



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees February 13, 2013

PRESENT: Judy Brown, Evelyn Butrico, Daniel Curtis, Phil Erlich, Janet Ivory, LouAnne Lundgren, Mary Muller, James Reilly, Tara Ricard, Natalie Schipano

EXCUSED: Brian Hartson, Jeremy Martelle, Mary Alice Molgard

ABSENT: Rosemary Armao

UHLS Staff: Tim Burke, Heidi Fuge

4:40 PM – Meeting called to order by M. Muller.

I. MINUTES

E. Butrico noted a correction to the January 9th Minutes. East Greenbush was only investigating the idea of doing Maker Spaces project.

MOTION: E. Butrico moved to accept the January 9th Minutes as amended. P. Erlich seconded. Unanimous.

II. EXECUTIVE DIRECTOR'S REPORT

T. Burke added the following to his written report:

- LEGISLATORS: he has been in communication with many of the legislators representing UHLS member libraries' districts. This has been done in advance of Library Advocacy Day in order to allow UHLS to make personal connections rather than in a larger group. During these visits, we have offered the legislators the choice of a children's book that would be donated to a UHLS library, with a pre-printed bookplate acknowledging the donation. Thanks to Mary Fellows for this advocacy idea.
- LIBRARY ADVOCACY DAY: will be held on March 5th. Trustees are encouraged to attend and are very welcome. D. Curtis asked for a list of advocacy talking points that he can use during his regular visits to legislators.
- EBOOK MINI-CONFERENCE: this was a powerful and well-done conference organized by J. Benedetti. It was held at the Bethlehem Public Library and was on par with national conferences. It rapidly filled with UHLS member library staff.
- ANNUAL REPORT: L. Lundgren asked about the status of the online State report. T. Burke noted that there is no information yet concerning when the report will be available. DLD has assured System Directors that the deadline for submission of the Report will be adjusted to compensate for the delay.

III. TREASURER'S REPORT

H. Fuge apologized for the missing figures in the January 2013 report. She noted that the Operating checking should be \$172,562.12, the Operational Cash should be \$1,051,004.89 and the Total Cash should be \$1,605,587.89. She also pointed out that there was enough money remaining at year-end in order to re-establish not only the Building Account with \$10,000. But also the Retirement Account with \$58,0000.

MOTION: J. Reilly moved acceptance of the January 2013 Treasurer's Report with the corrected figures. D. Curtis seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report presented by J. Ivory in the absence of M. Molgard, Chair. J. Ivory noted that the Committee members reviewed and approved the January Purchase Journal and Payroll totaling \$172,508.32.

The Committee reviewed the 2012 Reconciled Budget and recommends Board acceptance.

MOTION: T. Ricard moved to accept the 2012 Reconciled Budget as presented. J. Brown seconded. Unanimous.

During the review of the 2012 Reconciled Budget, H. Fuge explained that there was enough money remaining at year-end to re-establish both the Building Account (as previously approved) and a Retirement Account with \$58,000. The Retirement Account requires Board approval to maintain.

MOTION: P. Erlich moved to re-open a Restricted Retirement Account with \$58,000. L. Lundgren seconded. Unanimous.

The Committee reviewed the request from the UHLS staff to purchase a new photocopier from Quality Retail Systems, using the current copier as a trade-in. The cost of the photocopier would be approximately \$9,205 and the funds would come from the Office Equipment restricted account.

MOTION: J. Ivory moved to authorize the UHLS staff to purchase a photocopier from Quality Retail Systems using funds from the Office Equipment restricted account. E. Butrico seconded. Unanimous.

Administration Committee

Report by J. Reilly, Chair. The Committee members reviewed the Guidelines for Trustee of the Year Award and the Wm. Meredith Advocate of the Year Award. Several revisions were made to the Trustee Award Guidelines. There is a possibility that corporate sponsors who previously supported Riverway might be willing to make donations to provide monetary awards in addition to the plaques.

The Committee also considered some new ideas for activities at the Annual Dinner including a local singer/musician recommended by Margie Morris of Poestenkill and a raffle consisting of baskets of items donated by the member libraries. The Committee consensus was that both of these should be considered and pursued.

P. Erlich noted that on the Upper Hudson Library System Facebook page there is a link to a variety of graphics that show the current amount of energy produced by the new solar installation.

Services Committee

Report by L. Lundgren, Chair. The Committee members reviewed the Guidelines for the Library Program and Volunteer Awards and made a few changes. T. Burke noted that there is a possibility of obtaining sponsorship for these Awards and he will contact some of the former Riverway sponsors.

The Committee members reviewed the Construction Grant re-allocations. These were necessary for a variety of reasons: some of the libraries had included landscaping expenses in their applications and these were not allowable expenses and the Voorheesville project had to change since the new building bond proposal was voted down. (A full description of the re-allocations is attached to be back of the Minutes).

MOTION: L. Lundgren moved to accept the Construction grant re-allocations and revisions as presented. J. Brown seconded. Unanimous.

The Committee members recommended that the Board President be authorized to sign the LSTA grant application for the 2013 Summer Reading Program which would offer the libraries a multi-tiered Challenge Grant opportunity as in the past.

MOTION: J. Reilly moved to accept the recommendation. D. Curtis seconded. Unanimous.

L. Lundgren reported that the Committee discussed the Free Direct Access Plan and the letter from the Board of Trustees of the East Greenbush Library. The Committee did not come to any conclusion, requesting further information from T. Burke regarding other Library Systems' Free Direct Access Plans for reference. The Committee will continue consideration of this issue at their next meeting.

Automated Services Committee

Report by T. Burke, Chair. He and J. Thornton (Manager of Automation Services) are in the preliminary stages of investigation of Integrated Library Systems (ILS). They have had conference calls with several vendors to determine if their automation systems can provide all of the services required by the UHLS member libraries and are viable options for further consideration. Once a list of potential systems has been established, the next step will be a review by the member libraries with presentations by the vendors.

E. Butrico asked why T. Burke and J. Thornton were doing this without the input from the ASC or an ASC subcommittee. She noted that a subcommittee had been established in 2009 and wondered why they were not being consulted. She suggested that an unnecessary step had been introduced into the process (review by T. Burke and J. Thornton) and that this step would only slow the process since their work would be duplicated in the next step by another Committee. She warned that this preliminary investigation would work against him.

T. Burke assured her that the member libraries would be completely and fully involved in the selection of the next ILS.

Nominating Committee

M. Muller appointed T. Ricard as the Chair of the Nominating Committee. She noted that J. Reilly was, unfortunately, no longer eligible to serve in this capacity since his term on the UHLS Board expires this year.

V. TRUSTEE REPORTS

- D. Curtis: Albany Public Library has been in contact with New York Light Energy regarding a possible solar array similar to that installed at UHLS. Since APL is a school district public library there are some concerns regarding their eligibility for a Power Purchase Agreement. The PPA is being looked into by their legal Counsel and D. Curtis will let the UHLS Board members know the result.

The Orange Boy company made a presentation to the APL Board on the results of their survey of library users. T. Ricard asked if it would be possible to see a report? D. Curtis will check with Carol Nersinger, APL Director, and if it is available will ask her to send it to T. Burke for distribution to the UHLS Board.

Mimi Mounter, a long-time member of the APL Board of Trustees, recently passed away and there is now a vacancy on the Board. Any Albany resident interested in applying for the position should contact the Library immediately.

- E. Butrico: The Directors and Board Presidents from the Castleton and Nassau libraries met with the East Greenbush Library Task Force to discuss collaborating on projects and to discuss funding from Schodack. The meeting was fruitful and set the stage for further discussions. East Greenbush and Castleton will be collaborating on their Summer Reading Programs including a cooperative Kick-Off event and possibly a cooperative Finale.

East Greenbush has been notified that they will be audited by the State Comptrollers Office some time during 2013.

East Greenbush participated in the "Take your Child to the Library Day" as part of the national movement. It was very successful with very little effort.

- J. Ivory: The petitions have been signed and March 19th set as the date for the vote on the Stephentown Library Special Legislative District proposal including several new Trustees. On February 21st, the Board of Trustees will hold their Annual Meeting and this will include a Public Hearing to discuss the proposition. The Board members have established a telephone call bank to encourage people to attend the meeting, have sent many Letters to the Editor on behalf of a variety of people, and have been active in distributing absentee ballot applications.

MOTION: J. Brown moved to adjourn. D. Curtis seconded. Meeting adjourned at 5:47 PM.



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2013 NYS Construction Grant Award revision report for Services Committee and UHLS Board of Trustees - 2/13/13

Original grant award allocations

The original 2013 grant allocations recommended by the Services Committee and approved by the UHLS Board at their September 2012 meeting were as follows:

Albany Public Library (chiller, hvac controls, air handlers)	\$90,422
Altamont (foyer, attic insulation, access ramp)	\$28,542
Cohoes (boiler replacement)	\$45,316
East Greenbush (outdoor multipurpose space expansion)	\$18,638
Nassau (2 doorway upgrades)	\$ 7,327
Rensselaerville (entryway renovation, windows, insulation)	\$57,000
Stephentown (property purchase for future expansion)	\$ 68,535
Troy (access ramp rehabilitation)	\$ 46,500
Voorheesville (property purchase for new building)	\$ 51,000
Westerlo (building rehabilitation, windows)	\$ 31,173
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Total award amount	\$444,453 *

* Matches total system-wide UHLS grant allocation

Application revisions

On 1/7/13 The Division of Library Development (DLD) completed their review of the applications and required modifications to several of the UHLS member library applications as described below:

- 1) East Greenbush - remove costs for landscaping from the application (landscaping is not an allowable expense).
Result - grant award reduced by \$1,725 to \$16,913
- 2) Stephentown - remove costs for signage from the application (signage is not an allowable expense), revise project description changing "landscaping and ground cover" to "grading and site preparation" to ensure application approval (landscaping is not an allowable expense)
Result - grant award reduced by \$512 to \$68,023

- 3) Voorheesville - change construction project from property purchase to an energy efficient roof replacement for the current library building (new building bond proposal was voted down)

Result - grant award unchanged (VOOR now has \$3,663 in unmet need)

- 4) Albany - additional grant funds made available by changes to the EGRN and STEP applications were added to the APL grant award

Result - grant award increased by \$2,237 to \$92,659

Revised grant award allocations to be recommended for UHLS Board approval by the Services Committee (changes in bold)

Albany Public Library (chiller, hvac controls, air handlers)	\$92,659
Altamont (foyer, attic insulation, access ramp)	\$28,542
Cohoes (boiler replacement)	\$45,316
East Greenbush (outdoor multipurpose space expansion)	\$16,913
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Westerlo (building rehabilitation, windows)	\$ 31,173
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Total award amount	\$444,453 *

* Matches total system-wide UHLS grant allocation

Unmet need remaining (after revisions)

Albany	\$70,728
Westerlo	\$ 1
Voorheesville	\$ 3,663
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Total unmet need	\$74,392**

** if additional funds are made available to UHLS from DLD