



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees

March 9, 2016

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

UHLS Staff: Tim Burke, Heidi Fuge

Visitors: Evelyn Greenstein (TROY), MaryEllen Piche (APLM), Janet Andrade (SUNY Albany - Rockefeller College) and Samantha Clarke (SUNY Albany - Rockefeller College)

4:30 PM – Meeting called to order by P. Erlich, President. He acknowledged and welcomed all of the visitors listed above.

I. OATH OF OFFICE

P. Erlich welcomed S. Goff to the Board as the representative from the WK Sanford Town Library (COLN) and administered the Oath of Office.

II. MINUTES

MOTION:

L. Lundgren moved to approve the February 10, 2016 Minutes. M. Stasiak seconded. Unanimous.

III. STAFF REPORT

T. Burke highlighted the following in his written report:

- **ADVOCACY DAY:** March 2nd was very successful. There were about 30-40 people representing UHLS. This time, the participants spent more time telling the legislators what was needed rather than having to explain why libraries are important. This is a step in the right direction.

T. Burke, representing NYS Library Systems, also participated in a Roundtable discussion on Technology and Libraries in the 21st Century that was convened by the NYS Assembly. There were also several library directors from around the State who attended including Scott Jarzombek, Director of the Albany Public Library. This Roundtable was convened so that the ranking members of the Assembly Libraries and Education Technology Committee would learn more about libraries and technology.

- **BOARD ASSESSMENT PROJECT:** T. Burke thanked everyone who completed the online Board Assessment Survey and he urged anyone who has not yet completed the survey to please do so.
- **STATE ANNUAL REPORTS:** All of the member libraries' reports were submitted before the March 1st deadline. The UHLS report was submitted several weeks in advance of the deadline. He acknowledged the work done by all of the member libraries as well as that done by H. Fuge in completing the reports.

- **WATERLIET LIBRARY:** the library recently dedicated their new and renovated spaces. Much of the work was accomplished with over \$250,000 in Construction funds received over several years. Both T. Burke and NYS Assembly member John McDonald attended the opening reception.

P. Erlich noted that he really appreciated the individual Departmental Reports that were included in T. Burke's monthly report. They provided interesting in-depth information about the departmental activities.

IV. TREASURER'S REPORT

Report by T. Ricard. The February 2016 Treasurer's report was normal for this time of year. The amount in the Money Market has decreased as funds were withdrawn to cover monthly expenses including the annual subscription fee for the automation system. The amount in the Money Market is now low enough that it is covered by the FDIC insurance.

MOTION:

M. Stasiak moved to accept the February 2016 Treasurer's report as presented. M. Muller seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by T. Ricard. She reported that the Committee reviewed and approved the February Purchase Journal and Payroll totaling \$177,043.19

Administration Committee - no meeting, no report

Services Committee - no meeting, no report

VI. BOARD ASSESSMENT SURVEY

T. Burke noted that there are still trustees who have not completed the online Survey. He will send the link out one last time. S. Clarke and J. Andrade noted that the Survey is part of their information gathering process. Their course instructor will review the Survey results and give them a compilation to use in preparing their Assessment.

M. Piche noted that the APL Board used a similar survey several times in the past and it was very useful. They used Orange Boy for detailed, in-depth information gathering, and the Survey allowed them to follow up on information obtained via Orange Boy.

VII. NEW BUSINESS

- P. Erlich appointed J. Ivory as Chair of the Board Nominating Committee. T. Burke will find two non-UHLS Board members to serve with her and to report at the May Board meeting.
- T. Burke noted that the link to our 2015 State Report had been sent to the Board members. He asked if there were any questions about the information contained in the Report. He pointed out that the deadline for submission to the State was March 1st but that the Report still required official Board approval, in this case retroactively.

MOTION: T. Ricard moved to retroactively approve the 2015 UHLS State Report. M. Muller seconded. Unanimous.

- P. Erlich appointed S. Goff to the Administration Committee.
- T. Burke reviewed the history and background of the Automated Services Committee (ASC). This started as a Board Committee, chaired by a Board member. As the automation work became more technical and complex, the Committee was changed in 2001 to a UHLS staff committee in order to allow more participation by member library staff members. As time progressed, attendance at the meetings began to decline and soon a small non-representative group was making some important decisions. When UHLS migrated to Sierra, the ASC was in hiatus and the Directors Association (DA) was the venue for much of the automation discussions. It has become clear that there needs to be a different type of Committee set up to consider technical recommendations. At the February 19th ASC meeting, the Committee voted to recommend that the UHLS Board dissolve the ASC. If the UHLS Board does dissolve the ASC, the Committee also recommended that the DA will establish an Automation Advisory Committee to consider automation issues and make recommendations in the same way that the other Advisory Councils and Committees function. A. Booth noted that it is obviously time for a new paradigm and it makes sense to abolish the ASC and establish a new group that can include some of the frontline people who are involved in the day-to-day work of the libraries. T. Burke noted that the current UHLAN Agreement, which expires in 2017, includes a description of the ASC. This needs to be acknowledged as the UHLS Board considers this recommendation.

MOTION: M. Muller moved to abolish the Automated Services Committee (ASC) and to encourage the DA to establish a new Automation Advisory Committee. L. Lundgren seconded. Unanimous.

VIII. TRUSTEE REPORTS

- L. Lundgren: Poestenkill held their “Chocolate Friend-zy”- a fundraiser for the Library - at the end of February. It was very successful. There was good attendance and great raffle prizes. They also re-staged their “hug around the Library” and posted a photo of “the hug” on their Facebook page.
- M. Stasiak: Brunswick Friends Group held their first Chili Cook-Off. It was very successful. Members of the Friends Group donate a raffle prize each month and use it as a fundraiser. On March 26th, the library will hold their second annual Easter Egg Hunt. It was very popular in 2015.
- M. Molgard: Berne held a photography contest. The submissions were very impressive and of outstanding quality. Among the photos were several of the nesting eagle population in the Berne area.

- R. Ginsburg: T. Burke will hold a Trustee Training session at the Altamont Library next week.

T. Burke reminded all of the Trustees that these in-library training sessions were available for any of the member libraries. In addition, there is a Long Range Planning module also available. He noted that the Planning module helps to empower the Board members and makes the whole long range planning process less intimidating.

- A. Booth: RCS finished their 3-year Long Range Plan and are now operating under it. Several of the library's trustees have terms expiring this year and all want to try for re-election to the Board.

The Library will be sponsoring a "Conversation on Islam" program featuring an Imam from a temple in Albany.

- M. Piche: APL is starting their next Long Range Planning process. The Library used Orange Boy in the past to obtain in-depth community feedback and help guide the plan development. This time they are going to use a variety of less heavy-duty processes to obtain the necessary feedback.

The Library Foundation will be sponsoring the second Annual "Albany Reads" program.

MOTION: A. Booth moved to adjourn. M. Stasiak seconded. Unanimous.

Meeting adjourned at 5:20 PM.

Heidi A. Fuge
3/10/16