

## BOARD OF TRUSTEES

April 9, 2003

### MINUTES



**PRESENT:** Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, Robert Ganz, Mary Alice Molgard, George O'Connor, John Quinan, Paula Read, Lynne Strnad, June Tyrrell, Hawley Zwahlen  
**EXCUSED:** Mary Ellen Schroder  
**UHLS STAFF:** Philip Ritter, Heidi Fuge, Mary Fellows

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4:30 PM meeting called to order by President P. Erlich

#### I. MINUTES

**MOTION:** L. Strnad moved to accept the Minutes of the March 12, 2003 meeting as presented. J. Tyrrell second. Unanimous.

#### II. EXECUTIVE DIRECTOR'S REPORT

P. Ritter reviewed his written report and noted the following:

- on April 1<sup>st</sup>, UHLS upgraded to Horizon version 7.23. We had been informed that this upgrade would correct many of the problems that the libraries have been experiencing with the system. To date, the upgrade does not appear to have fixed anything. John Rose, the salesman who sold us the system, will attend the April 22<sup>nd</sup> meeting of the Automated Services Committee.
- ReportSmith training is taking place
- there has been some, but not enough, progress with the automation system.
- all 29 libraries have returned their UHLAN contracts - a first!
- all of the member libraries' Annual Reports have been reviewed and submitted to the State where they are being reviewed by staff in the Division of Library Development
- NYLA Lobby Day in March went very well - there were approximately 25 people representing Upper Hudson

P. Ritter introduced M. Fellows, UHLS Manager of Youth Services, to give a presentation on the Imagination River Storytelling Grant and the Riverway Storytelling Festival.

She reported the following:

- Imagination River was a pilot project funded by an LSTA grant of approximately \$49,000. Four libraries were invited to participate: Altamont, Albany Main, Castleton, and the Lansingburgh Branch of the Troy Public Library. The libraries partnered with local schools and professional storytellers. The participants were very enthusiastic and the partnerships were very successful. This is one of the projects being proposed for a second LSTA grant and would include more libraries.
- The Riverway Storytelling Festival was also a great success, especially

considering the ice storm on Friday which closed all of the area schools. There was local sponsorship and funding and the sponsors have expressed an interest in being involved in future projects. Several important and useful networking contacts have been established, especially with publicity sources such as the Albany Times-Union.

J. Cannell noted that as far as APL was concerned, the Storytelling project and the Riverway festival were a terrific set of programs and reached an important core constituency. Something as major as the Riverway Festival has not happened in the Capital District in a long time.

### **III. TREASURER'S REPORT**

Report by L. Strnad. She noted that UHLS continues to operate on its reserve funds until the receipt of the State aid. The situation is normal for this time of year.

**MOTION:** R. Ganz moved to accept the March 31, 2003 Treasurer's Report.  
E. Apostol second. Unanimous.

### **IV. COMMITTEE REPORTS**

#### Finance Committee

Report by L. Strnad, Chair.

- Purchase journal: the Committee reviewed and approved the March Purchase Journal and Payroll totaling \$125,606.89.
- Loan re-financing: the environmental survey forms required by the Troy Savings Bank (TSB) have been completed. Peter Cosgrove (TSB) anticipates sending the commitment letter to UHLS sometime during the week of April 14<sup>th</sup>. The Committee asked H. Fuge to contact the UHLS attorney and prepare him for the re-financing documents.
- Annual financial review: the review was completed in one day and draft documents have been sent to H. Fuge and J. Sherry for their review. Mike Zovistoski, from Urbach, Kahn & Werlin, will meet with the Finance Committee and the Board of Trustees at the May 14<sup>th</sup> meeting.

**NEXT MEETING: Wednesday, May 14<sup>th</sup> at 3:30 PM**

#### Administration Committee

Report by C. Diamond, Chair.

- Director award: the consideration of the Director of the Year Award has been tabled pending further discussion by the Directors Association. The Committee is not opposed to the award either conceptually or philosophically, however the timing does not permit its presentation at this year's Annual Meeting.
- Personnel policy: the Committee recommends these changes:
  1. change the following **Closed** holidays to **Floating** holidays to accommodate the needs of the member libraries (ML King Jr. Day, Presidents Day, Columbus Day and the Day After Thanksgiving).

2. change the increments by which annual leave, personal leave and sick leave are taken and allow all of them to be taken in ½ hour increments for consistency in tracking.

C. Diamond noted that for 2003, since UHLS will be open two additional days, the financial impact will mean two extra delivery days at a rate of approximately \$650 per day.

**MOTION:** R. Ganz moved acceptance of the proposed changes to the UHLS personnel policies to be instituted immediately. L. Strnad second. Unanimous.

- Annual dinner meeting: Mitch Freedman, President of the American Library Association, will be the guest speaker at the dinner on June 11<sup>th</sup>.
- Trustee of the year award: the Committee selected two winners for the Awards to be presented at the annual dinner
  - Patricia Carlson - Brunswick Community Library - for her dynamic leadership qualities and her success in getting the budget proposition passed
  - Lester Warren - Wm. K. Sanford Town Library (Colonie) - for his leadership in the current renovation project at the library

**NEXT MEETING: Monday, May 12<sup>th</sup> at 4:00 PM**

#### Services Committee

Report by J. Tyrrell.

- William Meredith Advocate of the Year award: the committee selected Michael Borges for his work in creating the very successful Foundation for the Guilderland Public Library

Report by R. Ganz

- Library Program of the Year award:
  - Rural library - Brunswick Community Library for the “Learn and Bake” program - an intergenerational program that incorporated both writing and hands-on work, and extended the library audience.

Urban/suburban library- Albany Public Library for the “Independent Film Forum” - a creative program using an innovative medium to bring new users to the library.

R. Ganz noted that the Committee also awarded an Honorable Mention to the William K. Sanford Town Library for their “Opera Over Easy” program - a program that connected the arts to the library and brought an under-used library collection alive.

**NEXT MEETING: Tuesday, May 13<sup>th</sup> at 4:30 PM**

Automated Services Committee

Report by P. Ritter. He noted that the Minutes had again been mailed out with the Board meeting materials since they were extensive and complex. He encouraged the Board members to read the Minutes and the accompanying reports. He noted that John Rose, Dynix salesman, is planning on attending the April Committee meeting and any other meetings that the Directors request.

C. Diamond noted that at the Watervliet library, the volunteers are very unhappy with the new system and are having a lot of difficulty using it. What is the problem? P. Ritter noted that UHLS moved from a simple, mundane system to a much more flexible and technologically complex one. Dynix underestimated the impact that the consortium would have on the requirements of the system and since there is very little standardization among the member libraries, the automation system is not handling it well. He is also not convinced that UHLS got the "first string" in Dynix personnel during this conversion. The Vice-President for Global Affairs lost his job due to the poor work done by his staff in preparing UHLS for the conversion.

J. Cannell noted that UHLS should expect a discount on the price or maintenance service, or something, to financially compensate UHLS and the libraries for the terrific inconvenience and poor public relations. He feels that part of the problem is related to the variety of the library sizes and the lack of standardization. It is possible that the Dynix system is too complex for this group.

E. Apostol noted that this is not an unusual situation when moving to a new system or upgrading. BOCES is experiencing similar problems with their system upgrade.

G. O'Connor asked if any other organizations with this Dynix system have been contacted? P. Ritter outlined the extensive site visits and preparation that took place. Dynix was fully aware of the composition of the consortium and had assured UHLS that their Horizon system was capable of providing the services they promised. R. Ganz noted that the research and prep time for the purchase were adequate and everyone in UHLS was involved in the decision to purchase this system.

R. Ganz asked about the possibility of hiring an independent consultant to evaluate the Dynix system and its practicality for UHLS. Both P. Ritter and J. Cannell responded that finding an objective consultant with the necessary technical skills would be very difficult and Dynix would probably not allow that person access to the behind-the-scenes programming.

So far, UHLS has paid 90% of the cost of the system. The first year maintenance is included in the purchase price, but will be charged at the beginning of the second year. Discussion regarding the 90-day trial period and the first year maintenance. Consensus that since the installation has not been successful and the system isn't working correctly then the 90-day trial period has not yet taken place. In addition, there should be some financial compensation for the "pain and suffering" caused by the system problems.

**MOTION:** M. Molgard moved that the UHLS attorney should be contacted to look into the situation and confirm with Dynix that the system has not been

properly installed, that 90-day trial period has not yet started, and that UHLS will expect some financial consideration for the problems that it has encountered so far. E. Apostol second. Unanimous.

**NEXT MEETING: Tuesday, May 27<sup>th</sup> at 9:00 AM**

Nominating Committee

Discussion regarding the composition of the Committee and the need for 4 additional members, two from each county. Appointment tabled until next meeting. In the meantime, P. Erlich asked Board members to solicit committee members from their respective Boards and to send these names to H. Fuge who will send them on to J. Cannell.

**V. TRUSTEE REPORTS**

E. Apostol urged Board member to attend the annual conference sponsored by the New York State Association of Library Boards. Mitch Freedman will be the featured speaker on Friday evening, and Sara Dallas (UHLS Manager of Outreach Services) will be presenting a program on Saturday. She encouraged the trustees to familiarize themselves with the Imagination River program and the other library programs to share these ideas with other trustees at the conference.

**VI. NEW BUSINESS**

R. Ganz noted that the criteria for the Library Program of the Year needs clarification - is a program eligible for consideration in its second year of existence or only in the year in which it was first presented? Consensus that a program can only win an award once and that this topic should be sent back to the Services Committee for discussion and clarification.

**MOTION:** J. Quinan moved to adjourn. E. Apostol second. Unanimous.  
Meeting adjourned at 6:15 PM.

**NEXT MEETING: Wednesday, May 14<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
4/11/03

# UPPER HUDSON LIBRARY SYSTEM

## EXECUTIVE DIRECTOR'S REPORT

### For March 2003

April 9, 2003

**Migration to Horizon Sunrise** – We are still having sporadic slow downs and crashes, and Dynix has yet to identify the cause. Dynix has recommended that UHLS upgrade to Horizon 7.23, and the Automated Services Committee agreed to do this on April 1. Valerie Chase from Dynix and Eric Graham from Merrimac Valley Library System visited UHLS to assist with the preparation of notices and reports. Both have come at the expense of Dynix. Rob Carle is continuing to visit member libraries with additional Horizon training. UHLS is now producing a bi-weekly UHLAN UPDATE bulletin with tips and information to assist member library staff. John Rose of Dynix met with the ASC in March and will also attend the April meeting. (See the ASC minutes for summary of discussions.) He is also visiting member libraries in order to facilitate the resolution of various automation issues. Several of the UHLS Advisory Councils are holding more frequent and joint meetings in order to discuss and resolve automation issues.

**Annual Reports** – State annual reports from 28 of the 29 member libraries have been reviewed and submitted to DLD. Rensselaer Public Library is the missing report. There were very few complaints from member library staff regarding the process this year. After the State adopts a budget, funds will not be released until all 29 reports are submitted and approved by DLD.

**UHLAN Contracts** – All 29 UHLS member libraries have approved and signed an automation contract for 2003-2005.

**NYLA Lobby Day** – Over 25 individuals from UHLS attended the lobbying activities on March 18 that included a “rally” on the steps of the State Capitol. Over 800 people from throughout New York visited legislators and expressed their concerns regarding the proposed 15% budget cut to public libraries and public library systems.

**Imagination River Storytelling Camp** – This LSTA grant project continued as campers prepared for their Riverway Storytelling Festival performance on April 5. Three groups recorded their stories that will be put onto CDs. Two groups, **Lansingburgh** and **Castleton**, held public storytelling concerts in which the campers told their stories to audiences of family and friends. A web page is being created that will feature audio clips and photos, and it will be linked to the UHLS homepage.

**Riverway Storytelling Festival** – This festival will be held during April 3-5 at member libraries and in Albany. Major partners include the **Albany Public Library, Times Union, WAMC, Stewart's Shops, Urbach Kahn & Werlin, and Hudson**

**River Bank & Trust.** Concerts, workshops, a master class, and school visits are part of the schedule of events.

**National Library of Medicine Grant** – UHLS is participating in this special grant that was awarded to the public library in **Glens Falls** in order to provide consumer health information to member library staff. **Albany, Bethlehem, Troy, and East Greenbush** have generously allowed us space and use of their computer labs to provide the training which will take place during May 22-July 10, 2003.

**UHLS Directory** – The annual preparation and printing of the UHLS Directory is complete and will soon be distributed to the member libraries.

**Presentations to Boards of Trustees** – Rachel Baum and Sara Dallas have been invited to make presentations at several member library boards on such topics as planning for results, funding alternatives, and the organization of a Friends group.

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**Philip W. Ritter**  
**Executive Director**