



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees February 12, 2014

PRESENT: Phil Erlich, Ron Ginsburg, Janet Ivory, LouAnne Lundgren, Mary Muller, Jeremy Martelle, MaryAlice Molgard, Marie Stasiak

EXCUSED: Brian Hartson, Antonio Booth, Daniel Curtis, Evelyn Neale, Tara Ricard

ABSENT: Rosemary Armao

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 January 8, 2014 meeting. L. Lundgren seconded. Unanimous.

II. EXECUTIVE DIRECTOR'S REPORT

T. Burke highlighted the following in his written report:

- Library funding: a couple of weeks ago, returning funding for libraries to the 2013 level was the 2nd largest topic in the emails to the Governor. M. Muller noted that she received a personal email back from John McDonald when she emailed him regarding library funding. T. Burke was also in correspondence with him.
- Advocacy: Advocacy Day (Feb. 26th) is coming together reasonably well. There will be legislative reception from 5:00 to 6:00 PM for the Senate and Assembly. The Senate Majority Leader has indicated that he and several colleagues will be attending.
- PLA Conference: T. Burke and J. Benedetti are the UHLS staff members who will be attending this Conference in Indianapolis. During the Conference, they will have a meeting with the CEO from OverDrive to talk about e-content. T. Burke will not be at the March Board meeting.
- Spelling Bee: UHLS is one of the sponsors of the Spelling Bee which involved 4th to 8th graders in the Capital Region.
- 3D Printer program: Bethlehem Library staff members will be presenting a program on their new 3D printer next week at UHLS. J. Martelle showed some of the items produced by the printer and explained the creation process. Not many libraries have something like this available to the public yet. When asked about the security process, he explained that patrons have to sign up for training and the results are limited to smaller pieces.
- UHLAN Agreement and fees: libraries pay a certain amount each year to support UHLS services; use and budget size are taken into consideration when determining the annual fees. The formula used for the most recent period (2012 - 2014) has been successful and T. Burke is not proposing any significant changes. He explained the net lender discount that is part of the fee determination and noted that in the proposed Agreement for 2015-2017, there is a higher threshold for eligibility for the discount. J. Martelle asked about the Directors Association's response to the proposed fee structure and Agreement. T. Burke noted that both were endorsed without any question. The Automated Services Committee (ASC) endorsed the fee structure but had questions regarding the status of the ASC as written in the Agreement and did not take any action on the Agreement. The definition and role of the ASC need clarification. T. Burke reviewed the highlighted sections in the proposed Agreement noting the few changes from the previous Agreement.

MOTION: J. Martelle moved to accept the UHLAN Agreement and fee structure for 2015-2017 as presented and to authorize the distribution of the Agreement to the member libraries for signing. L. Lundgren seconded. Discussion. Unanimous. It was noted that on page 3, Directors' Association needed to have the apostrophe moved.

III. TREASURER'S REPORT - January

M. Molgard presented the January Treasurer's Report. She noted that a \$100,000 portion of a CDARS account had to be cashed in order to provide enough funds to pay all of the January expenses. The balance of that account will mature in March.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Committee members reviewed and approved the January Purchase Journal and Payroll totaling \$218,395.21. She noted that of that total approximately \$100,000 were annual one-time costs such as insurance premiums and maintenance contracts.

The Committee members reviewed the Reconciled 2013 Budget and recommend Board approval. The Committee noted that the State Aid was slightly higher than in the original budget which resulted in slightly larger sums of money going to the member libraries. T. Burke thanked H. Fuge and J. Sherry for doing a good job of keeping everyone within their budget limits.

MOTION: L. Lundgren moved to accept the 2013 Reconciled Budget as presented. J. Ivory seconded. Unanimous.

The Committee members discussed the expenses associated with upgrades to both the Security/Alarm system and the Fire Protection system and recommended Board approval of approximately \$16,000 for their installation. This amount includes the full payment of approximately \$5,300 for the security system upgrade to be paid from the budget line for building maintenance and the balance for a down payment (taken from the restricted Equipment Reserve Account) on the Fire protection system with the remainder to be paid off in increments over 5 years.

MOTION: P. Erlich moved to accept the Finance Committee's recommendation regarding the Security and Fire Protection systems. M. Molgard seconded. Unanimous.

Administration Committee

Report by P. Erlich, Chair. The Committee discussed the proposals for an upgrade to the Security/Alarm system and the Fire Protection system. The Committee recommends Board approval of the changes but suggested that prior to signing an agreement with Stanley/Sonitrol, proposals should be requested from at least one, and possibly two other companies: TYCO/ADT and Simplex. J. Martelle suggested several items for consideration: the system should be expandable/scalable with the ability to change if and when there are changes in the spaces in the building; the warranty on the new equipment should be for longer than 90 days; and all of the wiring for the new access points should be new.

The Committee also discussed a location for the June 11th Annual Dinner and selected The Century House for the dinner with other activities to be decided upon by the UHLS staff.

Services Committee

No meeting. No report.

Automation Services Committee

Minutes of the February 7th meeting were handed out. There were no questions.

Nominating Committee

M. Muller noted that T. Ricard is the Chair of the Nominating Committee. There are two trustees whose terms expire in 2014: R. Ginsburg and J. Ivory. Both are eligible for another term. T. Burke will identify two trustees from boards of member libraries, one from each county, to work on the Committee with T. Ricard.

V. NEW BUSINESS

P. Erlich asked what would be done about a trustee who has repeatedly missed Board meetings. The By-Laws state that "If a Trustee fails to attend three consecutive meetings without an excuse accepted as satisfactory by the Board, the Trustee is considered to have resigned." Discussion. M. Muller will contact R. Armao and determine if she wishes to continue serving on the UHLS Board.

VI. TRUSTEE REPORTS

- M. Stasiak: She is the new President of the Brunswick Library's Board of Trustees. There has been a complete turnover of the Executive Committee of the Board. The Library adopted a new Long Range Plan and she thanked T. Burke for his assistance in developing the Plan. The Board will work on one Goal each month.
- J. Ivory: Stephentown has a new Strategic Plan and two new Board members.
- L. Lundgren: Poestenkill also has several new trustees and the Board is finally back to the proper number of members. They are working on amending their By-Laws to go along with current practices. She asked if there was any legal requirement for a library to have their furnace/boiler inspected annually. Discussion. Since the library building belongs to the Town, and they are responsible for the infrastructure, it would be their responsibility to ensure that the inspection is performed as required.

MOTION:

L. Lundgren moved to adjourn. R. Ginsburg seconded. Unanimous.
Meeting adjourned at 6:45 PM.

Heidi A. Fuge
2/13/14