

Board of Trustees

October 14, 2015 - Held at the RCS Community Library in Ravena

PRESENT: Antonio Booth, Ron Ginsburg, Herb Hennings, Janet Ivory, LouAnne Lundgren, MaryAlice Molgard, Mary Muller, Tara Ricard, Lisa Scoons, Marie Stasiak, Judith Wines

EXCUSED: Phil Erlich

ABSENT: Alison Calacone

UHLS Staff: Tim Burke, Heidi Fuge

4:40 PM – Meeting called to order by T. Ricard, Vice-President

I. OATH OF OFFICE

T. Ricard administered the Oath of Office to L. Scoons and H. Hennings and welcomed them to the UHLS Board. L. Scoons will be representing the Bethlehem Public Library and H. Hennings will be representing the Guilderland Public Library.

II. MINUTES

MOTION: M. Muller moved to approve the September 9, 2015 Minutes.
J. Ivory seconded. Unanimous.

III. STAFF REPORT

T. Burke reported on the following:

- **CONSTRUCTION GRANTS:** the deadline for the hard copy of the grants to be delivered to DLD is October 15th. Following consultations with PULISDO, NYSED removed the M/WBE requirement from the construction grant applications.
- **STAFF UPDATE:** Lynn Orme will be retiring at the end of November. She has worked at UHLS for over 27 years.

MOTION: L. Lundgren moved the following Resolution of Appreciation.
A. Booth seconded. Unanimous.

*Whereas, Lynn Orme has dedicated more than 27 years of her career to the betterment of the UHLS member libraries and the improvement of library services in Albany and Rensselaer Counties; and
Whereas, she has distinguished herself in a variety of roles at the Upper Hudson Library System, giving her time, energy, and creativity to advance the interests of the member libraries; and
Whereas, Lynn Orme has been a trusted colleague and a cherished friend to the Upper Hudson Library community; therefore be it
Resolved, that on the occasion of her retirement, the Upper Hudson Library System Board of Trustees salutes her 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 Lynn Orme for her dedicated efforts to advance the cause of libraries and library systems in New York State.*

- NYLA: T. Burke reminded the Trustees that NYLA's dues structure has changed in order to encourage more organizational memberships by libraries. He has challenged the UHLS member libraries to become NYLA organizational members and take advantage of the extra professional memberships that are offered at each level.
- MOBILE APP: we are currently investigating several options and vendors for a mobile app to be used for UHLS. There is no cost attached to this yet but there will probably be some cost-sharing implications including the possibility of asking the Board to use some of the restricted Automation funds for an initial start-up.

IV. TREASURER'S REPORT

T. Ricard reviewed the September Treasurer's report. She noted that UHLS has now received all of the State funds except for the final 10% of the LLSA and LSSA.

MOTION: M. Molgard moved to accept the September 2015 Treasurer's report. J. Wines seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by T. Ricard. The Finance Committee reviewed and approved the September Purchase Journal and Payroll totaling \$657,710.15. She noted that the reason for the large Purchase Journal was the pass-through State funds to the member libraries including LLSA, Central Library Aid, and Bullet Aid.

The Committee members reviewed the first draft of the Proposed 2016 Budget. The Proposed Budget contains a projected 4.5% increase in State Aid (a fairly conservative estimate) and a 2.5% COLA for the UHLS staff which is just under the average for the other Public Library Systems in the state. It also contains substantial increases in funds for programming for the member libraries and for the professional development of the UHLS Management Team.

The proposed budget will be placed on the UHLS website and a budget hearing at UHLS has been set for 4:45 PM on Wednesday, October 28th. The proposed budget will be sent to the full Board for discussion following the budget hearing.

Services Committee

Report by L. Lundgren, Chair. The Committee reviewed the proposed 2016 Central Library Budget as presented by the Central Library Advisory Council and approved by the Albany Public Library Board of Trustees, and recommends UHLS Board approval. The Central Library Advisory Council includes representatives from the member libraries. In the proposed budget, the largest amount of funding will be going toward e-content including the OverDrive platform subscription and a new BookFlix subscription for youth services e-content.

MOTION: L. Lundgren moved to approve the Proposed 2016 Central Library budget. J. Ivory seconded. Unanimous.

The Committee members reviewed the revised Construction Grant awards. The Troy Library is unable to undertake their project with the amount originally allocated and therefore that amount was re-allocated among all of the other UHLS applicants giving all of them, except RCS, the maximum

allowable funding. RCS will be awarded approximately 18% of their request - a percentage that is under the 35% minimum and required Services Committee approval.

MOTION: A. Booth moved to accept the revised Construction Grant allocations. J. Wines seconded. Unanimous.

NYS Adult Literacy Workforce Development Grant (Year 3) awards were reviewed by the Outreach Advisory Council and recommended to the Services Committee. L. Lundgren reviewed the grant requests and noted that the libraries were required to have at least one Community partner. The Services Committee recommends Board approval of the grant awards.

MOTION: Committee recommendation. J. Ivory seconded. Unanimous.

Administration Committee

No meeting. No Report

VI. NEW BUSINESS

It was noted that the new trustees will be given their Committee assignments by Board President P. Erlich prior to the next Board meeting.

VIII. TRUSTEE REPORTS

- A. Booth: RCS is finishing work on their new Strategic Plan. The library has a new mission statement. The Community focus groups have been very positive and provided good input for the strategic plan. The Board has added a new member and is now at the correct size.
- M. Molgard: Berne's parking lot and driveway have been blacktopped and the Director received a NYLA scholarship.

MOTION: M. Molgard moved to adjourn. A. Booth seconded. Unanimous. Meeting adjourned at 5:20 PM. The trustees then enjoyed a tour of the Library led by Director J. Wines and RCS Board President A. Booth.

Heidi A. Fuge
10/16/15