



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees February 10, 2016

PRESENT: Phil Erlich, Ron Ginsburg, Herb Hennings, LouAnne Lundgren, Mary Muller, Tara Ricard, Lisa Scoons, Marie Stasiak, Judith Wines

EXCUSED: Antonio Booth, Janet Ivory, MaryAlice Molgard

UHLS Staff: Tim Burke, Heidi Fuge

Visitors: Evelyn Greenstein (TROY), Candace Deisley★

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

I. MINUTES

MOTION: L. Lundgren moved to approve the January 8, 2016 Minutes.
M. Stasiak seconded. Unanimous.

II. STAFF REPORT

T. Burke highlighted the following in his written report:

- **BOARD ASSESSMENT SURVEY:** Several Trustees have already completed the Survey which will be compiled by the graduate students in the Rockefeller College program. T. Burke and P. Erlich will be meeting with the two students assigned to UHLS in the near future.
- **ADVOCACY DAY:** March 2nd. Trustees and Friends are encouraged to attend. It is not necessary to spend the entire day, just whatever amount of time is convenient.
- **FRIENDS MEET-UP:** Held on Saturday, Feb. 6th, was very successful. It does not need to be limited to Friends Group participants; Board Presidents and other trustees are encouraged to attend.
- **AUTOMATION REPORT:** two weeks ago, UHLS was considered to have officially migrated to the new automation system. There are still two serious issues that are being addressed by III and the UHLS staff: the slow response time and the slow start-up time when the program is initially opened. We have been told that we are being moved from California to a data center in Syracuse and this should help with both slowness problems.

T. Ricard asked if the IT staff could develop a script that would automatically turn the computers on in those libraries that were experiencing difficulties. If that could be done, it would help with the staff costs for those places where a staff member is paid to come in early to bring the computers up. *(N.B. Joe Thornton responded to this after the meeting and noted that opening up Sierra requires a log-in password and that cannot be written into a program)*

III. TREASURER'S REPORT

Report by T. Ricard. She reviewed the revised December 2015 report and noted that the report was revised in order to more accurately show the funds received as a result of the Time Warner/Level 3 Communications refund. The January Treasurer's report was normal for this time of year.

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

MOTION: M. Muller moved to accept the January 2016 Treasurer's Report. J. Wines seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by T. Ricard. She reported that the Committee reviewed and approved the January Purchase Journal and Payroll totaling \$171,694.47.

T. Ricard reported that the Committee reviewed the Reconciled 2015 Budget (sent out to all Trustees in advance of the meeting) and recommends its approval. She noted that UHLS ended the year with a \$76,000 balance. She noted that this balance was partially composed of the following: \$10,500 refund from Level 3 Communications; \$12,000 - Outreach carryover which will be spent for programs in 2016; \$18,000 - Retirement decrease; \$3,000 - Telephone decrease; \$7,000 - No building transfer or kitchen project; \$5,000 - Equipment maintenance decrease; \$5,000 - Professional development and travel decrease.

MOTION: J. Wines moved to accept the Reconciled 2015 Budget. L. Lundgren seconded. Unanimous.

Services Committee: no meeting, no report

Administration Committee: no meeting, no report

T. Burke noted that the Guidelines for the Annual Awards had been sent out to the two Committees for their review. If there are no revisions or changes suggested, then the Guidelines will be sent to the member libraries in the middle of March with an April 15th deadline. Nominations will be reviewed at the May Committee meetings.

V. OLD BUSINESS

- Board Assessment Survey: T. Burke projected the online survey website on the screen so that he could explain the process for opening it and beginning the survey. Several Board members noted that they have already completed it.

VI. TRUSTEE REPORTS

- L. Lundgren: On February 27th, Poestenkill will hold their annual "Chocolate Frenzy" - a fundraiser for the Library. They will also re-stage the "Hug Around the Library."
- R. Ginsburg: On February 6th, Altamont held their annual "Love My Library" Gala. It was very successful.

- P. Erlich: The Friends Group at the Rensselaer Library has been active for about 4 years now. The Board and the Friends Group have a very good relationship and this is strengthened through a Christmas Party held every year which is attended by Trustees, Friends and other volunteers.

The Rensselaer Library recently replaced their front doors, which had not been working correctly for some time, with new folding automatic doors. These are much better than the previous doors.

- H. Hennings: He handed out copies of the recent quarterly newsletter from the Guilderland Public Library.

MOTION: M. Stasiak moved to adjourn. L. Lundgren seconded.
Unanimous. Meeting adjourned at 5:15 PM.

★ *C. Deisely was originally intended to be added to the Board as the APL representative. However, just prior to this meeting she informed T. Burke that she had recently taken a lease on a new apartment located off of Wolf Road. This move voids her eligibility to serve as the APL representative since it takes her out of the APL service area.*

Heidi A. Fuge
2/11/16