



BOARD OF TRUSTEES MEETING

April 14, 2004

PRESENT: Jeffrey Cannell, Philip Erlich, Robert Ganz, Lou Anne Lundgren, Mary Alice Molgard, George O'Connor, Lois Prenovost, James Reilly, Pat Spohr, Hawley Zwahlen

EXCUSED: Erin Apostol, Charles Diamond, Paula Read, Mary Ellen Schroder

UHLS Staff: Philip Ritter, Heidi Fuge

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

I. MINUTES

Minutes of the March 10, 2004 meeting were discussed. P. Erlich read an email from M. Schroder noting that under the Services Committee, in the paragraph relating to the Outreach Mini-grants, the sentence should read, "The Council required, as part of the grant application process, that a contact person should be available for telephone conference calls while the grants were being reviewed."

MOTION: J. Reilly moved to accept the Minutes as corrected. L. Prenovost seconded. Unanimous.

II. EXECUTIVE DIRECTOR'S REPORT

P. Ritter noted that the Administration Committee discussed several personnel issues regarding the position of Web Specialist which has now been classified as part-time, and that of Resource Sharing Coordinator which is under review following the retirement of Noralee Itchoak.

P. Ritter encouraged the Trustees to attend the NYSALB Trustee Institute which is being held in Albany this year. J. Cannell noted that, in 2003, he attended the session entitled "Is Your Board Legal" and found it extremely useful.

III. APPOINTMENTS

P. Erlich appointed P. Spohr to the Finance Committee and Randy Fisher (from Bethlehem) to the Nominating Committee.

IV. TREASURER'S REPORT

M. Molgard presented the Treasurer's Report for the period ending March 31, 2004.

MOTION: H. Zwahlen moved to accept the Treasurer's Report for the period ending March 31, 2004. L. Lundgren seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Committee reviewed and authorized the March Purchase Journal.

NEXT FINANCE COMMITTEE MEETING: Wednesday, May 12th at 4:00 PM.

Administration Committee

Report by G. O'Connor. He noted that the Committee reviewed the five nominations for the Trustee of the Year Award. All of the nominations were worthy. However, two were especially outstanding, and at the Annual Meeting in June, the Committee will present the Awards to Ellen Bach (Albany) and Monica Shupe (Berlin).

The Committee also reviewed the Literacy Grant application that was submitted by the Wm. K. Sanford Town Library and recommends its #1 ranking to the Board.

MOTION: G. O'Connor moved that the Board rank the COLN Literacy grant application as #1 and forward it to the Division of Library Development. J. Cannell seconded. Unanimous.

NEXT ADMINISTRATION COMMITTEE MEETING: TBA No May or June meetings

Services Committee

No meeting. No report.

NEXT SERVICES COMMITTEE MEETING: Wednesday, May 12th at 3:00 PM (note time)

Automated Services Committee

No meeting. No report

NEXT ASC MEETINGS: Tuesday, April 27th and May 25th at 9:00 AM.

MOTION: At 4:44 PM, H. Zwahlen moved to adjourn. J. Reilly seconded. Unanimous.

Heidi A. Fuge
4/15/04

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For March 2004

April 14, 2004

NYLA Legislative Day – Fifteen hardy individuals represented UHLS as they attended the annual “lobby day” on Tuesday, March 16, 2004, and met with their local legislators. The Day began with Assembly Speaker Sheldon Silver starting the “Library Rave” by speaking to a standing-room-only crowd of 600 library activists who braved a blizzard to attend. Assembly-member Sandra Galef, Chair of the Library and Technology Committee, and Senator Hugh Farley, Chair of the Senate Subcommittee on Libraries, also encouraged us to continue our advocacy efforts. It was noteworthy that everyone with whom we met said that the proposed 5% cut in state aid would probably be restored, but there was not much optimism for an increase in state aid.

Manager of Information and Outreach Services – After an extensive search and interview process, **Jo-Ann M. Benedetti** was offered and accepted this position and will begin work at UHLS on May 5, 2004. She is a native New Yorker and has received a BS in Art History from SUNY-Oneonta, a MA in German from Middlebury College, and a Master of Library Science from the University at Albany. After serving as an Information Specialist with the National Small Business Development Center Research Network in Albany and as an Education and Technology Librarian at the Schaffer Library of Health Sciences of the Albany Medical College, she is currently the Head of Health Information Services at the Crandall Public Library in Glens Falls, NY. There is no doubt that she will become an excellent member of the UHLS Management Team.

Summer Reading Program Planning Workshop – This third annual workshop, held on March 25 at the Guilderland Public Library, kicked off the planning for the NYS Summer Reading Program for 72 staff from member libraries in UHLS, MVLS, and SALS, with 37 of the participants being from the UHLS member libraries. The day featured 16 presentations on SRP best practices and ideas by member library staff, a mini-showcase of eight performers, time for table discussion, displays to view, door prizes of useful SRP stuff, and lots of handouts. Topics included boys and library programming, Paws for Reading, school visit ideas, quick and easy SRP decorations, and much more. A local group, *Cherry and the (W)rappers*, provided educational entertainment. This continually successful annual workshop provides a jump-start for library staff planning their programs using the NYS Summer Reading Program.

Riverway Storytelling Festival – Publicity is out and attracting positive interest. The Festival begins on April 26 with eight performances in UHLS libraries over the next four days. Weekend events will take place in both counties. Member librarians are invited to attend workshops at no cost.

(continued)

UHLS – Executive Director’s Report – March 2004 – page 2

Public Library Association 10th National Conference – I represented the Upper Hudson Library System during February 24-28 at this conference of the largest association devoted to public libraries. Almost 8,700 library staff, exhibitors, authors and guests packed the Washington State Convention & Trade Center in Seattle. From the opening session with Pulitzer Prize-winner Anna Quindlen and Bill & Melinda Gates Foundation Director Bill Gates, Sr., hundreds of workshops, events and discussions drew standing-room-only crowds. Advocacy on behalf of libraries, funding, recruitment, technology, multicultural outreach, and youth services were among the key issues generating conversation and interest among attendees. The exhibit hall also was sold out and filled with almost 800 booths featuring library-related products and services.

Outreach Retreat – UHLS sponsored on March 31 a full day of speakers on various outreach topics, including *Services to Speakers of Other Languages*, *Communicating with Persons with Disabilities*, *Attracting Literacy Volunteers*, *Serving Geographically Isolated People*, *Assistive Technology for the Visually Impaired*, and *Persons without Homes*. The event was held at the Wellington-Lay House on the campus of the Emma Willard School in Troy and was attended by 30 people, including many representatives of the UHLS member libraries as well as Outreach specialists from other public library systems in New York.

Sky Camp – The libraries involved in this LSTA grant have begun their programs and are pleased to have hosted at their schools such speakers as a representative of the National Weather Service and the author of *Project Ultra Swan*, a photographic book on the project where ultra-light pilots teach young trumpeter swans their migration paths.

Request Tracker – The UHLS Automation Services Department is ready to roll out this “helpdesk” application on the Horizon server, which will allow the staff to track its support activities and problem resolutions more efficiently. This should allow the staff to keep track of outstanding problems and build a knowledge base of resolved issues.

Automation Services Site Visits – The UHLS automation staff began visits to member libraries in February when they visited Albany-Main, Berlin, Guilderland, RCS (Ravena), and Troy-Sycaway. During March they visited Albany-Delaware, Brunswick, Cheney (Hoosick Falls), Rensselaer, and Troy-Main. They are giving the libraries advance notice of such visits, and the agenda is up to the libraries.

ZoomText – UHLS is preparing to install this Magnifier/ScreenReader software at all of our member libraries. Rob Carle will deliver and install the program when he visits the libraries this spring, and he will also train the library staffs in its use.

Philip W. Ritter
Executive Director