



# UPPER HUDSON LIBRARY SYSTEM

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## **Board of Trustees**

**September 10, 2014** - Held at the East Greenbush Community Library

PRESENT: Antonio Booth, Alison Calacone, Phil Erlich, Ron Ginsburg, Brian Hartson, Jeremy Martelle, MaryAlice Molgard, Carol Rosenthal, Marie Stasiak, Judith Wines

EXCUSED: Janet Ivory, LouAnne Lundgren, Mary Muller

ABSENT: Tara Ricard

UHLS Staff: Tim Burke, Heidi Fuge

4:34 PM – Meeting called to order by P. Erlich, President

### **I. OATH OF OFFICE**

P. Erlich administered the Oath of Office to A. Calacone, the new representative from the Albany Public Library and welcomed her to the Board. She will be taking over Daniel Curtis' term which ends in 2017.

### **II. MINUTES**

**MOTION:** M. Stasiak moved to accept the Minutes of the July 9, 2014 Board meeting as presented. J. Martelle seconded. Unanimous.

### **III. STAFF REPORT**

T. Burke, UHLS Executive Director, highlighted the following in his written report:

- **CONSTRUCTION GRANTS:** the grants are due at the Division of Library Development by October 16<sup>th</sup>. The amounts requested in the applications that have been submitted to UHLS exceed the annual appropriation and the Services Committee will review the applications at their October meeting with a recommendation to the Board.
- **NON-PROFIT REVITALIZATION ACT:** UHLS will be drafting a Conflict of Interest Policy (required) and a Whistleblower Policy (not required) for review at the October Administration Committee meeting. These policies will then be available as templates for those member libraries who will need them. There are several samples available from NYLA, ALA and LTA.
- **SIERRA MIGRATION:** a copy of the anticipated migration timeline was included with his written report and has already been shared with the member libraries. The Train the Trainer process has been supported by the members and we look to be in good shape for the migration.

C. Rosenthal asked if the online catalog would be a lot different from the current one. T. Burke responded that yes, it would. He also noted that library patrons, as a whole, are a fairly flexible group and he does not anticipate a great deal of difficulty in moving to a new ILS. The initial concentration will be on training the member library staff on the new system. Overdrive will be integrated into the new system and that is one of the features that will make use much smoother for patrons.

- COMMUNITY FOCUS/PLANNING GROUPS: T. Burke has conducted a series of Focus Groups at several libraries including GRAF, WSTR and BERN. He also recently assisted the new WTVT Director in conducting interviews for a staff position.

#### **IV. TREASURER'S REPORTS**

M. Molgard reviewed the Reports for July and August 2014. She noted the receipt of some of the State Aid including the 90% LLSA (pass through to the member libraries) and 90% LSSA (UHLS operating support). She also pointed out that in August, the UHLS staff moved some funds into an NBT Money Market account that carries a higher-than-usual interest rate for a limited time.

C. Rosenthal asked for an explanation of the Jail Grant listed on the Income and Expense pages of the Treasurer's Report. T. Burke noted that it is a categorical aid program from the State with specific requirements as what can be purchased for the Albany and Rensselaer County jails.

**MOTION:** A. Booth moved to accept the July and August 2014 Treasurer's Reports. M. Stasiak seconded. Unanimous.

#### **V. COMMITTEE REPORTS**

##### Finance Committee

Report by M. Molgard, Chair. She noted that the Committee members reviewed and approved the July Purchase Journal and Payroll totaling \$260,846.91 and the August Purchase Journal and Payroll totaling \$225,329.78.

Committee members also reviewed the Amended 2014 Budget which had been included in the information sent to all Board members prior to the meeting.

**MOTION:** J. Martelle moved to accept the Amended 2014 Budget as presented. A. Booth seconded. Unanimous.

The Finance Committee heard a report about opening the NBT Money Market. Although the amount put into the Money Market will exceed the FDIC insurance limit, the term is only for 5 months and the Committee did not feel that there was any great risk in investing for this time period, especially considering the interest that can be gained. The Committee therefore recommends Board approval of a Resolution supporting the opening of the Money Market account. (Documents attached to the original Minutes)

**MOTION:** A. Booth moved that the Board approve the Corporate Authorization Resolution and authorize the UHLS Treasurer, Secretary and President to sign the Bank Resolution where indicated. C. Rosenthal seconded. Unanimous.

Services Committee - no meeting, no report

Administration Committee - meeting, no report

#### **VI. NEW BUSINESS**

P. Erlich appointed A. Calacone to the Services Committee and Matthew Graff (Director at the Cohoes Public Library) as the Directors Association representative on the Administration Committee.

**VII. TRUSTEE REPORTS**

- M. Stasiak (Brunswick): Natalie Schipano is the new Director at the Brunswick Community Library
- A. Booth (RCS): Judith Wines has accepted the position of Director at the RCS Library. She will start at the beginning of October. On September 27<sup>th</sup>, from 3:00-6:00 PM there will be a retirement reception for Judy Felsten - T. Burke will be the M.C.
- M. Molgard (Berne): the Berne Library participated in the 75<sup>th</sup> anniversary events of the Rensselaerville Fire Company. The Berne Library and the Friends Group were very active over the summer. The Library received a NYLA Award for the Best Library Renovation in a community under 20,000.
- A. Calacone (Albany): the Library has a new card called MyCard for kids. They can sign up without a parental signature and take out three items at a time. It has been very successful and has brought in new library users.
- R. Ginsburg (Altamont): he thanked Judith Wines for all of the work that she did at the Altamont Library and congratulated her on her new position.

**MOTION:** J. Wines moved to adjourn. R. Ginsburg seconded. Unanimous. Meeting adjourned at 5:17 PM. A tour of the library, conducted by Director Evelyn Neale, followed the meeting.

Next meeting: Wednesday, October 8<sup>th</sup> at 4:30 PM.

Heidi A. Fuge  
9/12/14