



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees July 8, 2015

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

ABSENT: Antonio Booth

UHLS Staff: Tim Burke, Heidi Fuge

VISITOR: Michael Zovistoski, UHY

4:40 PM – Meeting called to order by P. Erlich, President.

I. MINUTES

MOTION: M. Muller moved to approve the May 13th and June 10th Minutes. M. Stasiak seconded. Unanimous.

II. FINANCIAL REVIEW

M. Zovistoski presented the Financial Review conducted by UHY. He noted that this is an analytical review and inquiry into the financial records of the organization but less complex than an audit. The Review is a qualified document due to the fact that the organization does not recognize post retirement health care costs until they are expensed. This is a common qualification for small organization since it is not cost effective to have an actuary create a retirement table every year.

He noted that the start-up cost of \$100,000 for the new ILS was amortized even though it was not a payment for actual equipment. He also noted that although the grant amounts have decreased without any federal grants, the change in net assets is a positive amount and the unrestricted net assets are in a good position. Although there has only been a minimal increase in State funds, the payments to the NYS Retirement System have been maintained at a flat amount for the past two years and that has contributed to the positive net assets. He noted that when the Report is compiled at UHY, it goes through several review by different partners to ensure that it is correct and complete.

M. Zovistoski pointed out that several of the tenants' leases will be maturing within the next couple of years and will need to be re-considered.

At a question from T. Burke, M. Zovistoski replied that UHLS is in a stable financial situation and that the Board can be assured that the finances are being well-managed.

MOTION: M. Molgard moved to accept the 2014 Financial Review. A. Calacone seconded. Unanimous.

T. Burke thanked H. Fuge and J. Sherry for their work in preparing for the Review and in maintaining the financial stability of the organization. <applause>

III. STAFF REPORT

T. Burke reported on the following:

- **AUTOMATION SYSTEM:** there has been a Sierra response time problem. The UHLS Automation staff are working on capturing the examples of this to demonstrate the situation to Ill so that they can correct it. There is nothing that UHLS can do to address this issue; this is a behind-the-scenes problem that has to be handled and corrected by the vendor. One of the issues being considered is if this hosted environment is one of the reasons for the slower response time. The Automation staff are also comparing the response time in self-hosting systems as opposed to those that are hosted by Ill. T. Burke noted that there is a response-time threshold in our contract with Ill but it has not yet been used as a prod to the vendor.

T. Ricard suggested that UHLS should pick a day and some of the member libraries and do a quantification test. No one expects new technology to be less responsive than the system that it is replacing.

T. Burke noted that a Reports infrastructure has been created and now a variety of Reports will be available. J. Wines noted that having the Reports working has been a huge step forward. But the other problem still remains: Sierra transactions take almost twice as long as those transactions did in Horizon.

T. Burke also noted that the Kids Pac went live in the previous week, although some issues still need to be worked on.

A. Calacone also noted the problems with the response time. The Holds continue to be an issue. T. Burke noted that the Holds problem will diminish as the Holds created in Horizon age out.

- **CONSTRUCTION GRANT:** the online portal was not yet open as of the date of this Board meeting, although it was suppose to be open at the beginning of June. Even though the opening has been delayed, DLD will continue with the October 1st deadline. The Services Committee will need to review the grant applications in September. Along with the delay in opening the portal, there are several new requirements in the application including the use of minority and/or women-owned businesses for a certain percentage of the projected work.
- **SEARCH PROCESS:** T. Burke acknowledged J. Wines as an important part of the 3-person Search Committee. The position of Manager, Outreach and Information Services, has been offered to Deanna DiCarlo who is currently the e-librarian at APL. She was the Committee's unanimous choice. Her start date is August 17th. J. Wines noted that Deanna will bring cutting-edge skills to the position.
- **BULLET AID:** In the past, Bullet Aid has only been granted by majority party senators. It appears that there is a possibility that Assembly members might now have funds available to grant to libraries in their districts. T. Burke noted that he is waiting for further information before making any announcement about this to the member libraries. But he noted that the advocacy efforts on behalf of libraries have been effective.

- ANNUAL DINNER: the libraries' showcase tables were successful and this can be expanded at future dinners. T. Burke has several possible locations that he would like to investigate in Rensselaer County for the dinner meeting in 2016.
- PULISDO: T. Burke will be attending the PULISDO conference in Utica in late July for several days.

IV. TREASURER'S REPORT

M. Molgard reviewed the May and June reports. She noted that as is typical for this time of year we are significantly in the hole and are operating on our reserve funds until receipt of the State aid.

MOTION: M. Muller moved to accept the May and June 2015 Treasurer's reports. L. Lundgren seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Finance Committee reviewed and approved the May Purchase Journal and Payroll totaling \$115,758.85 and the June Purchase Journal and Payroll totaling \$115,155.73.

The Committee also discussed several options regarding the handling/investing of the State funds when they are received. At this time, State funds will be divided into the CDARS accounts while the Committee considers other options. The Committee directed the UHLS staff to check with our insurance company to see if there a possibility of purchasing coverage for the balance over the amount insured by the FDIC. M. Molgard noted that the funds invested in the Money Market Account currently exceed the FDIC insurance limit. FDIC insures accounts up to \$250,000.

Services Committee

No meeting. No Report

Administration Committee

No meeting. No Report

Nominating Committee for Board Officers

Report by M. Muller, presenting the following slate of officers:

President - P. Erlich

Vice-President - T. Ricard

Treasurer - M. Molgard

Secretary - L. Lundgren

MOTION: J. Ivory moved to accept the Board Officers slate as presented. M. Stasiak seconded. Unanimous.

MOTION: T. Ricard moved, as per the UHLS By-Laws, to allow M. Molgard to serve another term as Treasurer. A. Calacone seconded. Unanimous

P. Erlich asked if all Committee Chairs and members would continue in their current assignments unless someone wanted to change.

VI. OLD BUSINESS

P. Erlich noted that the proposed amendment to the UHLS By-Laws had been presented to the Board, and accepted by consensus, at a first reading on June 10, 2015. The amendment changes the requirement for UHLS Board members - they would no longer be required to be a library trustee, just a resident in the library's service area. This option is being considered in part due to the inability of BETH and COLN to find UHLS Board representatives from their own Library Boards. This would allow them to broaden the group from which they can select representatives. The section of the By-Laws to be changed would read:

UHLS is governed by a Board of Trustees, hereinafter called "the Board," consisting of 14 members (hereinafter called the "full Board") as follows: 5 members, one from each library chartered to serve 24,000 or more; 4 members, two from each county, from libraries chartered to serve 7,000 to 23,999; 4 members, two from each county, from libraries chartered to serve 6,999 or less; one member from the UHLS Directors Association. Representatives will be solicited from each of the above groups by the Nominating Committee.

To be eligible for service on the Board, an individual must maintain, throughout the term of service, residence in the service area of the library they are to represent (for library designated seats), or in the service areas of any of the libraries they are to represent (for representative seats). A member library may only have one individual from their service area serving on the board at any time, with the exception of the Directors Association representative.

When considering candidates for service on the Board, member libraries are encouraged to nominate individuals who are library users and have some familiarity with the work of libraries and/or library boards.

If a trustee serving on the Board does not maintain residency as described above, or if they resign from the Board, the UHLS Board President will request that the member library board (for library designated seats) or the boards of the represented libraries (for representative seats) recommend a replacement. If a Library Director serving on the Board resigns from a member library and/or the Board, the UHLS Board President will ask the Directors Association to recommend a replacement.

Exceptions to the rules for library representation may be made by a two-thirds vote of the full Board.

MOTION:

T. Ricard moved to accept the By-Laws amendment as presented. M. Muller second. Unanimous.

VII. NEW BUSINESS

The following resolution was proposed:

Whereas, Richard Naylor has dedicated his career to the betterment of libraries and library service in the Town of Colonie, Albany and Rensselaer Counties, and throughout New York State; and

Whereas, Richard Naylor has distinguished himself in his service as Library Director of the William K. Sanford Town Library; and

Whereas, Richard Naylor has been an active and passionate participant in Upper Hudson Library System leadership activities through his service on the UHLS Directors Association, the UHLS E-content Advisory Committee, and the UHLS Services Committee; and

Whereas, Richard Naylor has also freely given his time and energy to advance the interests of the New York Library community through his service as a founding member of the New York Library Association Leadership and Management Section (LAMS), the long time editor of JLAMS: The Peer-Reviewed Journal of the New York Library Association, and his work as a statewide leader in New York State Civil Service and libraries; therefore, be it

Resolved, that on the occasion of his retirement on May 31, 2015, the Upper Hudson Library System Board of Trustees salutes his many important contributions to the Library Community; and be it further

Resolved, that the Upper Hudson Library System Board of Trustees expresses sincere appreciation to Richard Naylor for his dedicated efforts to advance the cause of libraries and library systems in New York State.

MOTION:

L. Lundgren moved to accept the Resolution honoring Richard Naylor. J. Wines seconded. Unanimous.

VIII. TRUSTEE REPORTS

- M. Stasiak: there are 161 children signed up at BRUN for the Summer Reading Program this year. This is the largest participation the Library has ever had.

The BRUN Board of Trustees reviewed their Long Range Plan at a recent meeting and are right on target for their Plan's first year. In the Fall, they will conduct a community survey - as called for in the Plan.

M. Stasiak invited the UHLS Board to hold the September meeting at the Brunswick Library.
- T. Ricard: the COHS vote to create a School District Library failed, possibly due to the timing of the vote. T. Burke noted that in his recent visit with the COHS Board, they had a positive outlook regarding another vote. M. Muller also gave some encouraging advice.

Due to the retirement of a staff member, COHS had to reduce their open hours.
- A. Calacone: APL is partnering with the Literacy Program Summer School and Art in the Park for Summer Reading Program activities.

MOTION:

M. Molgard moved to adjourn. J. Ivory seconded. Unanimous. Meeting adjourned at 5:45 PM

NO AUGUST MEETING.

Next Board meeting: Wednesday, September 9, 2015. Location TBA

Heidi A. Fuge
7/13/15