



**Board of Trustees  
May 8, 2013**

PRESENT: Rosemary Armao, Evelyn Butrico, Phil Erlich, Janet Ivory, LouAnne Lundgren, Jeremy Martelle, Mary Muller, Tara Ricard, Brian Hartson, Mary Alice Molgard, James Reilly, Natalie Schipano

EXCUSED: Judy Brown,

ABSENT: Daniel Curtis

UHLS Staff: Tim Burke, Heidi Fuge

VISITOR: Michael Zovistoski (UHY)

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

**I. REPORT ON FINANCIAL REVIEW**

M. Zovistoski handed out copies and reviewed the 2012 Financial Report that UHY prepared for the Board. He thanked Joe Sherry and Heidi Fuge for their preparation for the financial review and noted that the System's financial books and records "are immaculate." He noted that it was a benefit to have long-time employees who were familiar with the finances and assured the Board that they could rely on the figures presented to them by the staff.

He pointed out that the only exception to an unqualified Report was the way in which the post-retirement healthcare costs were expensed when invoiced. To handle it in the accepted accounting method would require the significant cost of an actuary to determine life expectancies and health insurance costs. He did not feel that this was necessary.

He pointed out that the System was in a financially stable condition, and there was good cash management. He noted that on page 5 of the Report, there was a statement regarding the fact that at times, the funds in some of the cash accounts exceeded the FDIC insurance limits. This was not a concern since this was usually during the times when the State funds were received, placed into the checking account for a few days and then moved into the protected investment accounts. The major differences from 2011 to 2012 were the cost of the new roof and the increase in the NYS retirement costs. 50% of the cost of the roof was covered by a NYS Construction grant but the other 50% came from the System's reserve funds and this subsequently decreased the System's total net assets.

At the conclusion of his presentation, M. Zovistoski assured the Board that any questions regarding the Review could be directed to him, Joe Sherry or Heidi Fuge and would be promptly answered.

**MOTION:** P. Erlich moved to receive the financial review as presented. L. Lundgren seconded. Unanimous.

**II. MINUTES**

**MOTION:** P. Erlich moved to accept the April 10<sup>th</sup> Minutes as presented. B. Hartson seconded. Unanimous.

### III. EXECUTIVE DIRECTOR'S REPORT

T. Burke added the following to his written report:

- ADVOCACY: There has not been any response from the Senate regarding the availability of the 2013 "bullet aid," however UHLS is working to make sure that libraries stay "on the legislators' radar" when the aid amounts are determined.
- LOBBY DAY: The 2014 Lobby Day has been moved to a Thursday in late February. Please note the change for the regular Tuesday schedule.
- SUMMER READING PROGRAM: The Arbor Hill/West Hill Branch of Albany Public Library was the site for the opening launch of the 2013 Summer Reading Program. Both Pat Fahey and John McDonald attended. It was not a major media event, but it was still valuable in connecting the legislators with libraries.
- ASSEMBLYMAN SANTABARBARA: His visit to the Berne Library was a success and was another valuable connection with a State legislator.
- INTEGRATED LIBRARY SYSTEM (ILS) COMMITTEE: The Committee members have been appointed and E. Butrico was elected as the Chair. The Committee will be responsible for contacting vendors and setting up demos.

T. Ricard asked if there was any news yet about the State Construction Grants. T. Burke noted that the applications were still under review at DASNY. Once those reviews were finished, the funds should be released but there was no date given at this time. However, he would be on a conference call with DLD in a week and would ask them about the funds release date.

### IV. TREASURER'S REPORT

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

**MOTION:** J. Reilly moved to accept the April 2013 Report. T. Ricard seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report presented by M. Molgard, Chair. She noted that the Committee reviewed and approved the April 2013 Purchase Journal and Payroll totaling \$135,642.29.

#### Administration Committee

Report presented by J. Reilly, Chair. The Committee members reviewed the five nominations for the Trustee of the Year Award. Two Awards will be presented. One to Marilou Pudiak-Town of Schaghticoke, and the other one jointly to Rebecca Pahl and Rita Stein of Voorheesville. A check for \$200 will be given to each of the libraries (Schaghticoke and Voorheesville) in honor of the Award recipients.

He noted that the day and time of the Committee meetings will be changed, effective with the next meeting. They will now be held at 4:00 PM on the second Wednesday of the month (same day as the Board meeting) as needed.

Services Committee

Report presented by L. Lundgren, Chair. The Committee members reviewed the nominations for Library Volunteer of the Year and Library Program of the Year. John Madlin, of Cohoes, was the unanimous selection for Volunteer of the Year.

The Committee members spent a great deal of time discussing the nominations for Program of the Year in both categories (rural and urban/suburban). The nominations were all very worthy of consideration. The final selection in the rural category was the Rensselaerville Library's "National Poetry Celebration." In the urban/suburban category, the final selection was the East Greenbush Library's "Building Family Memories."

L. Lundgren reported that the Outreach Services Advisory Council met to consider the Outreach Mini-Grant applications. She is the Board liaison to the Council. The theme for the applications was Adult Literacy Workforce Development and the libraries needed to have a community partner in order to be eligible to apply for a grant. There were eight applications and seven were funded for the following libraries: Altamont, Brunswick, Colonie, East Greenbush, Stephentown, and 2 programs at Troy. This totaled \$13,891.15 for all seven grants.

**MOTION:** M. Molgard moved to approve the disbursement of funds as recommended by the Outreach Services Advisory Council. J. Ivory seconded. Unanimous.

Automated Services Committee

No meeting. No report.

Nominating Committee for Trustees

Report by T. Ricard, Chair. She noted that M. Muller was eligible for another term on the Board and had agreed to serve. The other nominations were Antonio Booth from RCS (medium-size Albany County Library) and Marie Stasiak from Brunswick (medium-size Rensselaer County Library). This slate will be presented at the Annual meeting.

Nominating Committee for Board Officers

M. Muller appointed T. Ricard as Chair of this Committee. The other two Committee members are J. Ivory and E. Butrico. Since E. Butrico has already left the meeting, and was not available to agree to the appointment, L. Lundgren noted that she would be willing to serve if necessary.

**V. TRUSTEE REPORTS**

P. Erlich welcomed the Board members to the Rensselaer Public Library and gave a brief history of the library and the various buildings in which it had been located. The current location was a vacant Rite Aid building. The library trustees worked with architects for over 18 months in designing the facility. He noted that the architects, CS Arch, were very good at keeping within the budget. He introduced Jane Chirgwin, the Library Director, who then took the group on a much-enjoyed tour of the library.

**MOTION:** J. Reilly moved to adjourn. J. Martelle seconded. Unanimous. Meeting adjourned at 5:45 PM.

Heidi A. Fuge  
5/10/13