

**Board of Trustees**  
**November 11, 2015**

PRESENT: Antonio Booth, Phil Erlich, Ron Ginsburg, Herb Hennings, LouAnne Lundgren, MaryAlice Molgard, Mary Muller, Lisa Scoons, Marie Stasiak, Judith Wines

EXCUSED: Janet Ivory, Tara Ricard

ABSENT: Alison Calacone

UHLS Staff: Tim Burke, Heidi Fuge

Visitor: Evelyn Greenstein (TROY)

4:30 PM – Meeting called to order by P. Erlich, President. M. Muller introduced her guest, E. Greenstein, the President of the Troy Library Board of Trustees.

**I. MINUTES**

**MOTION:** L. Lundgren moved to approve the October 14, 2015 Minutes. A. Booth seconded. Unanimous.

**II. STAFF REPORT**

T. Burke highlighted the following in his written report:

- **TRUSTEE HANDBOOKS:** the 2015 version is now available and enough copies have been sent to every library for all of their trustees and the Director. There is also an online version that contains valuable links to other documents.
- **FRIENDS GROUP:** as of this date, the attendance for the November 14<sup>th</sup> get-together is low; a different day of the week and time might need to be considered.  
<NOTE: the final tally for attendance was 13 people. Consensus among that group that Saturday mornings were a good time for meeting. The next get-together will be held in February 2016>
- **CORE TRAINING:** T. Burke reminded the trustees that along with the quarterly training sessions, he will also come to individual Board meetings on request and will give presentations on a variety of topics including developing strategic plans.
- **NYLA CONFERENCE:** was successful with good attendance. A lot of staff from the member libraries, and UHLS, gave presentations at the Conference. The Conference will be held the first week in November in 2016 and 2017 and will be in Saratoga Springs.

**III. TREASURER'S REPORT**

Report by M. Molgard, Treasurer. She noted that we are still waiting for the final 10% of the LLSA and LSSA but have received all of the rest of the State Aid. Income and expenses are normal for this time of year.

**MOTION:** M. Muller moved to accept the October 2015 Treasurer's Report. M. Stasiak seconded. Unanimous.

**IV. COMMITTEE REPORTS**Finance Committee

Report by M. Molgard, Chair. She noted that the Committee reviewed and approved the October Purchase Journal and Payroll totaling \$121,249.78

The Committee also reviewed the Proposed 2016 Budget and recommends Board approval. T. Burke outlined features in the Proposed Budget: projected 4.5% increase in State Aid; 2.5% salary adjustment (the average for the Public Library Systems is 2.7%) and a projected increase in health insurance premiums of 18%.

**MOTION:** L. Lundgren moved to approve the Proposed 2016 Budget.  
M. Muller seconded. Unanimous.

Administration Committee

Report by A. Booth, Chair. He noted that the Committee discussed the following:

- UHLS Job Descriptions for the Senior System Support Associate (an existing position held by D. Riganti) and the System Support Associate (a revised position following the retirement of L. Orme). The revised job descriptions were reviewed and recommended for approval by the Board.

**MOTION:** M. Stasiak moved to approve the revised job descriptions. M. Molgard seconded. Unanimous.

- Annual Dinner meeting - A. Booth reported that T. Burke and H. Fuge looked at the Hilton Garden Inn on Hoosick Street in Troy and suggest this as the site for the June 8, 2016 meeting. Consensus by the Board to accept this location.
- There will be some technology upgrades in the Conference Room. The work will be done before year end and there is money in the 2015 budget to cover the projected \$8500 - \$10,000 cost. The furniture in the room will be changed and it is hoped the CDLC will be able to cover some of the cost of new, more flexible, furniture. T. Burke noted that the cost for new furniture was not included in the estimated cost of the technology upgrade.

Services Committee - no meeting, no report

Committee Assignments

P. Erlich made the following new assignments:

H. Hennings - Administration Committee

L. Scoons - Services Committee

C. Deisley (when becomes a Board member) - Services Committee

UHLS staff will send out the current Committee assignments list to all trustees. The list will reflect the appointments noted above.

**V. NEW BUSINESS**

- P. Erlich reported that COLN has requested a special UHLS Board dispensation to allow them to select someone who is not from their service area to serve as their representative on the UHLS Board. He felt that it was not a good idea to make an exception to the By-Laws so soon after the adoption of the revised eligibility standards. The new standards should make it

possible for any member library to name a qualified individual to serve as a representative to the UHLS Board. He suggested that UHLS should encourage the Colonie Board to make another effort to identify a member of their extended library community that meets the new eligibility standards to represent Colonie on the UHLS Board. Consensus.

- L. Lundgren reported that students from Rockefeller College are working on a project that requires them to assess the effectiveness of certain non-profit Boards. If any Boards are interested in being part of this project, they should contact her.

#### VI. TRUSTEE REPORTS

- M. Stasiak: Brunswick will be sending out their annual appeal letter to their community and will also include a survey with the letter. The survey is part of their Strategic Plan.
- M. Muller: Troy will also be sending out their annual appeal letter. They have found that it helps to have the Board members and the President of the Friends Group listed on the letter to show the range of community support.
- L. Lundgren: Poestenkill will be holding their 15<sup>th</sup> annual Holiday Lights fundraiser which typically raises about \$5,000. Discussion about how this would work for other libraries. H. Hennings noted that libraries that are tax-funded may not be able to conduct a fundraiser like this.
- R. Ginsburg: Altamont raised over \$1,000 with their Election Day Bake Sale.
- A. Booth: RCS is completing their strategic planning process and should have a finished Plan in January.
- H. Hennings: Guilderland received a legislative grant. Also, there is now a cow statue residing in the Library. It was part of the furnishings of a long-time Guilderland store that closed recently.



**MOTION:** M. Molgard moved to adjourn. A. Booth seconded. Unanimous. Meeting adjourned at 5:35 PM.

**NOTE: there will not be a December meeting. The next UHLS Board meeting will be held on Wednesday, January 13, 2016.**

Heidi A. Fuge  
11/16/15