



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees

March 11, 2015

PRESENT: Alison Calacone, Phil Erlich, Ron Ginsburg, Janet Ivory, LouAnne Lundgren, MaryAlice Molgard, Mary Muller, Tara Ricard, Marie Stasiak, Judith Wines

ABSENT: Brian Hartson, Antonio Booth

RESIGNED: Jeremy Martelle, Carol Rosenthal

UHLS Staff: Tim Burke, Heidi Fuge

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

I. MINUTES

Due to the lack of a quorum at the February meeting, the January Minutes could not be approved and there were only unofficial Notes from the February meeting.

MOTION:

M. Molgard moved to approve the Minutes of the January 14, 2015 meeting and the notes from the February 11, 2015 meeting. J. Wines seconded. Unanimous

II. STAFF REPORT

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

- **ADVOCACY DAY:** UHLS had a large group and the visits to the legislators were very successful. The idea that “Libraries Are Education” seems to be making some headway with legislators. In addition, the NYLA online letter that can be sent to legislators supporting increased library funding has been effective. T. Burke also thanked the libraries that sent information that was used in the advocacy handout piece.
- **FRIENDS GROUP:** UHLS hosted the second meeting of the Friends groups from several of the libraries. The attendees indicated that they would like to possibly meet on a quarterly basis. Libraries are encouraged to send the names of any members of their formal Friends Groups, or even informal volunteers/friends, to T. Burke and he will facilitate the contacts for the next meeting.
- **OATH OF OFFICE:** T. Burke reminded the Board and the member libraries that a Trustee in any library (except an Association Library) must complete and file an Oath of Office every time they start a new term.
- **ILS GO-LIVE:** March 31st continues as the go-live date for the new automation system. It is a very complex process as we near that date since there are a lot of small details that need to be handled. The switchover to the new system should proceed fairly smoothly. PR materials are being made available for the libraries to use in making their patrons aware of the new system. Joe Thornton is doing an amazing job in guiding the process and the libraries have all been good about working together and preparing their staffs.

III. TREASURER’S REPORT

M. Molgard reviewed the January and February 2015 reports. She noted the continued availability of the Money Market interest rate.

MOTION:

A. Calacone moved to accept the January and February 2015 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 February Purchase Journal and Payroll totaling \$107,812.88. She noted that the janitorial expenses, which have remained the same for 15 years, will increase by 18% effective in May. She also noted the \$500 deposit to The Century House for the June 10th Annual Dinner.

Discussion regarding the Annual Dinner and the continued search for a suitable location in Rensselaer County. There was also discussion about the day and time of the dinner in order to maximize the number of attendees. It was suggested that a breakfast or brunch might be considered. Trustees will take an informal survey of the members of their own library boards to determine any preferences. T. Burke suggested implementing a Survey Monkey poll.

M. Molgard reported that the Committee reviewed the 2014 Reconciled Budget and there was consensus to recommend Board approval.

MOTION: T. Ricard moved to accept the 2014 Reconciled Budget as presented. L. Lundgren seconded. Unanimous.

M. Molgard noted that copies of the State Annual Report were sent via email to the Trustees. She asked if there were any questions about the Report.

MOTION: L. Lundgren moved to approve the 2014 State Annual Report. J. Wines seconded Unanimous.

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. Committee members reviewed the draft of the Guidelines based on the discussions at the February meeting. A few further modifications were recommended. T. Burke will make those modifications and will send the approved Guidelines via email to the Trustees by the end of this week. The Guidelines will be sent to the member libraries on Monday with an April 16th deadline for submitting nominations.

V. NEW BUSINESS

MOTION: M. Muller moved to accept, with regret, the resignations of Jeremy Martelle and Carol Rosenthal. L. Lundgren seconded. Unanimous.

T. Burke noted that Geoffrey Kirkpatrick, Director at the Bethlehem Public Library, will be waiting until after the June elections to suggest a BETH representative to the UHLS Board. He also noted that Richard Naylor, Director at the WK Sanford Town Library, will be looking for a new representative from that Board to the UHLS Board. It is unknown when a new rep will be available.

Discussion regarding the day and time for Board and Committee meetings. Several people indicated that holding Committee meetings at 3:00 PM were not convenient for them. They suggested that 3:30, or even better, 4:00 would be more convenient and allow them to arrive on time. It was suggested that all of the Committees could meet simultaneously, perhaps at 4:00 PM. T. Burke also suggested that the Administration and Services Committees could alternate meeting dates on an every other month schedule.

Nominating Committee for trustees: L. Lundgren volunteered to Chair this Committee. P. Erlich and T. Ricard are the two trustees whose terms are expiring in 2015 and both are eligible for second terms. T. Burke will contact L. Lundgren with the names of two non-UHLS trustees to be on the Committee.

VI. TRUSTEE REPORTS

- T. Ricard (Cohoes): the Library Board is still engaged in the re-districting process. They are currently working on a public relations handout to education the community about the benefits of the re-districting. The Cohoes Board is aiming to use National Library Week (April 12-18) for their public relations push.
- R. Ginsburg (Altamont): the Library Gala made over \$18,000. The Library Board is now working on a Strategic Plan with the assistance of Tim Burke.
- M. Stasiak (Brunswick): the Library is planning their first Gala for March 2016. The Board is very happy with their new Director, Natalie Schipano, who is familiar with the Gala mechanics from the time that she worked at the Altamont Library.

T. Burke reported that the Castleton Public Library now has a new Director, Melissa Tacke, who will be a good addition to the member library directors. The William K. Sanford Town Library (Colonie) has had several applications for their director position; the applications need to be filled through the Civil Service and there is a residency requirement.

MOTION: J. Wines moved to adjourn. M. Muller seconded.
Unanimous. Meeting adjourned at 5:20 PM.

Heidi A. Fuge
3/12/15