- STATE AID: the bulk of the State Aid was received in August. There are still some outstanding amounts including the final 10% payments for the LLSA and LSSA and the full payment of the Supplemental Aid. Even though the budget was passed in April, there was a delay at the State in sending out the funds. Much of this delay was caused by a problem over the Metropolitan Transit Authority's tax in New York City. While the various State finance offices wrestled with the situation, the funding was withheld from all of the libraries.
- ROOF PROJECT: The roof replacement project on the UHLS building will probably take place at the end of September, beginning of October. It is estimated that the entire project should take about two weeks. We have suggested that meetings in the building should be curtailed as much as possible during this time since there will be issues with parking and noise.

At the conclusion of the report, M. Muller congratulated T. Burke on his election as NYLA Treasurer-Elect. It is a good sign that UHLS and NYLA are working closely together.

### III. TREASURER'S REPORT

The report was presented by J. Ivory. She noted that there were two months, July and August, to review. The July Report did not show anything out of the ordinary. The August Report showed the incoming State funds.

**MOTION:** P. Erlich moved to accept the Treasurer's reports for the period ending July 31, 2012 and August 31, 2012. M. Molgard seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by J. Ivory. She noted that the Finance Committee reviewed and approved the July Purchase Journal and Payroll totaling \$105,269.17 and the August Purchase Journal and Payroll totaling \$461,078.47. The August Purchase Journal included the pass-through payments of the Central Library Aid, Central Book Aid, and 90% payments to the libraries for the Local Library Services Aid.

The Committee members received copies of the Draft 2013 Budget and this will be discussed at the October Finance meeting. The Public Hearing on the budget has been set for Thursday, October 18<sup>th</sup> at 4:00 PM.

NEXT Finance Committee meeting: Wednesday, October 10<sup>th</sup> at 4:00 PM

Administration Committee

T. Burke reported that the Administration Committee did not meet due to the lack of a quorum. He noted that he and H. Fuge investigated the Old Daley Inn on Crooked Lake (formerly The Crooked Lake House) as a possible site for the 2013 Annual Dinner. A proposed menu and outline of charges were distributed to the Board members. The cost of dinner can be maintained at \$40 per person. When the Administration Committee does meet, they can discuss the Agenda and other details of the dinner.

**MOTION:** L. Lundgren moved that the June 12, 2013 Annual Dinner should be held at the Old Daley Inn on Crooked Lake as proposed. P. Erlich seconded. Unanimous.

Automated Services Committee

Report by T. Burke, Chair. The Automated Services reports were included in the Board packet. T. Burke asked if there were any questions. No questions.

Services Committee

Report by L. Lundgren, Chair. The Committee dealt with the following issues:

**Construction Grant applications:** The Committee reviewed the Construction Grant applications. In the past, there have often been additional funds offered to the UHLS member libraries from unused grant monies from other Systems. It is possible that with the new 75% match, this will mean that more funds will be used by other libraries and there will be fewer funds left over. However, the Committee did propose a contingency if additional funds should be offered to the System. After extensive discussion, the Services Committee recommends the following funding proposal to be submitted to the State:

Albany . . . . .	\$90,422.	Rensselaerville . . . . .	\$57,000.
Altamont . . . . .	\$28,542.	Stephentown . . . . .	\$68,535.
Cohoes . . . . .	\$45,316.	Troy . . . . .	\$46,500.
East Greenbush . . . . .	\$18,638.	Voorheesville . . . . .	\$51,000.
Nassau . . . . .	\$7,327.	Westerlo . . . . .	\$31,173.

**MOTION:** J. Ivory moved to accept the Services Committee's Construction Grant funding recommendation as listed above. P. Erlich seconded. Unanimous.

**Outreach Mini-grant applications:** L. Lundgren is the Board liaison to the Outreach Advisory Council. The Council is composed of professionals from organizations working with the Outreach service populations. The mini-grants had to deal with services to the defined Outreach populations as well as fostering cooperation with a community partner. She presented the Board with the funding recommendations from the Council regarding the annual Outreach Mini-grants:

- Altamont . . . . . \$500.
- Berne . . . . . \$300.
- Castleton . . . . . \$812.
- Watervliet . . . . . \$750.
- WK Sanford (COLN) . . . . . \$750.

(Project summaries are attached to this document)

**MOTION:** T. Ricard moved to accept the Services Committee’s Outreach mini-grant funding recommendation as listed above. M. Molgard seconded. Unanimous.

**Central Library Plan of Service:** Copies of the Central Library Plan of Service were distributed. L. Lundgren reported that the Committee members reviewed the Central Library Plan of Service which is a component of the UHLS Five-Year Plan of Service. The Plan follows a State-mandated format. The 2012-2016 Plan was approved by the Albany Public Library’s Board of Trustees on 8/4/2012. Prior to submission to the State, it must be approved by the UHLS Board.

**MOTION:** L. Lundgren moved to accept the Services Committee’s recommendation and approve the Central Library Plan of Service. D. Curtis seconded. Unanimous.

**V. TRUSTEE REPORTS**

- D. Curtis: Albany Public is celebrating its 10<sup>th</sup> year of the new charter.
- M. Muller: She thanked Jo-Ann Benedetti for coming on two Saturdays to the Troy Farmers Market to demonstrate e-books and e-devices. She did a great job and was unflappable. While she assisted people with their devices, library staff and trustees issued library cards.
- J. Ivory: Stephentown will be holding its most ambitious fundraiser yet on September 28<sup>th</sup> at the Theater Barn in New Lebanon. She distributed flyers and urged the trustees to attend.
- M. Molgard: The Berne Library Friends Group will be holding a Lasagna dinner and Cakewalk on September 22<sup>nd</sup>. There will be a series of small fundraisers in order to get the new library ready to open by the end of the year.
- L. Lundgren: Poestenkill will be holding the annual Fall Market Day on September 22<sup>nd</sup>. The funds raised at this event are used for the Library’s book budget.

**MOTION:** M. Molgard moved to adjourn. P. Erlich seconded. Unanimous.

5:55 PM meeting adjourned

Heidi A. Fuge  
9/14/12

**Upper Hudson Library System  
Coordinated Outreach Services Advisory Council  
August 6, 2012  
9:00 AM – 11:00 PM**

Attendees: J. Benedetti (UHLS), J. Wines (Altamont Public Library), K. Grady (Rensselaer County Jail), R. Iannello (Albany Guardian Society), N. Lerner (Cornell University Cooperative Extension), D. Greco (Samaritan-Rensselaer Children's Center), L. Lundgren (UHLS Board of Trustees)

Meeting brought to order at 9:00 AM by J. Benedetti

**Mini-grant review**

There are 5 minigrants to review totaling \$3615.93. The Coordinated Outreach budget for these grants is \$3496.12.

The Council made the *following recommendations*:

**Altamont Free Library:** engage teens who are not current library users by providing skateboarding books and movies, and hosting a skateboarding event.

*The Council liked everything about this project – engages teens in a positive way. There was, however, a great deal of concern about the possibility of injury and library liability. Outreach monies are only to be used for the books and DVDs, and not support any kind of skateboard event. Recommend full funding. (\$500)*

**Berne Public Library:** increase awareness of the library and its resources to learning disadvantaged students. Library staff will visit self-contained classes and introduce the children to books and hand out library cards applications and the offer of a free book. A library open house will show these students and their families all the library offers.

*The Council was not sure what the Playaway Views were and how this would “develop literacy skills.” Is there a connection between the Playaway Views and the library? Introducing learning disadvantaged students to the library should be a part of what libraries do. Recommend \$300 to cover the cost of books.*

**Castleton Public Library:** provide residents of the Riverside Center for Rehabilitation and Nursing access to the UHLS Digital Collection. Library will purchase 5 SONY readers, set them up, and provide the activity director instructions for use. Librarian will followup biweekly.

*This idea was well liked. Since this is a new format for many, it would be interesting to see how well it is used in a rehab setting. The Council does not want to see these devices sit of the “shelf”, and hopes that if there is low use, the larger community will have access to the devices. Recommend full funding (\$812).*

**Watervliet Public Library:** increase access to library materials for visually impaired seniors by providing better signage and creating an adaptive workstation.

*It is a practical use of Outreach funds and the signage addresses general needs. There was a question about the adequacy of the TV resolution for low vision. There was also a question about the accuracy of the budget. Recommend partial funding (\$750)*

**William K. Sanford Town Library:** assist library patrons with resume creation, job searching, online job applications, cover letters and email accounts.

*Council thought this was a perfect use of outreach monies. Good partnership (Capital Region Workforce New York) Recommend full funding. (\$750)*