



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees February 11, 2015

PRESENT: Antonio Booth, Alison Calacone, Phil Erlich, LouAnne Lundgren, MaryAlice Molgard, Tara Ricard, Judith Wines

EXCUSED: Ron Ginsburg, Janet Ivory, Jeremy Martelle, Mary Muller, Carol Rosenthal, Marie Stasiak

ABSENT: Brian Hartson

UHLS Staff: Tim Burke, Heidi Fuge

4:30 PM – Meeting called to order by P. Erlich, President. In the absence of a quorum, no business could be transacted. The following is a report of the items discussed.

I. **MINUTES** - Lacking a quorum, the January 14, 2015 Minutes could not be approved.

II. STAFF REPORT

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

- **ILS MIGRATION**: March 31st is the new go-live date. This change will allow for more training sessions prior to the new system going online. T. Burke noted that the member libraries have been very easy to work with and have responded quickly when decisions are needed. He also praised the UHLS Automation staff for their hard work and the amount of time that they have put into preparing for the migration.
- **ADVOCACY DAY**: February 25th is the date for advocacy day in 2015. The NYLA message this year is “Libraries are Education” and NYLA wants to convince the legislators to tie libraries to the same percentage as the education funding increases. The most recent education increase was approximately 4%. T. Burke will have a schedule of meetings with legislators available next week.
- **FRIENDS GROUP**: T. Burke offered for UHLS to host a second meeting of representatives from the Friends Groups in the member libraries. This meeting will be held in the morning on Feb. 14th. One of the messages at this meeting will be to talk about the Advocacy Day and advocacy in general and the fact that Friends are very valuable library advocates.
- **SATISFACTION SURVEY**: the annual Plan of Service Satisfaction Survey will be available by the end of next week. Since only one survey per library is allowed, Directors and Board Presidents are urged to confer on the answers. The results will be presented in a report to the UHLS Board and the Directors Association.
- **CORE TRAINING**: T. Burke 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 and that UHLS is happy to do the training for a library board if they have a lot of new people or if they just need a refresher.

III. TREASURER’S REPORT

M. Molgard reviewed the January 2015 report. She noted the continued availability of the Money Market interest rate. Lacking a quorum, the Report could not be approved.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Committee members reviewed and approved the January Purchase Journal and Payroll totaling \$189,189.43. She noted that the major expenses were the annual payments for insurance premiums, the pass-through sums for the Special Legislative Grant (Bullet Aid) and the maintenance plan for the HVAC system.

Administration Committee and Services Committee - joint meeting

L. Lundgren reported that at the joint meeting, the principal topic of discussion was the Guidelines for the Annual Awards. Based on opinions expressed at the April 2014 Directors Association meeting, it was recommended that the Guidelines be reviewed and revised. The Program Award will now be divided by Youth and Adult Programs rather than urban/suburban and rural. The Trustee, Volunteer and Advocate Award categories will remain but the nomination guidelines will be revised.

T. Burke reported that the Fire and Security upgrades have been completed and we are just waiting for a training session in order to sign off on the projects.

T. Burke also reported that additional Construction Grant funds have become available and that Watervliet is the only member library that did not receive the full amount of their request. Therefore, the additional funds have been added to their award for a total of \$185,135.00

Automated Services Committee

Report from the Automation Department included in the packet of information emailed to the trustees in advance of the meeting.

V. NEW BUSINESS

J. Wines suggested that the UHLS staff should be recognized for their "above and beyond" work in preparing for the migration to the new automation system. Discussion.

VI. TRUSTEE REPORTS

- L. Lundgren (POES): Nick, a college student working at the Library, attended the Sierra Training sessions and is now enthusiastically training the POES staff and volunteers.

T. Burke noted that other libraries have also been involved in Sierra training: at APL, staff training has been taking place in their computer lab and both GUIL and EGRN have provided training spaces.

- P. Erlich (RENS): he noted that in meetings with the various Friends Groups, it is important to clarify the role of the Friends in relation to the Board of Trustees. Having a Memo of Understanding between the Friends Group and the Board is valuable.

5:00 PM Meeting concluded

Heidi A. Fuge

2/12/15