



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees November 12, 2014

PRESENT: Antonio Booth, Alison Calacone, Phil Erlich, Ron Ginsburg, Janet Ivory, LouAnne Lundgren, Jeremy Martelle, MaryAlice Molgard, Mary Muller, Carol Rosenthal, Marie Stasiak, Judith Wines

EXCUSED: Brian Hartson, Tara Ricard

UHLS Staff: Tim Burke, Heidi Fuge

4:30 PM – Meeting called to order by P. Erlich, President

I. MINUTES

MOTION: M. Molgard moved to accept the Minutes of the October 8, 2014 Board meeting as presented. L. Lundgren seconded. Unanimous.

II. STAFF REPORT

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

- **CONFLICT OF INTEREST CERTIFICATION:** he asked all of the Trustees to sign the Certification as per the acceptance of the Conflict of Interest Policy at the October meeting. The Certification will need to be signed annually.
- **CORE TRAINING:** the CORE Training schedule for new trustees for 2015 was included in his report. The Training will be held on a quarterly basis and the nights on which it will be held have varied in order to be as flexible as possible.
- **NYLA CONFERENCE:** the Conference, held in Saratoga Springs, was very good. There was a strong member library presence. Geoffrey Kirkpatrick, Director at the Bethlehem Public Library, is the new NYLA President.
- **ILS MIGRATION:** the migration is on schedule with February 24th still planned as the go-live date. The next set of training sessions will be held for several days at UHLS during the week of November 17th.

L. Lundgren asked for an explanation of Encore in relation to the new ILS. T. Burke explained that Encore is an overlay “discovery layer” for Sierra which is the ILS product that we purchased. The overlay allows for more advanced/in-depth searching.

III. TREASURER’S REPORT

M. Molgard reviewed the Report for October 2014. She noted that we are still waiting for the final 10% of the LLSA and the LSSA but everything else is normal for this time of year.

MOTION: M. Stasiak moved to accept the October 2014 Treasurer’s Reports. A. Booth seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Committee members reviewed and approved the October Purchase Journal and Payroll totaling \$110,890.00.

M. Molgard reported on the Budget Hearing held on October 29th at UHLS. The only ones in attendance were: M. Molgard, T. Burke and H. Fuge. The Proposed Budget was emailed to the Trustees (several times) and was also posted on the UHLS website and T. Burke reviewed it at the October 31st Directors Association meeting. There have not been any comments or questions.

T. Burke noted that he and H. Fuge are still reviewing the health care options with our broker and there is a possibility that they will come in under-budget.

MOTION: A. Calacone moved to accept the 2015 Budget as presented. J. Ivory seconded. Unanimous.

Administration Committee

No meeting. No report.

Services Committee

Report by L. Lundgren, Chair. The Committee consulted via email because based on the grant awards that the Board approved in October, two libraries (VOOR and COHS) decided to withdraw their applications for this funding cycle. This resulted in \$74,220 to re-distribute to the remaining libraries. The deadline for submission to DLD was October 16, 2014 and the applications have been submitted with the revised amounts. The Committee recommends that the Board retroactively approve the following revised allocations:

Albany	\$24,360	Grafton	\$ 4,485
Altamont	\$ 9,734	Guilderland	\$ 19,807
Diver	\$15,936	Rensselaer	\$ 7,829
Berne	\$39,856	Sand Lake	\$ 28,693
Castleton	\$27,208	Troy	\$ 41,250
Cheney	\$26,208	Westerlo	\$ 14,801
E. Greenbush	\$13,729	Watervliet	\$170,507

MOTION: L. Lundgren moved to accept the revised allocations as presented. J. Wines seconded. Unanimous.

J. Martelle asked if the libraries are aware of the minimum amount that can be awarded to them. T. Burke explained that, according to the UHLS Construction Grant Guidelines, the lowest that can be awarded to any applicant library is 35% of the requested amount. He also noted that the Committee will be working on creating an "Intent to Apply" form that might help the libraries in planning their grant projects and will also help the Services Committee when reviewing the applications.

Automated Services Committee

No meeting. No report.

V. NEW BUSINESS

Following a brief discussion it was decided that a December Board meeting would not be necessary. The next meeting will therefore be on Wednesday, January 14, 2015.

VI. TRUSTEE REPORTS

- L. Lundgren (POES): the Friends Group is gearing up for their annual Holiday Lights Campaign. This is a very successful project that raises operating funds for the library.

- J. Ivory (STEP): the Library was the site for a training session presented by the Foundation Center. There are 15 attendees and all indicated their appreciation for the session. The library is now working on having a presentation on how to complete an application to obtain a 501(c)(3) designation.

P. Erlich noted that any new Friends Group should apply for their 501 (c)(3) designation immediately when they are formed. The application process is much easier, and less expensive, when the Group is new and does not yet have any assets.
- R. Ginsburg (ALTM): the Library held their annual Election Day Bake Sale and raised over \$1,100.
- P. Erlich (RENS): the Library has a new lighted outside message sign that can be programmed from a computer in the library. It was obtained through a Construction grant.
- M. Molgard (BERN): the Library will be hosting a lasagna dinner and cakewalk to raise funds for a generator. T. Burke noted that a generator project is a Construction Grant-eligible project. He noted that Petersburg obtained a generator through a construction grant and that this is a great service to the community when there are power outages.
- A. Calacone (APLM): a Literary Legends program will be held at the Pine Hills Branch. The program will honor local authors Paul Grondahl, Amy Biancolli and William Kennedy. She also noted that the Branch is participating in the Art at APL project which highlights contemporary artists connected to the Capital Region.
- C. Rosethal (COLN): she noted that as a Town Library, COLN was closed on Veterans Day. It was a shame that the library couldn't be open to offer its resources to people who might have the day off from either work or school.
- J. Martelle (BETH): Louise Grieco is retiring from her Information Specialist position at the Library. The opening has been advertised.
- M. Muller (TROY): the Library is participating in an I Love my Library project with the Market Block Bookstore. A percentage of the sales on the afternoon of November 16th will be donated to the Library. This project has been ongoing for several years.

MOTION:

A. Booth moved to adjourn. M. Molgard seconded. Unanimous. Meeting adjourned at 5:15 PM.