



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Board of Trustees

April 13, 2016

PRESENT: Phil Erlich, Ron Ginsburg, Sarah Goff, Herb Hennings, LouAnne Lundgren, MaryAlice Molgard, Lisa Scoons, Arlene Way

EXCUSED: Janet Ivory, Mary Muller, Tara Ricard, Marie Stasiak, Judith Wines

ABSENT: Antonio Booth

UHLS Staff: Tim Burke, Heidi Fuge

Visitors: Evelyn Greenstein (TROY), 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 A. Way to the Board as the representative from the Albany Public Library (APLM) and administered the Oath of Office.

He asked both S. Goff and A. Way to introduce themselves to the rest of the Board. S. Goff noted that she is a “library junkie” representing the WK Sanford Town Library (COLN). She is not a member of the library board and is the library’s representative under the newly revised UHLS By-Laws. A. Way is a member of the Albany Public Library’s Board of Trustees and also a member of the Regents Advisory Council for Libraries.

II. MINUTES

MOTION:

M. Molgard moved to approve the March 9, 2016 Minutes. R. Ginsburg seconded. Unanimous.

III. STAFF REPORT

T. Burke highlighted the following in his written report:

- LIBRARY AID: there is a 4.3% increase in library aid in the State Budget and an increase in Construction Grant funds. Advocacy efforts have definitely been successful.
- POS SATISFACTION SURVEY: the results of the survey will be emailed to the trustees before the May meeting. There is a 97.3% overall satisfaction rate with the current services. 2016 is the last year of the current Plan of Service. A new five-year Plan must be presented to DLD before the end of October of this year.
- AUTOMATION ADVISORY COMMITTEE: the Directors Association established an Automation Advisory Committee following the Board-approved dissolution of the ASC. H. Hennings asked how the mandate for this new Committee differed from the old one. T. Burke noted that participation in the old ASC had dwindled and the Committee was no longer working as it should. The functions are similar between the ASC and the AAC but the make-up of the group has changed and it is much smaller.
- ANNUAL AWARDS: a final plea for nominations has been sent out to the libraries.

- ANNUAL DINNER: June 8th at the Hilton Garden Inn on Hoosick Street in Troy.
- WORKING WITH LIBRARIES: Joe Sherry, UHLS Finance Specialist, went to RCS to meet with the finance people and the bookkeeper in order to assist them in clarifying their financial record keeping.
- BUILDING WORK: the hallways and some of the UHLS spaces have been painted. The large meeting room will be re-oriented before the end of the year.
- UHLAN FEES: the chart with the fees for calendar year 2017 have been sent to the libraries. T. Burke is willing to meet with any Boards that have questions about the fees and how they are determined.
- AUTOMATION: Rawdon Cheng, Systems Administrator, was out at 12 different libraries in the past month, assisting with a variety of automation issues. We are fortunate to have him, with the expertise he has, on our staff.
- COHOES: H. Hennings asked if there was anything that could be done to help Cohoes. T. Burke noted that a reporter “made a story” out of the press release sent out by OSC following the release of the results of the audit of the library. T. Burke has been in touch with both the Cohoes Board President and the Library Director. He is in the process of trying to set up an appointment with the Cohoes City Mayor. Assemblyman John MacDonald, a former Cohoes Mayor, has also offered his help as has DLD. H. Hennings asked if the Cohoes Board needed training. T. Burke will work with the library board to determine if/what kind of training is needed from UHLS. A discussion ensued regarding municipal libraries and their funding situations in regard to their municipalities. T. Burke noted that OSC is not familiar with the daily functioning of municipal libraries and does not always understand the political situation.

IV. TREASURER’S REPORT

Report by M. Molgard. The March 2016 Treasurer’s report was normal for this time of year. The deficit shown at the top of page 1 reflects the fact that State funds usually don’t come in until much later in the year and UHLS has to operate on Reserve funds at this time.

MOTION: L. Lundgren moved to accept the March 2016 Treasurer’s report as presented. P. Erlich seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard. She reported that the Committee reviewed and approved the March Purchase Journal and Payroll totaling \$108,084.12

T. Burke noted that in the Purchase Journal, there was a \$5 expense for filing the Oath of Office sworn by S. Goff. A recent re-reading of the law determined that the Oaths should be filed in the individual Trustee’s County of residence rather than all in Albany County. From this time forward, the Oath from trustees residing in Rensselaer County will be filed with the Rensselaer County Clerk. The Oaths from those residing in Albany County, will continue to be filed with the Albany Clerk.

UHLS staff are still working on preparing documents and files for the annual financial review and also the State Comptrollers’ report.

Administration Committee - no meeting, no report

Services Committee - no meeting, no report

Nominating Committee - T. Burke is still working on getting the other Committee members. He reported that H. Hennings has agreed to re-up if the Guilderland Board so determines. The Committee is seeking a representative from a small Albany County Library since M. Molgard cannot hold another term.

VI. BOARD ASSESSMENT SURVEY

S. Clarke and J. Andrade reported that they are currently reviewing the results of the Board Assessment Survey. They will make a presentation to their class on their results and then in May will make their report to the UHLS Board.

VII. NEW BUSINESS

- P. Erlich appointed A. Way to the Administration Committee.

VIII. TRUSTEE REPORTS

- E. Greenstein The Troy trustees are making a “listening tour of the community” and holding Community Conversations to help them determine community needs in relation to the library.
- H. Hennings: The Guilderland Library worked on replacing the roof and loading dock, and repairing the library sign. All of these projects came in under budget. The GUIL Library Director will be shelving books at the Albany Public Library after losing a bet with the APL Director regarding the Chicago Cubs and NY Mets baseball teams.
- S. Goff: Colonie Library will be holding its 40th Annual Gala. As part of the festival, there will be miniature golf games both inside and outside the library. The COLN Board is also holding Community Conversations to determine wants and needs in relation to the library. A YA Book Group for Adults was recently established and several members will be attending the Teen Book Festival. There was an article in the *Albany Times-Union* regarding a new display of books at the library that have not circulated in many years. The display is drawing a lot of attention.
- P. Erlich: Rensselaer Library recently replaced the sliding front doors with automatic bi-fold doors that seem to be working out much better.
- A. Way: Bernie Sanders, US Presidential candidate, was at the Library speaking to a crowd that overflowed from the Armory next door to the library. The Library received support from National Grid to help with better, more energy efficient lighting in the various Branches.

MOTION: M. Molgard moved to adjourn. H. Hennings seconded. Meeting adjourned at 5:34 PM.