

**Board of Trustees
January 8, 2014**

PRESENT: Antonio Booth, Daniel Curtis, Phil Erlich, Ron Ginsburg, Janet Ivory, LouAnne Lundgren, Mary Muller, Jeremy Martelle, MaryAlice Molgard, Evelyn Neale, Tara Ricard

EXCUSED: Brian Hartson, Marie Stasiak

ABSENT: Rosemary Armao

UHLS Staff: Tim Burke, Heidi Fuge

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

I. OATH OF OFFICE

M. Muller welcomed R. Ginsburg back to the Board, to complete Natalie Schipano's term which expires in 2014. She administered the Oath of Office to him.

II. MINUTES

MOTION: L. Lundgren moved to accept the Minutes of the November 13, 2013 meeting. P. Erlich seconded. Unanimous.

III. EXECUTIVE DIRECTOR'S REPORT

T. Burke highlighted the following:

- System upgrade: Kudos to the UHLS Automation staff for the ease of the recent upgrade. UHLS is one of the few customers that SirsiDynix allows to perform their own upgrade.
- Book donations: Kohl's donations of cookbooks have been shared with the member libraries. T. Burke will follow-up to maintain contact with Kohl's, especially in relation to any children's books that they might be interested in donating.
- Open meetings program: the program presented by Bob Freeman and held at Guilderland, was very successful. In the evaluations filled out after the program there were some useful suggestions for future topics.

D. Curtis noted that in his interpretation of Board Retreats, Bob Freeman said that they should be treated as an open public meeting and be publicly announced as such. However, the APL attorney disagreed and said that if there are no decisions being made, then it is NOT an open meeting and does not require a public announcement.

E. Neale suggested that a program like this could be done again, only focused on specific topics such as FOIL or Executive sessions.

IV. TREASURER'S REPORT - November

M. Molgard presented the November Treasurer's Report. She noted that due to some technical difficulties the December report was not yet available.

MOTION: D. Curtis moved to accept the November 2013 Treasurer's Report. A. Booth seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Committee members reviewed and approved the November Purchase Journal and Payroll totaling \$238,458.31 and the December Purchase Journal and Payroll totaling \$111,490.83. She noted that there were expenses for roof repair that the roofers claim are related to the installation of the solar array. UHLS staff will be following up on this. Also, the staff will be looking into an estimate for upgrading the security and fire alarm system since it is outdated.

She reported on the Committee's decision to continue using UHY for the annual financial review and to plan on having the review performed later in the year for a lower rate. The application for exemption from filing Form 990 will be sent to the IRS shortly.

Administration Committee

Report by P. Erlich, Chair. The Committee discussed possible locations for the June Annual Dinner. The idea of visiting the new Berne Library following the dinner was considered a strong possibility. P. Erlich suggested that the Settles Restaurant/Banquet House in western Guilderland might be investigated as a site for the dinner since it is not far from Berne. Other possible locations are the Albany Country Club or the Century House.

The Committee members also discussed methods for getting the attendees at the Dinner to circulate and network. This will be an ongoing discussion both in the Committee meetings and at the Directors Association meetings.

Services Committee

Report by L. Lundgren, Chair. Although the Committee did not meet, a quick decision was needed regarding \$26,250 in additional construction grant funds. UHLS was informed that these funds could be made available for member library projects, but the decision had to be made immediately. The Committee members, communicating via email, decided to award the funds to the two libraries that were not fully funded in the initial round. Therefore, an additional \$10,806 was awarded to East Greenbush and \$15,444 to Troy. This brought them both up to 49% funding.

MOTION:

P. Erlich moved to approve the additional construction grant awards to Troy and East Greenbush. J. Ivory seconded. Unanimous.

Automation Services Committee

Report by T. Burke, Chair. The main task of the Automation Department was the recent upgrade which was accomplished seamlessly.

VI. TRUSTEE REPORTS

- L. Lundgren: Poestenkill held their 13th annual Holiday Lights Campaign. It was very successful. A local non-profit Foundation donated \$1,000. Also, the recent Chapter 414 vote was passed.
- T. Ricard: Tim Burke recently attended a Cohoes Library Board meeting to discuss the advantages of becoming a School District Library. He brought in Barbara Madona, the Director of the Gloversville Public Library, who was very familiar with the process and could talk about her library's successful rechartering experience.

- J. Ivory: Stephentown's recent Capital Campaign was their most successful to date. As part of the Campaign, the library became acquainted with a local nursery that was going out of business. The library steered the nursery toward a landscaping collaboration with the town. A house that stood on newly-acquired library property directly behind the library has been demolished and now they can begin plans for the use of that space.
- A. Booth: the new Friends Group at the RCS Library held their first fundraiser "Sweets with Santa," it was very successful. The library Board is now involved in a major capital campaign to raise funds for new furniture, etc. for their new space. On April 27th, the library will celebrate 20 years as a chartered library.
- M. Muller: the Troy Library now has Sunday hours and they seem to be working out very well and are popular with families.
- M. Molgard: the Berne Library's grand opening was very successful. There has been a dramatic increase in the traffic into the library. The Town of Knox has agreed to provide additional funds and this will help support the expanded hours.

MOTION: P. Erlich moved to adjourn. A. Booth seconded. Unanimous. Meeting adjourned at 5:30 PM.

Next Board meeting: Wednesday, February 12th at 4:30 PM.

Heidi A. Fuge
1/10/14