



**Board of Trustees  
September 11, 2013**

PRESENT: Antonio Booth, Evelyn Butrico, Daniel Curtis, Phil Erlich, Brian Hartson, Mary Muller, Tara Ricard, Jeremy Martelle, MaryAlice Molgard, Natalie Schipano, Marie Stasiak

EXCUSED: Janet Ivory, LouAnne Lundgren

ABSENT: Rosemary Armao

UHLS Staff: Tim Burke, Heidi Fuge

4:45 PM – Meeting called to order by M. Muller.

**I. OATH OF OFFICE**

M. Muller administered the Oath of Office to Antonio Booth and Marie Stasiak and welcomed them to the Board of Trustees.

**II. MINUTES**

The Minutes of the June 12, 2013 Annual Meeting and the July 10, 2013 meeting were presented. T. Burke noted that from now on, the Annual Meeting Minutes will be treated as normal Board of Trustees Minutes and will be presented for approval at the Board meeting following the Annual Meeting.

**MOTION:**

P. Erlich moved to accept the Minutes of the June 12, 2013 meeting and the July 10, 2013 meeting. D. Curtis seconded. Unanimous.

**III. EXECUTIVE DIRECTOR'S REPORT**

T. Burke handed out a Supplement to his written report and noted the following:

- **CONSTRUCTION GRANTS:** the applications have all been received and nine libraries are requesting a total of \$1,017,009 in grant support. The UHLS allotment is \$444,453. He will develop a summary of the applications for the Services Committee at their October meeting.

D. Curtis asked if there was any criteria for prioritizing these applications? T. Burke noted that there are State guidelines for applying for the grant and the Services Committee had Guidelines which were developed several years ago to assist in evaluating the applications.

E. Butrico asked for clarification of the reasons why the State had changed the criteria to allow for certain libraries to receive 75% of the project costs instead of 50% as in the past. T. Burke noted that one of the reasons this change was made was to allow smaller libraries to participate. He cautioned that just because a library might be eligible for a 75% matching grant, it didn't necessarily mean that they would automatically receive it.

- **NYLA LEGISLATIVE COMMITTEE:** the Committee will be working on persuading the Governor to restore the \$18 million in Library aid to bring the aid to the amount decreed in State Education Law.
- D. Curtis asked for an update on the Integrated Library System (ILS) investigation. E. Butrico noted that the current Horizon system is over 10 years old and is a "last generation" system. She is the Chair of a subcommittee formed by the ASC to investigate a new system. At this time, two vendors have been identified as the major contenders. The

members of the subcommittee will visit several Public Library Systems that use that software and will look at features such as: how intuitive is the software, what type of training is available from the vendor and what type of training is needed. She noted that with the changes to Windows 8 and upgrades to Java, the current Horizon software is not a good system. Also, it is not mobile-device friendly. The subcommittee will recommend at least two products and then let the Directors and other staff members examine those products and look at the sections that apply to their expertise.

T. Burke noted that the purchase of a new ILS will be a significant expense for UHLS. We are in a much better situation to make the migration, due to the expertise of the staff, than in the past. It is a credit to the expertise of the UHLS staff that the current system has been able to accomplish what is needed.

#### **IV. TREASURER'S REPORTS - July and August**

T. Ricard noted that the Basic State Aid and the Supplemental Aid were received in August. We are still waiting for the rest of the State funds.

**MOTION:** M. Molgard moved to accept the July and August Treasurer's Reports. D. Curtis seconded. Unanimous.

#### **V. COMMITTEE REPORTS**

##### Finance Committee

Report by T. Ricard. The Committee members reviewed and approved the July Purchase Journal and Payroll totaling \$126,636.75 and the August Purchase Journal and Payroll totaling \$115,520.41.

The Committee also reviewed the Proposed 2014 Budget, recommended some changes, and will continue with the review at the October meeting.

The Committee approved the drafting of RFPs for an annual financial review and an audit. These drafts will be presented for the consideration at the Committee's October meeting.

##### Administration Committee

No meeting - no report

##### Services Committee

No meeting - no report

##### Automated Services Committee

No meeting - no report

#### **VI. OTHER BUSINESS**

M. Muller appointed M. Stasiak to the Services Committee and A. Booth to the Administration Committee.

#### **VII. TRUSTEE REPORTS**

D. Curtis (Albany Public Library): there had been much discussion about Orange Boy at the APL Board meeting and issues regarding cardholder data, privacy and the database. He noted that libraries seem to be more data-driven in their approach to fundraising and planning and this raises concerns about patron confidentiality. T. Burke noted that New York State law

protects the confidentiality of library records, but libraries are allowed to use their patron data in the normal course of business.

E. Butrico (Directors Association): the League of Women Voters coordinated the recent election at the East Greenbush Community Library. The budget passed by a margin of 2 to 1.

The East Greenbush Library is participating in an online chat Reference resource that functions 24/7. The East Greenbush librarians staff the chat resource 3 hours per week. This is a free service contracted through OCLC. She suggested that the member libraries should put a link to this service on their websites.

M. Molgard (Berne): the Library is continuing fundraising efforts for the new building. The Town-wide Summer Festival held on August 28<sup>th</sup> was very successful and the bulk of the proceeds go to the Library. The Library has also initiated a "Buy a Shelf" fundraiser.

A. Booth (RCS): in May, the Library moved into a new building. They received a grant to fund a library architect to help with the redesign. One of A. Booth's goals as Board President will be to upgrade the furniture and reach out to the Community to determine what is needed. RCS has a 7-member Board and 6 of the Board members are new. A Friends of the Library group was created and shows a great deal of excitement and enthusiasm for the Library.

**MOTION:** M. Molgard moved to adjourn. P. Erlich seconded. Unanimous. Meeting adjourned at 5:40 PM.

Following the adjournment, Trustees were given a tour of the Library by Director Geoffrey Kirkpatrick.

Heidi A. Fuge  
9/13/13