



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## **Board of Trustees January 14, 2015**

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

EXCUSED: Brian Hartson, Judith Wines

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 November 12, 2014 Board meeting as presented. L. Lundgren seconded. Unanimous.

### **II. STAFF REPORT**

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

- **ILS MIGRATION:** the migration process is on schedule and moving smoothly. We are continuing with the training sessions conducted by the ILL trainers and have started UHLS-conducted training this week. Rob Carle is taking the lead on UHLS training and is scheduling sessions in a variety of locations to make access to training as convenient as possible for the member libraries. R. Carle will be responsible for the front line training while Joe Thornton and Rawdon Cheng are taking care of the data migration. J. Thornton is guiding the process with calmness and aplomb. We are still on schedule for the February 24<sup>th</sup> go-live and are trying to obtain some marketing materials from other recent Sierra migrators that will be useful for our members.
- **E-CONTENT COLLECTION:** all of the member libraries met their recommended contribution amount for the purchase of e-content materials for the 2014 year. This represented excellent cooperation on the part of the libraries.
- **ADVOCACY DAY:** February 25<sup>th</sup> is the date for advocacy day in 2015. Since this is the day after our go-live date for the new ILS, it is possible that many library directors who usually participate will prefer to stay at their libraries. The NYLA message this year is “Libraries are Education” and NYLA wants to convince the legislators to tie libraries to the education funding increases. The most recent education increase was 4%.
- **CORE TRAINING:** 4 new trustees have signed up for the Training that will be held on January 14<sup>th</sup>. He reminded the trustees that any new Board members are welcome to attend the CORE sessions which will be held in April, July and October 2015.

- OVERDRIVE MAGAZINES: UHLS recently became one of the first subscribers to OverDrive's new online magazine service. T. Burke handed out a list of the 60 periodicals that will form the core of the collection and represents a \$5,000 investment in content. All of the magazines have simultaneous use but the number of users varies by publisher. At this time, there are no back issues available but OverDrive is working on that feature. Central Library funds paid the \$3,000 platform fee and then both APL and COLN contributed toward to cost of the core collection.

A. Booth noted that the selection of the magazines looked good. He noted that libraries need to move in the direction of more diversity for this new collection.

### III. TREASURER'S REPORT

M. Molgard reviewed the Reports for November and December 2014. She noted that we received the final 10% of the LLSA and the LSSA. She pointed out that the minus figure under the payroll checking account represented uncashed paychecks as well as payments for the State and Federal withholding. Everything else is normal for this time of year.

**MOTION:** A. Booth moved to accept the November and December 2014 Treasurer's Reports. M. Muller seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. She noted that the Committee members reviewed and approved the November Purchase Journal and Payroll totaling \$250,370.38 and the December Purchase Journal and Payroll totaling \$118,199.95. The November Purchase Journal includes the pass-through LLSA payments to the member libraries and the annual Retirement System payment.

The Committee members approved a motion to move approximately \$171,000 from two maturing CDARS accounts into the Money Market account. Although this will continue to exceed the FDIC limit, the higher interest rate in the Money Market was an important consideration. Approximately \$60,000 will be withdrawn from the Money Market near the end of March to pay the first annual subscription fee for the new ILS.

J. Martelle asked if the new ILS would have an app that would allow people to check their accounts and reserve books from their mobile devices. T. Burke noted that the new system will be fully mobile compatible.

#### Administration Committee

No meeting. No report.

#### Services Committee

No meeting. No report.

#### Automated Services Committee

No meeting. Report from the Automation Department included in the packet of information emailed to the trustees in advance of the meeting.

**V TRUSTEE REPORTS**

- J. Ivory (STEP): the Foundation Center funding period is running out and the Library is looking for a new source to support it.
  
- T. Ricard (COHS): the Library is working with Bob Scofield and Libby Post and they conducted several focus groups in preparation for the Library going before the voters in May to become a School District Library.
  
- R. Ginsburg (ALTM): Joe Burke is the new Library Director. On February 7<sup>th</sup>, the Library will hold their annual Gala.
  
- M Stasiak (BRUN): the Brunswick Board instituted a Conflict of Interest Policy and updated their Policies and Procedures Manual. The Director has established a new Tween Council which is very popular. She has also made arrangements for the school bus to drop off kids at the library.
  
- A. Booth (RCSC): he thanked Tim Burke for conducting a recent successful strategic planning session at the Library.
  
- A. Calacone (APLM): the Main Library will be re-branding itself as the Washington Ave. Branch. A new Children's room opened recently at the Washington Ave. Branch and seems to be very popular.

**MOTION:** J. Ivory moved to adjourn. M. Stasiak seconded. Unanimous. Meeting adjourned at 5:10 PM.

**Next Board meeting: February 14, 2015.**

Heidi A. Fuge  
1/15/15