



BOARD OF TRUSTEES
April 13, 2005
MINUTES



PRESENT: Erin Apostol, Rachel Baum, Jeffrey Cannell, Charles Diamond, Anne Evans, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, Pat Spohr, Hawley Zwahlen
EXCUSED: Cris Blanchard, Lois Prenovost, James Reilly
UHLS STAFF: Philip Ritter, Heidi Fuge, Mary Fellows

4:30 PM meeting called to order by C. Diamond, Chair

I. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the March 9, 2005 meeting as presented. L. Lundgren seconded. Unanimous.

II. STAFF REPORT

P. Ritter reported the following:

Courier service:

- the new bins are now in use for delivery. They have received mixed reviews.
- there was a meeting with CD & L officials and the primary issue was the problem with poor sorting. In response, the company is in the process of replacing the sorting personnel.

NYLA lobby:

- the budget has been approved by the Governor with the restoration of the 4.5 million cut. P. Ritter recommends waiting until the money is in hand before making any adjustments to the UHLS budget. Lobby Day attendance was very good and he is sure that the large attendance helped with the funding restoration.

Construction funds:

- the Division of Library Development will be awarding an additional \$6,000 in unused funds to the Troy library for their Lansingburgh project.

M. Fellows reported on a very successful 3rd Annual Riverway Storytelling Festival. There were seven days of events all over the Capital Region with a nice blend of tellers. There was a total of 954 attendees. The ghost stories told at the Guilderland Public Library were extremely well received as were the storytelling workshops held on Friday and Saturday. A new addition was the Sunday afternoon adult storytelling session held at the Wm. K. Sanford Town Library. This was much better attended than anticipated and people really seemed to enjoy it. The Festival Committee raised \$7,380 in cash and \$21,850 in-kind support. There

was an ad in the flyer program explaining what Upper Hudson Library System is and what it does. There was excellent publicity for the Festival which included radio, TV and newspaper coverage.

II. TREASURER'S REPORT

Report for period ending March 31, 2005 presented by M. Molgard. She noted that the bank error on the Unemployment Reserve Account had been corrected.

MOTION: H. Zwahlen moved to accept the Treasurer's Report. E. Apostol seconded. Unanimous.

III. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair.

M. Molgard explained that the Finance Committee discussed the creation of a Riverway Storytelling Festival Reserve Fund, similar to the Automation, Building and Equipment Reserve Funds, to provide seed money for future Festivals.

MOTION: B. Hartson moved establishment of a Riverway Storytelling Festival Reserve Fund. E. Apostol seconded. Unanimous.

Administration Committee

Report by M. Muller in the absence of J. Reilly. She noted that the Committee reviewed the single nomination for the Trustee of the Year Award and agreed that it should be presented to Susan Zweig of the Nassau Public Library.

The Committee also discussed an alternative speaker for the Annual Dinner meeting and decided that The Storycrafters, a nationally known group of Storytellers who live locally, would help to increase awareness of the Riverway Festival. There would be a fee of \$400 for their presentation.

MOTION: M. Muller moved securing the services of The Storycrafters for the Annual Dinner meeting at a fee of \$400. R. Baum seconded. Unanimous.

Services Committee

Report by E. Apostol, Chair. She reported that the Committee made the selections for the Library Program of the Year Awards; the Award for the Rural libraries would go to RCS and for Urban/suburban libraries to Troy. There will not be an Advocate Award presented this year.

E. Apostol reviewed the background to the Outreach mini-grants and noted that Jo-Ann Benedetti worked with any library that requested it to help strengthen their grant prior to submission. J. Benedetti has offered to conduct a general grant writing workshop for library staff and trustees.

MOTION: M. Molgard moved to recommend that the Board approve funding the Outreach mini-grants as follows:

Albany	\$1245
Bethlehem	\$1000
Cohoes	\$ 450
Wm. K. Sanford	\$1137
Guilderland	not funded
Cheney	\$ 700
Petersburgh	\$1143
RCS	\$1210
Sand Lake	\$1200
Troy	<u>\$ 750</u>

A. Evans seconded. Unanimous.

Automated Services Committee

Report by P. Ritter, Chair. He noted that it is time to conduct Authority control processing of the database - an action that needs to be done every few years. This will probably cost between \$30-\$35,000. The funds can be taken from the Automation Reserve Account. He asked for Board approval to request bids from vendors.

MOTION: R. Baum moved that P. Ritter be authorized to obtain pricing for Authority control processing and report back to the Board with the bids. E. Apostol seconded. Unanimous.

Nominating Committee

Report by E. Apostol, Chair. She reported that C. Diamond, H. Zwahlen, and L. Prenovost have all agreed to run for another term.

IV. TRUSTEE REPORTS

E. Apostol reported that for libraries with budgets under \$50,000, New York State Association of Library Boards (NYSALB) offers scholarships to their Annual meeting. J. Cannell noted that the NYSALB programs are very good quality and worth attending. E. Apostol will be the Chair for the NYSALB 2006 Conference in Albany.

A. Evans reported that Nassau is still reviewing their community survey results. Stephentown has a new Director who will start on May 17th after he graduates from library school.

P. Spohr reported that Altamont is interviewing Director candidates. The library has purchased the Altamont Train Station for a new library location.

M. Molgard reported that the Buddhist program was well received in Berne. The library is actively soliciting programs from other denominations. In a meeting with the Berne Town Board, the library was given permission to look for vacant land for a potential site for a new library building. One of the factors that helped to emphasize the overcrowding in the library was the donation of 2 boxes of Louis L'Amour leather-bound books with no space to display them for patrons.

P. Ritter reported that he and J. Benedetti met with the Mayor of Rensselaer regarding the Rensselaer library. The Mayor indicated his intention to advertise for, and hire, a new full-time library Director.

MOTION: At 5:35 PM, H. Zwahlen moved to adjourn. A. Evans seconded. Unanimous.

Heidi A. Fuge
4/18/05

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For March, 2005
April 13, 2005

Courier Service – The 250 plastic shipping boxes have arrived and been placed in service. It is expected that they will resolve some of the problems such as water damage to books and materials and the loss of items from the bags. CD&L has moved their sorting area from the warehouse into an office, and this should mean that dust on the materials should be less of a problem. Several member libraries recently reported that a number of items were wet or damaged. CD&L responded quickly to the invoice that UHLS sent to them for the cost of the books. We then sent the money on to the owning libraries.

Kids Cookin' by the Book: Food, Families, Libraries & Literacy – The organizational meeting for this LSTA grant took place on March 24, and nine member libraries have asked to participate in this two year project.

Riverway Storytelling Festival, April 4-10, 2005 – The third festival is imminent. Publicity is out, and there have been a number of television and newspaper interviews. A full report will be available next month.

State Annual Reports – All of the member libraries did a good job in preparing these reports, and they were all completed and submitted during the first week of March. The State and Federal Government will contact Heidi Fuge with any questions on these reports. This governmental review process usually takes about four to five months before the report information is released.

Database Clean-up – Several major steps have been taken in this project:

- 26,000 bibliographic records without item records were deleted,
- A program that will eliminate duplicate records has been written,
- Bids for authority control will be solicited from vendors.

NYLA Library Lobby Day – Over twenty individuals represented UHLS at this event in Albany. We met with all of our legislative representatives, and the restoration of the 5% cut from 2004 seems to be assured. However, there is no certainty that the Governor will not veto it again this year as he did last year. Regardless, the time and effort of those who attended this event is appreciated.

Philip W. Ritter
Executive Director