



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## Board of Trustees

October 9, 2013

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

EXCUSED: Janet Ivory, Natalie Schipano

ABSENT: Rosemary Armao

UHLS Staff: Tim Burke, Heidi Fuge

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

### I. MINUTES

**MOTION:** P. Erlich moved to accept the Minutes of the September 11, 2013 meeting. A. Booth seconded. Unanimous.

### II. EXECUTIVE DIRECTOR'S REPORT

T. Burke highlighted the following:

- **Trustee Training:** we have had 100% participation by all of the member library Boards. He is pleased and proud of the libraries and is sure that no other Systems in the State can claim this level of participation. The follow-up sessions that are held at UHLS for new trustees will probably be increased to quarterly.
- **NYLA Organizational Dues:** at the NYLA Conference, there was a vote to change the way that NYLA dues are figured. This will result in a significant increase for some organizations but a lowered cost for the smaller libraries (\$50). In order to make this more acceptable, an added incentive for the higher-level dues is the inclusion of personal memberships for System/Library staff members. For UHLS, this will mean 5 or 6 personal memberships to compensate for the significant increase in cost (to \$850).
- **Judith Wines (Director at Altamont):** received several major awards at the NYLA Conference.
- **CORE Special Session:** the first Special Session will be held on November 20<sup>th</sup> at 6:30 PM at Guilderland. Bob Freeman, Executive Director of the Committee on Open Government will speak about the Open Meetings Law and Open Government.
- **ALA Declaration:** T. Burke asked for Board signatures on the ALA Declaration for the Right of Libraries.

### III. TREASURER'S REPORTS - September

M. Molgard presented the September Treasurer's Report. She noted that UHLS is still in the black at this point of the year. Several grants were received during the month, including the pass-through Central Library Aid and Central Book Aid.

**MOTION:** J. Martelle moved to accept the September Treasurer's Report. D. Curtis seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. The Committee members reviewed and approved the September Purchase Journal and Payroll totaling \$381,454.29.

The Committee again reviewed the Proposed 2014 Budget, and recommends Board adoption. The Budget hearing will be held at 3:00 PM on Tuesday, October 22<sup>nd</sup> at UHLS. The Proposed

Budget will be emailed to Board members for their review. T. Ricard noted that E. Butrico (who had to leave the meeting) had indicated that the Directors Association felt that the difference between a 2.5% COLA as opposed to a 2% COLA was not significant enough to be a cause for concern.

The Committee reviewed and approved the draft RFPs for an annual financial review and an audit. These will be sent out shortly and the responses will be reviewed at the November Finance meeting. M. Molgard stated that the sending out of the RFPs does not indicate dissatisfaction with the work of UHY but the Committee felt that this was a good time to review other options.

#### Services Committee

Report by L. Lundgren, Chair. Committee members reviewed the Variance Request submitted by the Brunswick Library. The Variance was a result of the fact that the Library checked "No" on the State Annual Report for a Long Range Plan. They offered the explanation that the Library Director and Board are working on such a Plan and will have it completed by the end of this year. The Committee recommended Board approval of the Variance Request.

**MOTION:** T. Ricard moved to approve the Brunswick Variance Request and authorize the Board President to sign it and transmit to Library Development. P. Erlich seconded. Unanimous.

The Committee spent a great deal of time reviewing the Construction Grant applications. UHLS has a Construction Grant allotment of \$444,453. The grant requests totaled \$1,041,043 There was extensive discussion and various scenarios were considered. The end result are the following allocations:

Albany	\$ 22,500	Hoosick Falls	\$ 7,830
Berne	\$102,988	Petersburgh	\$ 15,828
Cohoes	\$ 73,186	RCS	\$ 46,999
E. Greenbush	\$ 27,014	Troy:	\$ 36,750
		Watervliet:	\$111,358

M. Muller noted that the libraries were strategic in planning their projects this year and made them scaleable so that made the funding easier.

D. Curtis noted that the spreadsheet showing the allocations and the explanations for which projects are being funded should be included in the Minutes.

#### Administration Committee

No meeting - no report

#### Automated Services Committee

T. Burke, Chair, reported that at the October meeting, another Horizon upgrade was approved by the Committee members. This upgrade will happen in December. The reason for the upgrade is to correct some bugs in the Kids Search module.

#### **V. NEW BUSINESS**

M. Muller noted that Natalie Schipano has resigned from the UHLS Board of Trustees in order to accept the Youth Services position at the Castleton Library. The Board will be looking for another small Albany County library representative as well as a new UHLS Board secretary.

**VI. TRUSTEE REPORTS**

- J. Martelle (Bethlehem): he is working on an RFP for an HVAC system in the library. This will include a feasibility study and recommendations. He asked if any of the libraries had produced such a RFP and if so, he would appreciate being able to look at it since he is used to working on a larger scale.
- T. Ricard (Cohoes): the Cohoes Library recently produced an RFP for a new boiler. This might be similar in scale.
- M. Muller (Troy): at the NYLA Conference, there was a public safety presentation by an architectural firm. It was “blood curdling.”
- A. Booth (RCS): a library architect, Paul Scoville, is working with the Library on their “vanilla box” in order to help them make it more user-friendly. He also noted that in 2014, the RCS Library will be celebrating their 20<sup>th</sup> anniversary as a School District Library.
- P. Erlich (Rensselaer): he suggested that the RCS Trustees might want to visit the Rensselaer Library. It was also designed by Paul Scoville and started out as a “vanilla box.”
- L. Lundgren (Poestenkill): the library is going for a 414 vote on the November ballot. There is only a small increase being requested on that ballot. There is one Town Board member who was antagonistic to the library’s request but the Board is working hard on a publicity campaign including getting a sample ballot so that people will know how to vote. The Town Supervisor is a strong supporter of the library.
- M. Molgard (Berne): the library is considering a town-wide project, possibly in November, to move the books from the old Library to the new one.

**MOTION:** M. Molgard moved to adjourn. A. Booth seconded. Unanimous. Meeting adjourned at 5:30 PM.

Next Board meeting: Wednesday, November 13<sup>th</sup> at 4:30 PM.

Heidi A. Fuge  
10/11/13