



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees

May 13, 2015

PRESENT: Antonio Booth, Alison Calacone, Phil Erlich, Ron Ginsburg, LouAnne Lundgren, MaryAlice Molgard, Mary Muller, Marie Stasiak, Judith Wines

EXCUSED: Janet Ivory, Tara Ricard

ABSENT: Brian Hartson,

UHLS Staff: Tim Burke, Heidi Fuge

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

I. MINUTES

MOTION: M. Molgard moved to approve the Minutes of the April 8, 2015 meeting. L. Lundgren seconded.
Unanimous

II. STAFF REPORT

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

- **STAFF UPDATE:** there will be a retirement reception for Jo-Ann Benedetti at UHLS on May 28th at 10:00 AM. He encouraged those trustees who could to attend.
- **ANNUAL DINNER:** at the Dinner on June 10th, there will be several display tables showcasing some of the member libraries.
- **MIGRATION:** there are still some problems with the system that are being handled both by the UHLS staff and the staff at III. UHLS is aware of the impact that some of these issues have on the day-to-day functions at the member libraries. We are working through these as best we can and are encouraging the libraries to share information regarding any solutions that they encounter.

J. Wines noted that there is a learning curve and a vocabulary shift as far as both staff and patrons are concerned. The new system is much more data-driven and there are some large job functions that library staff members are still learning how to do and this has them frustrated. The reports are not as easily available as before but once you figure out how to use them, they are much more powerful.

T. Burke noted that the UHLS staff are consulting with the Mid-Hudson Library System which has been on Sierra for a while and can offer some solutions. Also, since we are still in the implementation phase of Sierra, we are still able to get technical support and training.

III. TREASURER'S REPORT

Report presented by M. Molgard. She reviewed the April 2015 Report and noted that there are no significant changes and we are still continuing with the enhanced interest rate on the Money Market. She noted that there is still no income under the one-year grant.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Committee reviewed and approved the April Purchase Journal and Payroll totaling \$172,520.36. Included in the Purchase Journal was the coordinated purchase of cash registers for several member libraries (for which they will reimburse UHLS) and a one-year subscription fee to Sierra. T. Burke noted that so far there have been some unexpected costs including some computer licenses and a Mobile Collections product which have been paid from the operating account. There will be future Sierra costs during the year related to the system start-up. He will track these and will eventually be asking the Board for a transfer from the Automation Reserve Account to cover these.

Administration Committee

Report by A. Booth, Chair. The Committee reviewed the three Trustee of the Year Nominations and after extensive discussion selected Marion Burghart from the Berne Library. The other nominations from Brunswick and Stephentown were also good and the Committee encourages the libraries to re-submit those next year.

The Committee reviewed the revised job description for the Manager, Information and Outreach Services position. There is no change from the previous job descriptions except that two job descriptions (Outreach / Adult and Information Services) have been combined to reflect the current reality including the requirement of a Drivers License. The essential functions in the position have been re-worked in order to emphasize Adult Services. M. Molgard suggested switching numbers 3 and 5 around in order to move Outreach services to #3 since this is a State-mandated position. T. Burke noted that once the job description has been approved, he will advertise the position opening. He would like to have someone in the position by the beginning of August. The salary range will be lower than what J. Benedetti is currently paid, so there will be some savings for UHLS. He also noted that he will create a Committee including a member library staff member to assist with the position interviews.

MOTION:

L. Lundgren moved to accept the job description as amended. J. Wines seconded. Unanimous.

The Committee also reviewed the *UHLS Trustee requirements/Designated board seats* document presented by T. Burke. He noted that other Library Systems do not give designated seats on the Board to particular libraries other than the Central Library. A. Booth reviewed the options in the document and noted that the Committee recommends option #4:

Fully expand the eligibility for UHLS Trustees: Change the UHLS By-Laws to allow a library or represented group of libraries to nominate any individual who resides in the library's service area or in the service areas of any of the designated libraries in the county (for representative seats) for appointment to the UHLS Board.

Discussion. A. Calacone asked if these changes would help those libraries that are having difficulty finding trustees to serve on the UHLS Board. T. Burke noted that this should help since it doesn't require that the representative be a current Board member on a local library board. Consensus that there should be a line about not allowing two people from the same library to represent that library/service area. Discussion about whether the representative could be a current library staff member - it was decided that this was not a problem. T. Burke noted that this puts the onus on the local library board to make the nomination of their representative. It is the local Board's responsibility to hold their representative accountable and to make sure that that person is a library user.

Consensus to hold a brief Board meeting at The Century House on June 10th, prior to the Annual Dinner, in order to review the proposed ByLaws language change to be prepared by T. Burke, with a final vote on the changes planned for the July meeting.

Services Committee

Report by L. Lundgren, Chair. She noted that this was the first Committee meeting without Richard Naylor and she welcomed Scott Jarzombek (Director at APL) as the new Directors Association representative.

The Committee reviewed the two nominations for the Youth Program of the Year from Colonie and Brunswick. Although both programs were interesting and creative and were directed at an unserved/underserved population (t/weens), the Committee felt that the Brunswick program was worthy of recognition since it was new and drew in new library users.

The Committee only received one nomination for the Adult Program of the Year and that came from the Albany Public Library. The program, Albany History Race, was very well received by the public and is something that could be done in other libraries and will therefore receive the Award.

The Committee only received one nomination for the Volunteer of the Year and that was for Donna Gwin from the Berne Public Library. The Committee felt that the nominee should receive the Award.

Nominating Committee

Report by L. Lundgren, Chair. She met via email with the other two members of her Committee: MaryLou Pudiak Town and Carol Clingan and they agreed that the two Board members whose terms have expired, and who are eligible to serve another term, should be put into nomination at the Annual Meeting: Phil Erlich and Tara Ricard. Both have agreed to continue.

Nominating Committee for Board Officers

P. Erlich appointed the following to the Nominating Committee for Board Officers, to report at the next Board meeting after the Annual Dinner: L. Lundgren, M. Muller, J. Wines.

V. NEW BUSINESS

MOTION:

A. Calacone moved the following Resolution honoring Jo-Ann Benedetti's service at UHLS. M. Molgard seconded. Unanimous

Whereas, Jo-Ann Benedetti has dedicated the last 11 years of her career to the betterment of the UHLS member libraries and the improvement of library service in Albany and Rensselaer Counties; and

Whereas, Jo-Ann Benedetti has distinguished herself in her service as the Manager of Information and Outreach Services for the Upper Hudson Library System; and

Whereas, Jo-Ann Benedetti has freely given her time, energy and leadership to advance the interests of the member libraries of the Upper Hudson Library System through her work, particularly on resource sharing, e-content and digital collections, and outreach services; and

Whereas, Jo-Ann Benedetti has been a trusted colleague and a cherished friend and mentor to so many in the Upper Hudson Library community and beyond who learned their principles and commitment from her example; therefore be it

Resolved, that on the occasion of her retirement, the Upper Hudson Library System Board of Trustees salutes the many important contributions of Jo-Ann Benedetti to the UHLS Library Community; and be it further

Resolved, that the Upper Hudson Library System Board of Trustees expresses sincere appreciation to Jo-Ann Benedetti for her dedicated efforts to advance the cause of libraries and library systems in New York State.

T. Burke noted that he will draft a Resolution acknowledging Richard Naylor and his work on the Services Committee and other UHLS Committees. The Resolution will be presented for consideration at the next Board meeting.

VI. TRUSTEE REPORTS

- A. Booth: RCS is still working on their Strategic Plan. They are in the first and second steps.
- M. Stasiak: the BRUN Strategic Plan will be put up for its first review in June.
- R. Ginsburg: ALTM's Strategic Plan is close to being done. A very successful Garage Sale and Book Sale was held recently.
- L. Lundgren: the POES Book, Bake and Plant Sale was very successful. Eva Gemmill, a long-time library supporter and a winner of the Wm. Meredith Advocate of the Year Award, passed away recently.
- A. Calacone: at APLM there are two trustee positions that are open to be voted on. The Branch libraries are changing their hours and gaining some extra time. The Branches are alternating their Monday and Thursday hours in order to make sure that there is a Branch open every Monday and Thursday evening.

MOTION: A. Booth moved to adjourn. A. Calacone seconded. Unanimous. Meeting adjourned at 5:30 PM.

Heidi A. Fuge
5/15/15