

**Board of Trustees
September 9, 2015**

PRESENT: Antonio Booth, Phil Erlich, Ron Ginsburg, Janet Ivory, LouAnne Lundgren, Mary Muller, Tara Ricard, Marie Stasiak, Judith Wines

EXCUSED: Alison Calacone, MaryAlice Molgard

UHLS Staff: Tim Burke, Heidi Fuge

VISITOR: Deanna DiCarlo

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

I. OATH OF OFFICE

P. Erlich administered the Oath of Office to T. Ricard upon her new term.

II. MINUTES

MOTION: A. Booth moved to approve the July 8, 2015 Minutes. M. Stasiak seconded. Unanimous.

III. STAFF REPORT

T. Burke reported on the following:

- **MIGRATION REPORT:** we are transitioning from the Migration Team to the Production Team and once this is fully completed, UHLS will be in a position to begin any necessary customization. The Automated Services Committee, the Sierra User Forum and the Ad Hoc Reports Subcommittee are all poised for action and will start at the end of September or the beginning of October.
- **REGENTS PRESENTATIONS:** T. Burke and M. Fellows will be making short presentations to the newest members of the NYS Regents and the new Commission of Education regarding the value of libraries.
- **LONG RANGE PLANNING MODULE:** this is a new feature of the CORE Trustee Training and has been very well received at several of the member libraries. As part of this module, T. Burke has facilitated, or will be facilitating several Focus Groups at member libraries including Berne, RCS and Guilderland. These have been very useful in helping libraries identify community needs.
- **NYLA:** T. Burke, NYLA Treasurer, and Geoffrey Kirkpatrick, NYLA President, recently represented libraries at a booth at the State Fair in Syracuse.
- **DEANNA DiCARLO:** T. Burke introduced Deanna DiCarlo, the new UHLS Manager of Adult and Outreach Services. She gave a brief review of her background and qualifications. She also noted that she has started visiting the member libraries and plans on seeing all of them before the end of the year.

- **TRUSTEES:** T. Burke reported that there is an ongoing search for UHLS Board trustees from COLN and GUIL. Following the change in the UHLS By-Laws regarding library representation, these libraries should have an easier time finding a representative to the UHLS Board. T. Burke noted that Lisa Scoons, will be the Bethlehem representative to the Board. She will probably attend the October meeting at RCS. Her UHLS Board orientation will take place at the Bethlehem Public Library since that is most convenient for her.

IV. TREASURER'S REPORT

T. Ricard reviewed the July and August Treasurer's reports in the excused absence of M. Molgard. The reports had been emailed to the trustees prior to this meeting. She pointed out that in August, UHLS began receiving some of the 2015 State funds.

MOTION: L. Lundgren moved to accept the July and August 2015 Treasurer's reports. A. Booth seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by T. Ricard. The Finance Committee reviewed and approved the July Purchase Journal and Payroll totaling \$154,947.58 and the August Purchase Journal and Payroll totaling \$108,904.71

A. Booth asked about the benefits of UHLS membership in the Capital District Library Council (CDLC). T. Burke noted that through the UHLS membership, all of our member libraries are able to attend, free of charge, any of the continuing education seminars and workshops offered by CDLC.

Brief discussion regarding the OCLC fees and the fact that UHLS pays 2/3rds of the interlibrary loan fees for several of the libraries. T. Burke noted that this is on his list to review in the near future.

T. Ricard reviewed the Amended 2015 Budget, copies of which had been distributed to the Board members prior to the meeting. She noted that the Amended budget is a "course correction" in order to keep the Board apprised of the priorities of the UHLS expenses.

MOTION: M. Muller moved to approve the 2015 Amended Budget. L. Lundgren seconded. Unanimous.

Services Committee

Report by L. Lundgren, Chair. The Committee had to make some difficult decisions regarding the Construction grant applications. The total amount requested was \$998,309 and the amount available is only \$444,453. The Committee decided to fund 10 of the 11 projects. The unfunded project was the RCS application to purchase their building. If additional funds become available either from the UHLS member libraries or other outside libraries, the Committee would like to see something go to RCS. However, T. Burke will have to consult with DLD to see if the RCS project would constitute an unmet need if it was not funded at all, or if this means that it will no longer be eligible for consideration this year. T. Burke will work on the chart with the final figures.

MOTION: P. Erlich moved to award the construction grants to the following libraries: Albany, Berne, Grafton, Guilderland, Rensselaerville, Schaghticoke, Stephentown, Troy, Voorheesville and Westerlo. All of these to be funded at 50% , or slightly higher, of the amount requested. The final numbers will be sent to the Board and the requesting libraries on Thursday. M. Muller seconded. Unanimous.

Administration Committee

No meeting. No Report

VI. NEW BUSINESS

MOTION: M. Stasiak moved to accept, with regret, Brian Hartson's resignation from the Board as the representative from the Guilderland Public Library. A. Booth seconded. Unanimous.

VIII. TRUSTEE REPORTS

- L. Lundgren: Poestenkill will be holding their Fall Market Day on Saturday, September 19th. This fundraising event is arranged by the library's Friends Group.
- J. Ivory: Stephentown's new Board President is requiring all of the trustees to be on at least one of the Board's Committees. He has agreed to be the Board President for three months.
- R. Ginsburg: He distributed information about the Schenectady Photographic Society which will be holding a full day workshop by David Wells on September 19th.
- A. Booth: RCS's Board is going strong with their Strategic Planning. Their 3-year Plan should be complete by March or April 2016. Many interior improvements have been made in the library that make it a better work environment for the staff and more comfortable for the patrons.

MOTION: A. Booth moved to adjourn. L. Lundgren seconded. Unanimous.

Heidi A. Fuge
9/10/15