



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees

April 9, 2014

PRESENT: Antonio Booth, Daniel Curtis, Phil Erlich, Ron Ginsburg, Brian Hartson, Janet Ivory, LouAnne Lundgren, Mary Muller, Evelyn Neale, Tara Ricard, Carol Rosenthal, Marie Stasiak

EXCUSED: Jeremy Martelle, MaryAlice Molgard

UHLS Staff: Tim Burke, Heidi Fuge

4:32 PM – Meeting called to order by M. Muller.

I. OATH OF OFFICE

M. Muller administered the Oath of Office to C. Rosenthal and welcomed her to the Board as the representative from the William K. Sanford Town Library.

II. MINUTES

MOTION: L. Lundgren moved to accept the Minutes of the February 12, 2014 meeting. M. Stasiak seconded. Unanimous.

NOTE: no March meeting due to weather conditions

III. EXECUTIVE DIRECTOR'S REPORT

T. Burke highlighted the following in his written report:

- State budget: the Budget has been passed. He is a little disappointed that the library funding was not increased by the amount requested. There was, however, a small increase and he encouraged people to thank the legislators for their support. The advocacy message must be continued.
- UHLS State report: the report has been provisionally accepted by DLD pending UHLS Board approval. Copies are available for review if any trustee would like to see it.

MOTION: E. Neale moved to approve the 2013 System Annual Report. P. Erlich seconded. Unanimous.

- Small Press titles: Richard Naylor, Director at the William K. Sanford Town Library (Colonie) has been the Statewide leader in working with OverDrive on highlighting and providing access to Small Press publications. Because of this, OverDrive has been asked by several consortia nationwide to do this for them. E. Neale noted that these are very good additions to the OverDrive offerings and are definitely being used. UHLS is preparing to launch two foreign language offerings on OverDrive (Chinese and Spanish) and OverDrive will soon be releasing streaming video.
- LTA Conference: the Library Trustee Association will be holding their annual conference on the first weekend in May. M. Muller noted that the LTA website is valuable for their information on library policies: <http://www.librarytrustees.org/>
- Altamont Library: the library will be receiving an award from the Preservation League of New York State for their renovation and preservation of the Train Station. The presentation ceremony will take place at the New York Yacht Club.

IV. TREASURER'S REPORT - February and March

T. Ricard presented the February and March Treasurer's reports in the absence of M. Molgard, Treasurer. She noted that there wasn't anything unusual in the reports and that both income and expenses were low for the two months - a normal situation.

MOTION: M. Stasiak moved to approve the February and March Treasurer's reports. D. Curtis seconded. Unanimous.

V. COMMITTEE REPORTSFinance Committee

Report by T. Ricard. The Committee members reviewed the February and March Purchase Journals. Nothing unusual to report.

Administration Committee

No meeting, no report.

Services Committee

No meeting. No report.

Automation Services Committee

Minutes of the April 4th meeting were handed out. There were no questions.

Nominating Committee

No report at this time. T. Burke will identify two trustees from member library Boards who will serve with T. Ricard, Chair, on the Committee. There will be a report at the May Board meeting.

VI. NEW BUSINESS

T. Burke reported on the process of investigating and selecting a new Integrated Library System (ILS). He thanked E. Neale for chairing the ILS Investigation Committee which did a very thorough job. The Committee narrowed the selection down to two companies: Innovative Interfaces (III) and Polaris. Just as the Committee was preparing its recommendation, there was an announcement that III had purchased Polaris. Committee members were able to speak with the company representatives to get a sense of the future support and direction of the products. It is the unanimous recommendation of the Committee to go with Innovative Interfaces which is now one of the major players in the ILS world.

T. Burke handed out a report outlining the reasons for this selection and giving some cost comparisons with UHLS hosting the system versus III hosting the system. D. Curtis noted that he would prefer to see UHLS host unless there was a virtual private server and the company allowed UHLS automation staff to participate in the upgrades and have some control. T. Burke responded that even if III hosted the system, UHLS would have full and complete access and could do some tweaking to it as has been done with the current system. The staff is not yet ready to make a decision regarding UHLS or III hosting and he would prefer to have some flexibility in deciding that. Both options are affordable and would leave some funds in the restricted automation account.

MOTION: T. Ricard moved to accept the ASC recommendation to direct the UHLS staff to enter into negotiations with Innovative Interfaces to purchase the Sierra ILS product and to give the staff the flexibility to pursue both III-hosting and UHLS-hosting options. L. Lundgren seconded. Unanimous.

R. Ginsburg asked if there would be any difference in staff work time between the III-hosting and UHLS-hosting options? T. Burke noted that Joe Thornton did not feel that III-hosting would be any significant savings in staff time.

D. Curtis asked if the current fiber connection to the building would be sufficient? T. Burke noted that all of the infrastructure support is fine.

J. Ivory asked if there was a timeline? T. Burke noted that the negotiations would probably take a month or two and then there would be discussions with the Directors and staff to prepare a specific implementation timeline.

VII. TRUSTEE REPORTS

- D. Curtis: Albany Public is looking for a new Executive Director and had to extend the application deadline. There have been phone interviews with 6 people.

On April 16th at 7:00 PM, William Kennedy and a folk musician will do a performance in the newly-renovated history room at the Main Library.

- A. Booth: The RCS Library will celebrate its 20th anniversary on April 27th from 2-6:00 PM. This will also be a fundraiser and MaryLou Youmans will be honored. Details are on the Library's website.
- J. Ivory: Lydia Davis, author, will be at the Stephentown Library next week.

MOTION: L. Lundgren moved to adjourn. P. Erlich seconded. Unanimous. Meeting adjourned at 5:25 PM.

Heidi A. Fuge
4/10/14

ILS Recommendation Report - April 9, 2014

Automated Services Committee recommendation:

“The Automated Services Committee formally recommends that the UHLS Board of Trustees should direct the UHLS staff to enter into negotiations with Innovative Interfaces to purchase the Sierra ILS product.”

Unanimously approved by the ASC 4/4/14

The investigation process - The Ad Hoc ILS Investigation Committee was established by the ASC in April of 2013 and began work immediately. The process included webinar presentations and day long in-person product demos with four ILS vendors (III, Polaris, Sirsi Dynix, and Evergreen) for the committee. From these sessions the committee identified Polaris and III as the two leading candidates. The committee then conducted site visits to the Onondaga County Library System/Liverpool Public Library for Polaris and the Mid-Hudson Library System/LaGrange Public Library for III. Full-day demos of each product were provided for all member library staff. Members of the committee also met with company leadership from each vendor at the PLA conference in Indianapolis in March 2014. Near the end of the process the committee considered the relative costs of the two products and included those considerations in their final recommendation. Based on this extensive process, the committee unanimously recommended to the ASC that III's Sierra product was the best option for the next ILS for UHLS.

Primary reasons for the recommendation of III Sierra

- III Sierra is a much more advanced and sophisticated ILS than the current UHLS ILS - Horizon. This change will result in an improved user experience for the public using the UHLS combined catalog, increased workflow and productivity for member library staff, and more sophisticated reporting and statistical tools for the UHLS Automation staff.
- III is a major player in the Library Technologies industry and offers the opportunity for a long-term relationship with both III and the Sierra product.
- III Sierra was the preferred product for the member library staff that attended the full-day staff demos - 68% of attendees indicated a preference for III Sierra.

Cost implications for UHLS - The III Sierra option is also the most cost effective choice for UHLS. The cost to the System for moving to a new ILS includes two parts - the start up cost of purchasing the software and the annual subscription charge. These costs would be paid from different areas of the UHLS budget (operating /restricted).

ILS Hosting option - We also have the option to either host the ILS in-house on our servers OR have III host the ILS for us. There is a cost impact for this decision as illustrated in the tables below. The UHLS Automation staff needs to further investigate the options before I can recommend one or the other. The cost of the ILS purchase with either option is within the scope of the current budget, so I would like to ask the UHLS Board to provide me with the latitude to research and finalize the hosting decision as a part of the process of negotiating the final contract/cost.

ILS relative costs as estimated from most recent pricing proposals - March 2014

UHLS as host - this option will require the replacement of some or all of our server hardware to support a new ILS

First year cost (implementation)	\$60,000
yr. 1 subscription	\$51,492*
yr. 2	\$53,294*
yr. 3	\$55,160*
yr. 4	\$57,917*
yr. 5	\$60,813*
New server/hardware cost (estimated)	\$50,000
Total 5 yr. cost	\$388,676

\$110,000 to be taken from Automation restricted account (current account total - \$270,913)

III as host - UHLS will not have to purchase any new server hardware, but the annual subscription cost is greater

First year cost (implementation)	\$60,000
yr. 1 subscription	\$65,468*
yr. 2	\$67,759*
yr. 3	\$70,131*
yr. 4	\$73,638*
yr. 5	\$77,319*
Total 5 yr. cost	\$414,315

\$60,000 to be taken from Automation restricted account (current account total - \$270,913)

*Note - 2014 annual subscription cost for Horizon (current UHLS ILS) is \$66,000 with a maximum annual increase of 5%