



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## OFFICERS:

President: Tara Ricard  
Vice-President: Antonio Booth  
Treasurer: Philip Erlich  
Secretary: LouAnne Lundgren

## Board of Trustees September 14, 2016

PRESENT: Antonio Booth, Phil Erlich, Sarah Goff, Janet Ivory, Susan Keitel, LouAnne Lundgren, Mary Muller, Tara Ricard, Lisa Scoons, Marie Stasiak, Arlene Way, Judith Wines

Excused: Herb Hennings, Ron Ginsburg

UHLS Staff: Tim Burke, Heidi Fuge

Visitor: Michael Zovistoski (UHY)

4:32 PM – Meeting called to order by T. Ricard, President. Held at the Guilderland Public Library.

### I. REPORT ON FINANCIAL REVIEW

M. Zovistoski from UHY reviewed the 2015 financial report. He noted the qualification for the post-retirement healthcare costs. To remove this qualification would require hiring an actuary on an annual basis and the cost would be prohibitive. In explaining the figures in the Report, he noted that the largest change was in the cost for automation/library equipment. Once UHLS moved to Ill, there is no longer a cost for hardware and that resulted in a substantial decrease in equipment costs. He told the Board that there is a “healthy” balance sheet and financial statement. He summarized the UHLS financial position as “steady, secure and solid with very competent employees handling the finances.”

**MOTION:** P. Erlich moved to accept the report from the Financial Review. M. Muller seconded. Unanimous.

### II. MINUTES

**MOTION:** L. Lundgren moved to accept the Minutes from the July 13, 2016 meeting. S. Goff seconded. Unanimous.

### III. STAFF REPORT

T. Burke highlighted the following in his written report:

- **PLAN OF SERVICE PROCESS:** the staff and member libraries have had opportunities for input to the new Plan of Service. There has been very little feedback from the members which would seem to indicate that they are comfortable with the direction of the Plan and the process.
- **OSC WORKSHOP:** on October 28<sup>th</sup> a staff member from the Office of the State Comptroller will give a presentation at UHLS. This is open to all member library staff as well as trustees.
- **D & O INSURANCE:** included in the handouts was a pamphlet describing the importance of Directors and Officers Insurance. T. Burke noted that libraries should ABSOLUTELY carry a D & O policy to protect their Board members.
- **III DATA CENTER:** the data center transfer to Syracuse is done and was accomplished fairly smoothly. Already people are reporting a quicker startup time. The UHLS Automation staff is deserving of much praise for their work, especially after hours and over the weekend, during the process.

**IV. TREASURER'S REPORT**

Report by P. Erlich, Treasurer. The July and August Treasurer's Reports were sent out in advance of the meeting. He pointed out the receipt of State Aid in both months and asked if there were any questions.

**MOTION:** P. Erlich moved acceptance of the July and August 2016 Treasurer's Reports. M. Stasiak seconded. Unanimous.

**IV. COMMITTEE REPORTS**

Finance Committee

Report by P. Erlich, Chair. As noted at the last meeting, the Purchase Journals for July and August were sent out to all Board members in advance of the meeting for the fiduciary oversight by the Board. All of the paid expenses listed in July and August are budgeted expenses and could be considered as having received expenditure approval via Board approval of the Budget. T. Burke noted that a "Perfect World Best Practice" would be for the expenses to be approved by the Board before the checks are written, however, doing it that way can make the organization subject to late fees and possible loss of any discounts.

**MOTION:** P. Erlich moved to accept this procedural change with the Purchase Journals being sent to all of the Board members in advance of the meeting. L. Lundgren seconded. Unanimous.

**MOTION:** M. Stasiak moved to approve the Purchase Journals and Payrolls for July and August 2016.

P. Erlich noted that the Amended 2016 Budget was sent to the Trustees prior to the meeting. He pointed out that this Budget is a mid-year (sort of) course correction to bring all of the UHLS accounts in line with current income and spending needs. He asked if anyone had any questions. The Finance Committee reviewed the Amended Budget and recommends acceptance.

**MOTION:** P. Erlich moved to accept the Amended 2016 Budget. S. Goff seconded. Unanimous.

Administration Committee

No meeting, no report

Services Committee

Report by L. Lundgren, Chair. The Committee members reviewed the 12 Construction Grant applications. UHLS has been allocated \$603,187 to award in Construction funds. T. Burke explained that since Guilderland is a School District Library, they need a letter from the Office of Financial Planning (OFP) for approval to undertake a construction project. The library is still waiting for their letter. L. Lundgren reported that the Committee recommends full funding for the other 11 grant applications. If Guilderland gets the letter before the deadline, they can be funded with the balance of the grant funds totaling \$113,269.

The 11 Construction Grant awards (without Guilderland) are as follows:

Albany	\$ 37,500	Sand Lake	\$ 3,275
Brunswick	\$ 12,500	Schaghticoke	\$ 4,068
Colonie	\$ 18,995	Troy	\$157,875
East Greenbush	\$ 46,557	UHLS	\$ 33,317
Grafton	\$ 5,313		
Nassau	\$ 68,502		
RCS	\$102,016		

**MOTION:** L. Lundgren moved to accept the Committee's recommendation as stated above. In addition, it should be noted that the award recommended for Guilderland is less than the 35% minimum outlined in the UHLS Construction Grant Guidelines. If Guilderland does not get the letter in time and is therefore unable to use the funds, they cannot be re-assigned to another library because all other applications are fully funded. It was noted that RCS requested an opportunity to revise their application if there were funds available after the initial awards. M. Stasiak seconded. Unanimous.

The Committee also reviewed the UHLS Plan of Service and the Central Library Plan of Service. The UHLS Plan could be expanded to become a Strategic Plan if the Board felt that was necessary.

**MOTION:** L. Lundgren moved approval of the UHLS Plan of Service 2017-2021. T. Ricard seconded. Unanimous.

**MOTION:** L. Lundgren moved approval of the Central Library Plan of Service (already approved by the APL Board). A. Way seconded. Unanimous.

## V. NEW BUSINESS

**COMMITTEE ASSIGNMENTS:** T. Ricard noted that she has made the Committee assignments and informed all of the Board members. If anyone would like to discuss their assignment with her, they should not hesitate.

**UHLS CONSTRUCTION GRANT APPLICATION:** In order to submit the UHLS grant application for the new boilers, circulating pump and on-demand hot water heater, the Board must approve the application and the Assurance letter (stating that there are funds to cover the UHLS portion of the project cost).

**MOTION:** P. Erlich moved approval of the Construction Grant application and Board authorization for the President to sign the Assurances form. L. Lundgren seconded. Unanimous.

**MOTION:** P. Erlich moved to accept, with regret, Ron Ginsburg's resignation from the UHLS Board. M. Stasiak seconded. Unanimous.

**MOTION:** T. Ricard moved acceptance of the following Board Resolution for R. Ginsburg. J. Wines seconded. Unanimous.

*Whereas, Ronald Ginsburg diligently and faithfully fulfilled his responsibilities as a Trustee of the Upper Hudson Library System from 2008 to 2016 and*

*Whereas, he served in an exemplary manner as a member of the Finance Committee, and a representative of small-size Albany County libraries;*

**Therefore Be It Resolved,** *that the Trustees and members of the Upper Hudson Library System express their appreciation to Ronald Ginsburg for his service and commitment on behalf of the System and the public libraries in Albany and Rensselaer Counties.*

**MOTION:** P. Erlich moved to adjourn. J. Ivory seconded. Unanimous.

Meeting adjourned at 6:40 PM

Heidi A. Fuge  
9/19/16