



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

**Board of Trustees  
November 9, 2016**

PRESENT: Sarah Goff; Evelyn Greenstein; Herb Hennings; Janet Ivory; Susan Keitel; LouAnne Lundgren; Tara Ricard; Yvette Terplak; Arlene Way; Judith Wines; Fred Wobrock, Jr.

Excused: Phil Erlich, Lisa Scoons

Absent: Antonio Booth,

UHLS Staff: Tim Burke, Heidi Fuge

4:37 PM – Meeting called to order by T. Ricard, President.

**I. APPOINTMENT OF NEW TRUSTEES / OATH OF OFFICE**

**MOTION:** A. Way moved that the Board approve the following appointments of new trustees: E. Greenstein representing Troy Public Library and completing M. Muller’s term which expires in 2018; Y. Terplak representing small Albany County libraries and completing R. Ginsburg’s term which expires in 2019. F. Wobrock representing medium Rensselaer County libraries and completing M. Stasiak’s term which expires in 2018. L. Lundgren seconded. Unanimous.

President T. Ricard administered the Oath of Office to the new trustees.

**II. MINUTES**

**MOTION:** L. Lundgren moved to approve the Minutes of the September and October 2016 Board meetings. S. Goff seconded. Unanimous.

**III. DIRECTOR’S REPORT**

T. Burke thanked the new trustees for their willingness to serve on the Board. He highlighted the following in his written report:

- CORE Trustee Training: will continue to be held quarterly in 2017 at UHLS. However, he also reminded the Board members that he is very willing to visit libraries and give a presentation to Board members.
- NYLA Conference: the annual conference was held in Saratoga Springs and was very well attended. The UHLS member libraries were well represented. He is now NYLA’s President-elect. During 2017 he will be learning the job and then in 2018 will become the President.

**IV. TREASURER’S REPORT**

Report by J. Wines in the excused absence of P. Erlich, Treasurer. She noted that there is a decrease in the interest on the Money Market from 6% to 5% which is still an acceptable rate. UHLS is waiting for the final 10% payments for the LLSA and LSSA.

**MOTION:** S. Keitel moved to accept the Treasurer’s Reports for September and October 2016. (September Report could not be accepted at October Board meeting due to a lack of a quorum). L. Lundgren seconded. Unanimous.

**V. COMMITTEE REPORTS**

Finance Committee

Report by J. Wines. The Committee reviewed the September and October Purchase Journals which had been sent out to the Board members prior to the meeting. She asked if there were any questions. There weren't.

**MOTION:** S. Keitel moved to approve the September and October 2017 Purchase Journals. Y. Terplak seconded. Unanimous.

**MOTION:** J. Ivory moved to approve the 2017 Proposed Budget as presented. S. Keitel seconded. Unanimous.

Administration Committee

No meeting, no report

Services Committee

No meeting. Report regarding Construction Grant awards under Deferred Business.

**VI. DEFERRED BUSINESS**

• Trustee resignations:

**MOTION:** L. Lundgren moved to accept, with regret, the resignations of M. Muller and M. Stasiak. J. Ivory seconded. Unanimous.

**MOTION:** J. Wines moved to pass the following Resolution regarding the resignation of M. Muller. L. Lundgren seconded. Unanimous.

*Whereas, Mary Muller diligently and faithfully fulfilled her responsibilities as a Trustee of the Upper Hudson Library System from 2004 to 2016 and,*

*Whereas, she served in an exemplary manner as UHLS Board Secretary, Vice-President, President, and a representative of the Troy Public Library;*

*Therefore Be It Resolved, that the Trustees and members of the Upper Hudson Library System express their appreciation to Mary Muller for her service and commitment on behalf of the System and the public libraries in Albany and Rensselaer Counties and extend to her the rights and privileges of a Trustee Emerita.*

**MOTION:** J. Ivory moved to pass the following Resolution regarding the resignation of M. Stasiak. F. Wobrock seconded. Unanimous.

*Whereas, Marie Stasiak diligently and faithfully fulfilled her responsibilities as a Trustee of the Upper Hudson Library System from 2013 to 2016 and,*

*Whereas, she served in an exemplary manner as a member of the Services and Finance Committees, and a representative of medium-size Rensselaer County libraries;*

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

- Central Library Budget: T. Burke noted that the UHLS Central Library Advisory Committee develops the budget. Before it is sent to the State, it is presented to, and approved by the Albany Public Library Board of Trustees and the UHLS Board of Trustees. In developing the 2017 budget, the Committee was bound by the State to adhere to a stricter interpretation of the use of the funds. They can only be spent on Adult non-fiction and foreign language materials. In the past, a less-strict interpretation led to the purchase of fiction and Youth content. The Albany Public Library Board of Trustees approved the 2017 Central Library Budget as presented. The UHLS Services Committee also reviewed the CL Budget and recommended its approval. S. Keitel asked if there was any expectation that the stricter interpretation might be changed? T. Burke noted that there was hesitation among some in the library community to push for a change because of concern that a review of the funding would give an opportunity for amending/decreasing the amount being allocated. He noted, however, that NYLA is currently discussing a strategy to advocate for a new formula funding line to recognize the contributions and services provided by 21<sup>st</sup> century libraries including econtent, digital literacy and broadband access. S. Keitel noted that the New York State broadband initiative has not been all that useful so far for small rural libraries.

**MOTION:** L. Lundgren moved to approve the 2017 Central Library budget as presented. A. Way seconded. Unanimous.

- Construction Grants: T. Burke reported that DLD gave UHLS a small window of time in which our member libraries submitting Construction Grant applications could modify them in order to use more of the funds allocated to UHLS. A chart showing the proposed final awards distribution had been shared via email with the Services Committee members and was approved. The final total distribution is \$588,634 which left only \$14,553 unused.

**MOTION:** T. Ricard moved to accept the Construction Grant awards as presented in the revised summary dated 10/31/16.  
S. Goff seconded. Unanimous.

## VII. TRUSTEE REPORTS

- S. Goff (COLN): the library has a new Mission Statement, logo and Strategic Plan.
- J. Ivory (STEP): discussing how to get more enthusiastic, committed, Board members
- H. Hennings (GUIL): the Library Foundation held a fundraising dinner at the Albany Country Club that was very successful. An author talk by Ron Darling was so well attended that in order to accommodate the crowd, it was moved to the Middle School.
- E. Greenstein (TROY): T. Burke presented the CORE trustee training for new Board members at Troy and it was also a great refresher for the current Board.
- J. Wines (RCS): on October 25<sup>th</sup>, the Library closed on the purchase of their building.
- S. Keitel (WSTR): the Library is creating a Community Room with funds from a Construction Grant. The WSTR trustees are assigned a specific section of the Trustee Handbook that they should read in advance of their meetings and be prepared to report on it and discuss it.

S. Keitel also asked what her responsibilities are in relation to the other small Albany County libraries. Some discussion.

- F. Wobrock (BRUN): he is the Treasurer at BRUN. The library has three new trustees. There are three Free Little Libraries in the town: at the Brunswick Historical Society, the Creamery and the Brunswick School. The library's Annual Appeal is in the process of being organized. The new electronic sign for the library might be ready for installation by year-end. The library Board is looking into a volunteer book delivery service for the homebound.
- Y. Terplak (ALTM): the library Board has established term limits for its members. The Board recently finished the Long Range Plan and is now working on policies. An online survey for patrons is being developed.
- L. Lundgren (POES): she echoed J. Ivory's frustration at trying to recruit Board members who are willing workers. The library is planning its 16<sup>th</sup> Annual Holiday Lights campaign.
- A. Way (APLM): she is the Chair of the APL Board's Policy and Governance Committee. They are working on a Strategic Plan as well as conducting labor negotiations. The library recently amended its policies to allow a younger age group (9 years old) to be unaccompanied by an adult at the library. The library is looking into partnering with HeadStart.

**VIII. NEW BUSINESS - COMMITTEE ASSIGNMENTS**

T. Ricard assigned the three new trustees to Board Committees as follows:

E. Greenstein - Finance Committee  
Yvette Terplak - Administration Committee  
Fred Wobrock, Jr. - Finance Committee

**MOTION:** J. Ivory moved to cancel the December Board meeting and reconvene on Wednesday, January 11<sup>th</sup>. J. Wines seconded. Unanimous.

**MOTION:** Y. Terplak moved to adjourn. F. Wobrock seconded. Unanimous. Meeting adjourned at 5:50 PM

Heidi A. Fuge  
11/16/16