



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## Board of Trustees

May 14, 2014

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

EXCUSED: Jeremy Martelle, Mary Muller

UHLS Staff: Tim Burke, Heidi Fuge

4:27 PM – Meeting called to order by P. Erlich, Vice-President

### I. MINUTES

**MOTION:** T. Ricard moved to accept the Minutes of the April 9, 2014 meeting. D. Curtis seconded. Unanimous.

### II. EXECUTIVE DIRECTOR'S REPORT

T. Burke highlighted the following in his written report:

- Satisfaction Survey: there was a 97% approval rating in the Satisfaction Survey. T. Burke is pleased with the response.

D. Curtis asked what was the most important take-away from the responses? T. Burke noted that there were more important items than those that were presented as the State requirements and the State items are not necessarily realistic. However, he noted that the items requiring further work are: cooperation with other Systems; Trustee training and joint marketing. The last item (joint marketing) was not part of the State Long Range Plan template but is something that came out of the focus groups working on the Plan. He still needs to determine exactly what the libraries are expecting in this area. E. Neale suggested prioritizing the items to be marketed and/or publicized. T. Burke noted that he is currently exploring the feasibility of a group purchase of museum passes that are available through the libraries.

- ILS Investigation: currently, T. Burke and J. Thornton are going through the III contract line-by-line so that they are completely familiar with it. They are also talking with other Systems and libraries that have gone through the III implementation for any clues or advice.

E. Neale noted that she had recently heard that there are already changes being made in the Polaris part of the III/Polaris system and we definitely made the right decision. She also noted that one of the EGRN trustees expressed concerns about the hosted option - the trustee felt that there were serious confidentiality and security issues if the ILS was hosted by III rather than on the UHLS servers.

D. Curtis asked if there were major cost difference between the hosting options and how did these differences change over time? T. Burke noted that the costs are difficult to project beyond 5 five because the vendor will not provide cost estimates that far into the future. E. Neale noted that there have to be certain assurances regarding the sanctity and confidentiality of the data if the ILS is being hosted by the vendor. T. Burke responded that III has assured us that the UHLS staff will have full access to the system even under the hosted option.

- NYLA Organizational memberships: T. Burke encouraged the trustees to have their libraries take out a NYLA membership. With the new dues structure, it is a very cost effective way to provide memberships for some of the staff as well as for the organization.
- Annual meeting: the invitations have been mailed. We were very fortunate in having sponsorship by NBT for the dinner and also Award sponsorship from several businesses.
- Intern at UHLS: Jo-Ann Benedetti and Judith Wines will be working with an intern (Jake Widrick) from SUNY Albany. He will spend approximately 75 hours working with Jo-Ann on e-content analysis and 75 hours at the Altamont Library. R. Ginsburg noted that Jake has already attended an Altamont Board meeting and met the trustees.

### III. TREASURER'S REPORT

M. Molgard, Treasurer, presented the April 2014 Report. She noted that we are in a normal deficit situation for income and expenses at this time of year.

#### MOTION:

L. Lundgren moved to accept the April 2014 Treasurer's Report. A. Booth seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. Committee members reviewed and approved the April Purchase Journal and Payroll totaling \$88,973.93.

M. Molgard noted that UHLS received a letter from the IRS exempting us from having to file an annual 990 Tax Form. H. Fuge completed the paperwork and pursued the exemption. This will result in an annual cost savings of approximately \$2,500 since the form was completed by UHY during the financial review process. D. Curtis asked how this would affect the organization's financial transparency. It was noted that there are several other documents available to the public that contain financial information: the State Annual Report, the Comptroller's Annual Report and the Financial Review conducted by UHY.

#### Administration Committee

Report by P. Erlich, Chair. Committee members reviewed the nominations for Trustee of the Year and the award will be presented to Nancy Lendrum of Berne.

#### Services Committee

Report by L. Lundgren, Chair. She commended her Committee members for their work and dedication in reviewing the nominations for Program of the Year and Volunteer of the Year. There were many very good nominations and the decisions were difficult. The Volunteer of the Year will be presented to Berneata Barger of Colonie. The Rural Program of the Year will go to Altamont for their "Create Your Skate" program and the Urban/suburban Program of the Year will go to Albany for their "Girls Got Game" program. Committee members discussed tweaking the guidelines and perhaps creating a spreadsheet or grid that would help in "grading" the nominations in the future.

#### Nominating Committee

Report by T. Ricard, Chair. She reported that Carol Clingan and Marilou Pudiak Town served on her Committee and they will present the following slate at the Annual Meeting: both Janet Ivory and Ron Ginsburg have agreed to another 5-year term on the UHLS Board.

T. Burke noted that Judith Wines, Director at Altamont, will be the new Directors Association liaison to the Board and will serve on the Finance Committee. He thanked E. Neale for all of her work as the DA representative.

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

P. Erlich appointed the members of the Nominating Committee for Board Officers who will present their slate at the meeting following the Annual Meeting: T. Ricard, Chair, L. Lundgren and M. Muller.

#### **VI. TRUSTEE REPORTS**

- D. Curtis (Albany): The Wm. Kennedy program was a huge success. The program combined local history with local musicians.
- The APL Board has concluded their Director search and will announce their selection in June. Discussion regarding the residency requirement as part of the Director position. D. Curtis noted that the APL Board unanimously supported that requirement and felt that since the taxpayers who supported the library lived in Albany, the Director should also be part of the community.
- E. Neale (E. Greenbush): The Rensselaer County libraries will hold their second meeting. They have decided to meet quarterly to discuss collaborative programming and other joint issues.
- A. Booth (RCS): Their 20<sup>th</sup> anniversary celebration was very successful.
- On September 30<sup>th</sup>, the RCS Director will be retiring after 20 years of service and the Board is preparing to do a search. D. Curtis noted that Albany recently concluded a Director search and they could be contacted for any assistance.
- J. Ivory (Stephentown): The Summer Camp program is gearing up. Last year, the lunch that was provided for the program was not good. This year, the library is working with the Community Farm Association to provide healthy, fresh food for the camp participants.
- R. Ginsburg (Altamont): The Library's recent Book and Garage Sale raised \$1,300.
- L. Lundgren (Poestenkill): The Library has several new, younger members in the Friends Group and there was an excellent turnout for their Book Sale.
- C. Rosenthal (Colonie): The Library also had a successful Book Sale.

Extensive discussion regarding the recent TV news report on wasteful spending of taxpayer's money that highlighted the Guilderland Library's newsletter as "junk mail." M. Molgard noted that this is sweeps time for television programs and they are searching for any stories that might help with their ratings. Consensus that there is a value in a printed newsletter as well as a responsibility to the taxpayers to alert them to the available programs and services for which they are paying. It was pointed out that sending newsletters to everyone within a district/service area via "every house mailer" is less expensive for postage than sending to specific names and

addresses. Therefore, it is generally not possible for someone to “opt out” of receiving a newsletter.

T. Ricard noted that in addition to newsletters, there are social media sites that are useful for marketing library programs such as Twitter and Facebook.

**MOTION:**

L. Lundgren moved to adjourn. R. Ginsburg seconded. Unanimous. Meeting adjourned at 5:35 PM.

Heidi A. Fuge  
5/16/14