

**Board of Trustees**  
**April 10, 2013**

PRESENT: Judy Brown, Evelyn Butrico, Phil Erlich, Janet Ivory, LouAnne Lundgren, Jeremy Martelle, Mary Muller, Tara Ricard,

EXCUSED: Daniel Curtis, Brian Hartson, Mary Alice Molgard, James Reilly, Natalie Schipano

ABSENT: Rosemary Armao

UHLS Staff: Tim Burke, Heidi Fuge

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

**I. MINUTES**

**MOTION:** E. Butrico moved to accept the March 13<sup>th</sup> Minutes as presented.  
T. Ricard seconded. Unanimous.

**II. EXECUTIVE DIRECTOR'S REPORT**

T. Burke added the following to his written report:

- ADVOCACY: The State Legislature passed a budget that included a 5% increase in library aid over last year. We still have some advocacy efforts to do in the Assembly. The Senate was originally in favor of an increase.

Assemblyman Santabarbara, who represents Berne, is very interested in that library and in the work being done to rehabilitate the new library building. He will be visiting the library in the near future.

- ANNUAL STATE REPORT: the online report has been submitted to the State. Copies were available for Trustees to review.

**MOTION:** T. Ricard moved to approve the State Annual Report. P. Erlich seconded. Unanimous.

- PAT SAHR'S RETIREMENT: T. Burke noted that P. Sahr will be retiring from her position as Director of the Nassau Free Library. There will be a retirement Open House in her honor on Sunday and he has been asked to M.C. the event. There was an article about her in the recent *Greenbush Life*.
- CORE TRUSTEE TRAINING: There is only one library left for the initial CORE Training.

**III. TREASURER'S REPORT**

T. Ricard presented the March report. She noted that there has not been a lot of activity and the financial status is equivalent to this time last year.

**MOTION:** P. Erlich moved to accept the March Report. J. Ivory seconded. Unanimous.

**IV. COMMITTEE REPORTS**

Finance Committee

Report presented by T. Ricard. She noted that the Committee reviewed and approved the March Purchase Journal and Payroll totaling \$113,031.92.

T. Burke pointed out that UHLS' NYLA membership was included in the March Purchase Journal. He encouraged the trustees to have their libraries join NYLA. Organizational membership dues are based on the library's budget. If a Library becomes a member, the library director can be a NYLA member without having to take out a personal membership.

She reported that UHLS is obtaining sponsors for the Annual Awards that will be presented at the June meeting. Some of the Awards are being donated by businesses whose relationship with UHLS was built through their Riverway partnerships and other connections.

#### Services Committee

Report presented by L. Lundgren, Chair. Although the Committee did not meet in April, all of the committee members had input, via email, into the letter that was sent to the East Greenbush Board of Trustees. The response had been thoroughly discussed and drafted at the March Services Committee meeting. The letter to the East Greenbush Board notes that the Direct Access Plan will stay as approved. The East Greenbush Library has the option to impose borrowing restrictions if they feel that it is necessary. UHLS will continue to use the State Minimum Standards to define underserved libraries. The Minimum Standards have been approved by the State, and provide clear and consistent measurements.

E. Butrico asked what recourse the East Greenbush Board would have if they were not satisfied with the response? P. Erlich suggested that they could approach the Services Committee again. T. Burke noted that the Services Committee has made a decision and they are not likely to change it. E. Butrico thanked the Services Committee for the time, and the several meetings, that they spent on discussing the East Greenbush letter.

M. Muller suggested that they might want to consider exploring a co-central library designation within UHLS.

T. Burke noted that the designation of a Central Library is a local decision within the System. E. Butrico responded that East Greenbush is already serving as a "semi-Central Library" for Rensselaer County. She also noted that the Library is moving forward in their plans for increased cooperation with Castleton and Nassau.

#### Automated Services Committee

Report presented by T. Burke, Chair. He noted that the ASC has authorized him to appoint a 7-person Integrated Library System (ILS) Investigation Committee. The Committee will consist of 3 Directors (one each from small, medium, large libraries), 1 cataloging person, 1 circ person, 2 IT people (the ASC unanimously voted Joe Thornton and Marcia Middleton to those positions) and T. Burke as *ex-officio*. The libraries were invited to nominate people for the five open positions and T. Burke will choose from among the nominees.

J. Brown asked why the Borrower Registration statistics used by the libraries for the State Annual Report changed so dramatically from 2011. T. Burke responded that the Automation Department created new statistical reports that were more accurate and no longer counted people with expired library cards.

#### Administration Committee

No meeting. No report.

### **V. TRUSTEE REPORTS**

L. Lundgren: Rawdon Cheng had recently been doing some work at the Poestenkill Library. He was extremely patient, well organized and very helpful with many good suggestions.

J. Ivory: Stephentown was 12 votes short on their recent ballot for a Special District Library. She noted that it was a good learning experience for the Board and the library supporters. They will try again, but just need to better understand the older population in the community and consider if there is another way to approach them. T. Burke suggested that they should concentrate on getting more “yes” votes from those who didn’t vote and that they are not likely to change too many of the “no” votes. J. Ivory thanked T. Burke for his attendance at one of the public meetings where the proposition was presented to the community. E. Butrico noted that the close vote indicated that the Board did a great job in building support.

E. Butrico: East Greenbush is still undergoing an audit by the State Comptroller’s office. The field auditor is really trying to understand how a library works.

Discussion regarding the availability of federal and state tax forms and filing assistance in the libraries. J. Ivory noted that East Greenbush had volunteers from AARP offering tax assistance. T. Burke noted that students from the Sienna College Accounting Program provided tax form assistance at APL. J. Brown noted that this was the first year that Brunswick provided tax assistance.

T. Ricard: Eight Chinese students were taking citizenship classes at the library.

P. Erlich: Rensselaer offered classes for the large Thai and Burmese populations in the community.

**MOTION:** E. Butrico moved to adjourn. J. Brown seconded. Unanimous.  
Meeting adjourned at 5:35 PM

**THE MAY 8<sup>th</sup> MEETINGS WILL BE HELD AT THE  
RENSSELAER PUBLIC LIBRARY.**

**THERE WILL BE 15 MINUTES SCHEDULED FOR A LIBRARY  
TOUR.**

Heidi A. Fuge  
4/15/13

March 29, 2013

Michael Poost, President  
William Colgan, Immediate Past President  
Board of Trustees  
East Greenbush Community Library  
10 Community Way  
East Greenbush, NY 12061

Dear Mike and Bill,

Thank you for your letter of November 12, 2012 sharing the concerns the East Greenbush Board of Trustees has regarding the recently approved UHLS Free Direct Access Plan. As a cooperative library system we recognize the importance of maintaining a healthy balance between freely sharing resources and maintaining each library's services to their own community, which is the core of the concept of Free Direct Access in New York State.

I shared your letter with the UHLS Services Committee. The Committee members invested a significant amount of time on this issue - re-visiting the concept of Free Direct Access, exploring the specific concerns of your library, and looking at how the new UHLS Free Direct Access Plan impacts your library as well as the other UHLS members.

After careful consideration, the Committee chose not to recommend any changes to the Free Direct Access Plan as approved. Specific to the two concerns in the letter:

- The Committee recognized that the change in the circulation threshold from 20% to 30% in the new plan has no practical impact on your library's ability to place restrictions on access to your collections. The current usage patterns of your collection demonstrate usage well in excess of even the 30% threshold, so the option to impose restrictions continues to be available to East Greenbush under the new plan.
- The Committee felt that using the NYS approved minimum standards to define underserved communities provided the most fair and consistent definition for the plan. Using a formula-based system for defining underserved communities is not effective because of the difficulty of determining a consistent standard for such a formula. It was also felt that the potential negative impact of designating member library communities as underserved would outweigh any benefit such a designation would produce for the library or the community.

In our discussions I shared with the Committee the efforts of the East Greenbush leadership team to explore the "bigger picture solution" of re-districting, library consolidation, etc. The Committee applauds those efforts and enthusiastically encourages you to continue to pursue this long term solution to achieve greater equity in library services and support. I will take this opportunity to reaffirm that UHLS is prepared to assist your efforts in any way we can.

Thank you again for your letter.

Sincerely,

Timothy Burke  
Executive Director