



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## **Board of Trustees November 13, 2013**

PRESENT: Antonio Booth, Daniel Curtis, Phil Erlich, Brian Hartson, Janet Ivory, LouAnne Lundgren, Mary Muller, Jeremy Martelle, MaryAlice Molgard, Tara Ricard, Marie Stasiak

ABSENT: Rosemary Armao, Evelyn Butrico

UHLS Staff: Tim Burke, Heidi Fuge

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

### **I. MINUTES**

**MOTION:** P. Erlich moved to accept the Minutes of the October 9, 2013 meeting. L. Lundgren seconded. Unanimous.

### **II. EXECUTIVE DIRECTOR'S REPORT**

T. Burke highlighted the following:

- *Youth Services White Paper:* included in the Report was a document put together by the Youth Services Advisory Council to assist all library staff in providing library services for Teens.
- *BookPage subscriptions:* Jo-Ann Benedetti was able to arrange a cooperative purchase of BookPage subscriptions for participating libraries at a significant discount.
- *Berne Library:* there will be a ribbon cutting for the new Library building on Sunday, November 17<sup>th</sup>.
- *NYLA Library Assistants Program:* this program will be held at UHLS. T. Burke has been one of the instructors since the program started. NYLA will be reimbursing UHLS for use of the space. D. Curtis asked if there was any up-to-date information that could be shared with member library staff. T. Burke will check into this.
- *E-rate reimbursement:* the UHLS reimbursement could increase to as much as \$12,000 but this would require compliance with CIPA which would mean installing filters on all of the staff computers. These filters could then be turned off to “provide unrestricted internet access for business purposes” and UHLS would be eligible for erate reimbursement for internet access. Extensive discussion.

D. Curtis asked what would be the cost and the net gain? What amount of staff involvement would there be in installing the filters? What would be the impact on staff privacy?

T. Burke noted that there was no financial impact because there is open source filtering software (free) which would require only minimal staff time to install.

M. Molgard noted that in the past, the Board has been adamantly opposed to filtering. CIPA represents government interference “at its best.” She does not believe that confidentiality can be protected under CIPA compliance. It is not good legislation.

D. Curtis noted that there is a possibility that a log of activity would then be created under the filtering and this could open the organization to governmental review.

J. Martelle noted that this seems to run counter to what libraries stand for: freedom of use.

P. Erlich noted that he does not like the concept of filtering and is opposed to “playing games” for a loophole.

Consensus not to pursue filtering and CIPA compliance.

### III. TREASURER’S REPORTS - October

M. Molgard presented the October Treasurer’s Report. She noted that there has been a change in the format of the Report that will make it easier to understand the figures and see where they come from. She pointed out that 90% of the LLSA and LSSA funds were received in October. The LLSA funds are pass-through to the member libraries. The Special Legislative Aid (Bullet Aid) was also received and sent on to the Rensselaer County libraries.

**MOTION:** T. Ricard moved to accept the October Treasurer’s Report. D. Curtis seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. The Committee members reviewed and approved the October Purchase Journal and Payroll totaling \$269,216.49.

The Committee received three responses to the RFPs for an audit or financial review. One company provided two quotes: one for early in the year and one for later when their workload decreased. The Committee directed H. Fuge to contact the other two companies in order to allow them the option of quoting for a later time period. The Committee will be set up interviews with representatives from the three companies.

When it was decided that there would not be a Board meeting in December, there was a discussion regarding the timing of the selection of a finance company and the choice of an audit vs. a financial review. M. Molgard noted that the proposals from the three companies and the Finance Committee’s work can be shared electronically with the Board members.

**MOTION:** P. Erlich moved to authorize the Finance Committee, Board President and Executive Director to enter into a contract with the company they select and to decide on an audit or review as they deem necessary. B. Hartson seconded. Unanimous.

M. Molgard reported that the Budget Hearing was held on October 22<sup>nd</sup>. The only attendees were T. Burke, H. Fuge and herself. There have not been any further questions about the Proposed 2014 Budget and the Committee recommends its adoption by the Board.

**MOTION:** D. Curtis moved to adopt the Proposed 2014 Budget as presented. A. Booth seconded. Unanimous.

#### Services Committee

Report by L. Lundgren, Chair. Committee members discussed the construction grant guidelines and looked at the guidelines from several other Library Systems. She noted that the guidelines need to allow for flexibility in making the grant awards. The Committee will continue this discussion.

The Central Library Aid Budget was reviewed by the Committee. The primary use of the funds will be to increase the econtent collections along with the purchases made by the member libraries. The proposed budget was reviewed by the Directors' Association and accepted by the Albany Public Library Board of Trustees.

**MOTION:** J. Ivory moved to accept the Central Library Budget as presented. M. Molgard seconded. Unanimous.

L. Lundgren reported that following the last meeting, some of the figures were changed in the Construction Grant allocations that were transmitted to the State. The new allocations were approved by the Committee members via email. The changes were due to a misunderstanding regarding the project priorities at the Berne Library. T. Burke contacted all of the grant applicants to make sure that their projects were still doable with the revised grant amounts. Consensus that another motion approving the revised grant amounts was not needed.

Automated Services Committee

Report by T. Burke, Chair.

- *Horizon upgrade:* in December there will be an upgrade to the automation system. This is mainly to fix a bug in the Kids Search module. There will be very little impact on the members and the UHLS staff will handle the upgrade.
- *ILS investigation:* in January, the two ILS vendors that have been selected by the ILS Committee will present full-day demos of their products for member library staff.

Administration Committee

No meeting - no report

**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.

**MOTION:** M. Muller moved to accept N. Schipano's resignation and to thank her for her service. A. Booth seconded. Unanimous.

T. Ricard noted that the Board Secretary position would need to be filled. She asked for a volunteer. It is a *pro forma* position with very little work involved.

**MOTION:** at 5:30 there was a motion to adjourn.

**THERE WILL NOT BE A DECEMBER BOARD MEETING.**

**THE NEXT MEETING WILL BE HELD ON WEDNESDAY, JANUARY 8, 2014.**

Heidi A. Fuge  
11/14/13