



# UPPER HUDSON LIBRARY SYSTEM

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## **Board of Trustees July 9, 2014**

PRESENT: Phil Erlich, Brian Hartson, Janet Ivory, LouAnne Lundgren, Jeremy Martelle, Mary Muller, Tara Ricard, Carol Rosenthal, Judith Wines

EXCUSED: Ron Ginsburg, MaryAlice Molgard, Marie Stasiak

ABSENT: Antonio Booth, Daniel Curtis

UHLS Staff: Tim Burke, Heidi Fuge

Visitor: Michael Zovistoski, UHY

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

### **I. NOMINATING COMMITTEE FOR BOARD OFFICERS**

Report by T. Ricard, Chair. She presented the following slate of Officers:

President:	P. Erlich
Vice-President:	T. Ricard
Treasurer:	M. Molgard
Secretary:	J. Martelle

She asked if there were any nominations from the floor. Hearing none, she requested a motion to accept the slate as presented.

**MOTION:** J. Ivory moved to accept the slate of officers as presented.  
L. Lundgren seconded. Unanimous.

**MOTION:** T. Ricard moved, as per the UHLS By-Laws to allow M. Molgard to serve another term as Treasurer. L. Lundgren seconded. Unanimous

T. Burke thanked M. Muller for her service as Board President and also thanked the slate of Officers for their willingness to take on the duties.

At this point, P. Erlich, as the new Board President, conducted the balance of the meeting.

### **II. OATH OF OFFICE**

P. Erlich administered the Oath of Office to J. Wines and welcomed her to the Board as the representative of the UHLS Directors Association.

### **III. REPORT ON ANNUAL FINANCIAL REVIEW**

M. Zovistoski, a partner at UHY Advisors, presented a report on the annual financial Review. He began by noting that a Review is an inquiry and analytical review of the financial records of the organization. UHY presents a qualified review because UHLS chooses to record the post-retirement healthcare costs when they are incurred rather than hire an actuary to investigate the long term costs and accrue them over time.

He included the following in his presentation:

- the UHLS Balance Sheet is stable in reference to prior years. The organization is in a strong financial position.

- the Trustees can be assured that the financial information given to them by the UHLS staff has been reported correctly and there were no significant changes from the prior year.
- the lease with NYSCASA expires 12/31/16 and UHLS should make plans for discussing a renewal and a rate that will consider any increased costs.
- the new exemption for filing the 990 Form is a benefit for UHLS because it results in a lower fee from UHY and allows them to conduct the Review later in the year.
- participation in the NYS Retirement System is a great benefit for the UHLS staff.

P. Erlich asked M. Zovistoski about his relationship with the UHLS staff during the course of the Review. M. Zovistoski noted that the financial information is always well prepared for the Review and the staff are professional and easy to work with. He also noted that Joe Sherry will often call him during the year if he has any financial questions that might impact the Review and this is a very good thing because it means that there are fewer adjustments at year end.

**MOTION:** L. Lundgren moved to accept the 2013 Financial Review as presented by UHY. J. Martelle seconded. Unanimous.

#### IV. MINUTES

**MOTION:** M. Muller moved to accept the May 14, 2014 and June 9, 2014 Minutes as presented. L. Lundgren seconded.  
Abstain -1  
Ayes - 8 Motion passed.

#### V. STAFF REPORT

T. Burke asked if there were any questions on his written report which had been emailed prior to the meeting. No questions. He then noted the following:

- Albany Public Library hired a new Executive Director - Scott Jarzombek. T. Burke worked with him at APL previously. He is "dynamic, enthusiastic and understands resource sharing." There will be many positive results from this appointment.
- The September UHLS Board meeting will be held at the East Greenbush Community Library. Full information will be sent out with the September Board packet.

T. Burke handed out a supplement to his written report (copy attached to these Minutes) that dealt with the negotiations with III for the new integrated library automation system. He and J. Thornton were able to negotiate with III for a 5-year agreement with an annual increase in cost of only 3.5% for the length of the contract. The UHLS Attorney (Jim Tuttle) reviewed the proposed contract and made some minor suggestions that were accepted and the contract was modified.

C. Rosenthal asked about an implementation schedule. T. Burke noted that the implementation process will take approximately 6 to 7 months. The tentative go-live date is some time in February 2015.

J. Ivory asked about training on the new system. T. Burke noted that 450 hours of training time by the III Implementation Team is included in the contract. It is anticipated that this will work primarily as a "Train the Trainer" process using UHLS staff and some staff from the member libraries. These people will be extensively trained on the new system and will then train the rest of the member libraries.

C. Rosenthal asked about a roll-out or training plan for library patrons. T. Burke noted that the member libraries will be primarily responsible, with assistance from UHLS, in providing the hands-on assistance for the patrons. He also noted that the new System will be immediately, and easily usable by most patrons.

M. Muller asked what would happen to the servers that are currently being used for the automation system since they will no longer be needed. T. Burke noted that he and J. Thornton are discussing other possible uses for that equipment.

**MOTION:** T. Ricard moved to authorize the UHLS Board President to sign the automation contract for the III Sierra system with Innovative Interfaces Inc. C. Rosenthal seconded. Unanimous.

**MOTION:** J. Ivory moved to authorize the \$100,000. payment for the III Sierra system implementation using funds from the restricted Automation account. L. Lundgren seconded. Unanimous.

## VI. TREASURER'S REPORTS

In the absence of M. Molgard, Treasurer, T. Ricard reviewed the Treasurer's Reports for the periods ending May 31, 2014 and June 30, 2014. She noted that the financial situation is normal for this time period and that we are just waiting for the release of the State funds.

**MOTION:** J. Wines moved to accept the May and June Treasurer's Reports. J. Martelle seconded. Unanimous.

## VII. COMMITTEE REPORTS

### Finance Committee

Report by T. Ricard. She noted that the Committee members reviewed the Purchase Journals for May and June. The Committee approved the May Purchase Journal and Payroll totaling \$114,037.86 and the June Purchase Journal and Payroll totaling \$104,635.63.

The Amended Budget, usually presented in July, will be presented in September once the final State Aid figures are known.

Services Committee - no meeting, no report.

Administration Committee - no meeting, no report.

Automated Services Committee - Department reports for May and June were included in the Board packet. T. Burke asked if there were any questions.

T. Burke noted that the Parameters Subcommittee was doing some very important work, not only in preparation for migrating to a new ILS, but also in making some procedures more standardized among the libraries which will benefit library users.

There has been a problem with Horizon slowness during the current week. The Automation staff has been working with SirsiDynix to identify the problem.

**VIII. NEW BUSINESS**

Committee appointments

P. Erlich asked everyone to remain on their current committee assignments. He appointed M. Muller to the Administration Committee in his place, and J. Wines to the Finance Committee to replace Evelyn Neale.

**MOTION:** T. Ricard moved that, as per the UHLS By-Laws, T. Burke should be appointed as Financial Clerk, L. Lundgren seconded. Unanimous.

**IX. TRUSTEE REPORTS**

- L. Lundgren Poestenkill is in the process of negotiating for the purchase of a 3-D printer and will be working with John Love, from Bethlehem, for staff training. The Bullet Aid partially funded the purchase.
- C. Rosenthal: The Colonie Board and staff have been discussing the possible purchase of a 3-D printer. There was a question about how this could be justified in a public library. M. Muller noted that it can be used for patent prototypes. J. Martelle noted that at Bethlehem they are offering classes in how to use the printer and it is popular with engineers who can experiment with certain designs.
- C. Rosenthal: The Colonie Friends Group attends the local Farmers Market with their Book Sale and handouts about the Library.
- J. Ivory: In Stephentown, there is a movement to get 2<sup>nd</sup> home owners more involved in the Library. The Library Book Sale is coming up and there was concern that there wouldn't be enough books to sell. Steve Kozlowski stepped in to help out with a supply of books from the Book Sale for the Aids Council.
- J. Martelle: Bethlehem has a book depository for donations in the parking lot. When the bin is full, Better World Books takes it and then donates a portion of the sale proceeds to the Library. The bin fills more quickly than anyone anticipated.
- T. Ricard: Cohoes is still pursuing School District Library designation.
- C. Rosenthal: She noted the AmazonSmile information that was posted on the UHLS Facebook page. Online shopping through AmazonSmile, and selecting UHLS as the charity recipient, will result in a donation of .05% of the purchase price.

**MOTION:** M. Muller moved to adjourn. C. Rosenthal seconded. Unanimous. Meeting adjourned at 5:35 PM.

NEXT MEETING: September 10<sup>th</sup> at the East Greenbush Community Library.

Heidi A. Fuge  
7/14/14

**UPPER HUDSON LIBRARY SYSTEM  
EXECUTIVE DIRECTOR'S REPORT  
June/July 2014**

**SUPPLEMENT**

**July 9, 2014**

**III Sierra agreement negotiation completed** - After some vigorous negotiation sessions with the reps from III over the last week, I am pleased to say that we have reached a final agreement with III for the implementation of the Sierra ILS product. Throughout the negotiations, Joe Thornton and I pushed our reps hard to get the best deal for UHLS and the member libraries - all the features we need for the best price possible. I am confident that we achieved that goal.

Some key highlights:

- III will host the ILS, which will free UHLS from the significant additional (on-going) maintenance and replacement costs for in-house servers to host the ILS. The agreement guarantees 99.9% up-time, virtually seamless upgrades, complete security for the UHLS data, and full and complete access to the UHLS data as if it was hosted in-house.
- A 5-year agreement with fixed annual subscription costs. We were able to negotiate an annual cost increase of 3.5% for the life of the contract. III's standard agreement includes 5% increases in the last two years.
- The inclusion in the agreement of a custom crafted "Performance Testing and Warranties" section, which relates to serious performance problems with the ILS. This is the direct result of our previous experience with Horizon and SirsiDynix. We worked with III to establish response times and record and transaction thresholds for this section which will provide UHLS and the member libraries with protection against significant performance issues with the ILS. Although we do not expect any of these issues, we do want to be able to demonstrate that we are doing all we can to ensure the highest level of performance from our new ILS.
- Pricing Proposal details:

<i>Implementation Cost (due upon agreement execution)</i>	<b>\$ 100,000</b>
<i>1<sup>st</sup> yr. subscription (due 1 month after "go live" date)</i>	<b>68,099</b>
<i>2<sup>nd</sup> yr. subscription (due anniversary of 1<sup>st</sup> yr. payment)</i>	<b>70,482</b>
<i>3<sup>rd</sup> yr. subscription (as above)</i>	<b>72,949</b>
<i>4<sup>th</sup> yr. subscription (as above)</i>	<b>75,503</b>
<i>5<sup>th</sup> yr. subscription (as above)</i>	<b><u>78,145</u></b>
 <i>Grand total</i>	 <b>\$465,179</b>

- The Implementation cost will come out of the Board Restricted Automation account and the annual subscription payment will come from the UHLS operating budget.

At this meeting, I would like the board to consider 2 motions related to the ILS process:

- 1) a motion to ask the UHLS Board President to sign the agreement with III and,
- 2) a motion to authorize the payment of the Implementation Cost (\$100,000) from the Restricted Automation account.