



Board of Trustees August 13, 2008

PRESENT: LouAnne Lundgren, Charles Diamond, Ronald Ginsburg, Brian Hartson, Mary Alice Molgard, Nancy Pieri, James Reilly, Mary Muller, Erin Apostol, Yolanda Caldwell

EXCUSED: Nikki Caruso, Cris Blanchard, Richard Young, Lois Prenovost

VISITORS: Joseph Mattie (DLD), Lisa Seivert (DLD)

Meeting called to order at 4:30 PM by L. Lundgren

I. NOMINATING COMMITTEE FOR BOARD OFFICERS

Report by C. Diamond, Chair. All of the current officers have agreed to serve another term:

President:	LouAnne Lundgren
Vice-President:	Mary Muller
Treasurer:	MaryAlice Molgard
Secretary:	Charles Diamond

MOTION: C. Diamond moved to accept the slate of officers as presented. E. Apostol seconded. Unanimous.

II. VISITORS

L. Lundgren introduced the visitors: Joseph Mattie and Lisa Seivert from the Division of Library Development. L. Seivert is the DLD representative for the Southern Tier libraries, she is attending the UHLS meeting in order to familiarize herself with Public Library System procedures.

III. NEW TRUSTEE/OATH OF OFFICE

MOTION: N. Pieri moved to appoint Y. Caldwell to the UHLS Board as the representative from the Bethlehem Public Library. J. Reilly seconded. Unanimous.

L. Lundgren administered the Oath of Office to Yolanda Caldwell.

IV. MINUTES

MOTION: N. Pieri moved to accept the Minutes of the May 14, 2008 meeting as presented. E. Apostol seconded. Unanimous.

V. STAFF REPORT

P. Ritter reviewed his report and noted the following:

- the new courier service began on August 1st with three routes and three drivers. So far, everything seems to be going very well. All of the materials are now sorted at UHLS and the sorters are overseen by UHLS staff members. The volume is much higher than anticipated; 87 bins per day was the average used when writing the RFP for the service, and so far, the average since August 1st has been 120-160 bins. Due to this volume, the turnaround time is 1-2 days and UHLS staff have been assisting with the sorting. P. Ritter is hoping that the volume will level off after a few weeks, but if not then some decisions will have to be made regarding help with the sorting including the possibility of re-instituting the part-time library assistant position. M. Molgard noted that BOCES and ARC might have workers available.
- The new courier has GPS tracking on the vans and their progress can be followed via a computer program. Unfortunately, the cell service that supports the tracking program does not work well in rural Rensselaer County.
- a staff member from the Institute of Museum and Library Services visited the UHLS offices while doing a review of LSTA grant recipients.
- on August 7th and 8th, P. Ritter attended a meeting of the “NYS Systems for the 21st Century.” This is a group representing all three types of library systems in New York State. At the meeting, they discussed the possibilities of various cooperative ventures.
- on August 14th, P. Ritter will meet with the Stephentown trustees to discuss the steps to becoming a Special District Library. J. Mattie noted that DLD is offering a seminar on Special Districts on September 6th from 9:00 to 1:00 at the Mohawk Valley Library System.
- P. Ritter noted that there has been some landscaping work accomplished along the front and rear of the UHLS building.

VI. TREASURER’S REPORT

Report by M. Molgard. She reviewed the Treasurer’s Reports for May, June and July. She explained that the new banking procedures will change the way that some of the accounts are reported. First Niagara Bank has informed us that we should expect greater interest income because the accounts will be better managed.

MOTION: E. Apostol moved acceptance of the Treasurer’s Reports for May, June and July. C. Diamond seconded. Unanimous.

VII. COMMITTEE REPORTS**Finance Committee**

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the Purchase Journals and Payrolls for May, June and July.

M. Molgard presented the Amended 2008 Budget noting that it had been mailed to Board members prior to the meeting for their review. The Finance Committee members reviewed it and recommend Board approval.

MOTION: C. Diamond moved acceptance of the Amended 2008 Budget. E. Apostol seconded. Unanimous.

M. Molgard reviewed the proposed revisions to the expenditures of the 2007 Supplemental Aid. She explained that there are still some funds remaining from that allocation. \$20,845 will be used to balance the Amended Budget and the Committee recommends the following expenditures for the balance of \$15,087:

\$5,000	EBSCO online subscriptions from September to December
\$3,897	Bins for delivery
\$6,190	Playaways for Rotating Collections (M. Molgard explained that Playaways are similar to MP3 Players and are audio players with a single book downloaded onto them)

MOTION: N. Pieri moved acceptance of the revisions to the Supplemental Aid expenditures. E. Apostol seconded. Unanimous.

NEXT Finance Committee MEETING: Wednesday, September 10th at 4:00 PM

Administration Committee

No meeting. No report.

NEXT Admin. Committee MEETING: Monday, September 8th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She reported that the Committee discussed the recommendations from P. Ritter for the two construction grant opportunities and recommend Board approval of the recommendations as presented.

P. Ritter reviewed his recommendations for the \$800,000 grant program. He noted that the amount available to UHLS was affected by the 2% across-the-board reduction. The total amount available is \$24,718. and the grant requests totaled \$38,892. He explained his rationale for the recommendations: the Nassau Library's project was at the minimum level for funding and therefore he recommended that they receive the full 50%, the rest of the funds were to be distributed in an equal percentage for the other five projects. He noted that since the other five projects did not receive the full amount for which they were eligible, this means that if there are funds left over from projects outside UHLS, those libraries may possibly receive increased amounts.

MOTION: B. Hartson moved approval of the grant applications for the \$800,000 program as presented. J. Reilly seconded. Unanimous.

P. Ritter reviewed his recommendations for the \$14 million grant program. Since the funds for this program come from a different State division, they were not affected by the 2% reduction, however, the money available was only 19% of the total amount requested by the libraries. He noted that projects under this program are subject to review and restrictions under the Dormitory Authority of the State of New York (DASNY). He explained his rationale for the recommendations:

- the Valley Falls project could have come under the other grant program however they chose to submit it under this program and the grant application was excellent and complete. Since the project is small, he recommends 50% funding.
- the Brunswick project is crucial since this library has not ever been able to meet the State Minimum Standards. If this project is not funded at 50%, the library would not be able to renovate the newly-purchased facility.
- the projects for Altamont, Rensselaer, Rensselaerville, Stephentown, Troy and Guilderland are recommended at 25% funding.
- the projects for Bethlehem and Albany are funded at a percentage of the remaining funds since their projects are very large. Both of these libraries would undertake the projects whether they received the grant or not, but they deserve to receive some of these funds.

Discussion. E. Apostol noted that Albany has the funds for their project because of taxes and support by the citizens. She hoped that, in the future, those libraries who are strongly supported by their patrons will not be penalized when applying for construction grants. Other libraries need to be encouraged to get better community support.

J. Reilly noted that UHLS should be the one to give Brunswick “a leg up” and maybe having a better library will increase the community’s support.

P. Ritter noted that when projects are not funded at the full 50%, this leaves room for additional funding if there is money available when the State approves all of the projects.

MOTION: B. Hartson moved to accept the grant applications for the \$14 million program as presented. R. Ginsburg seconded. Unanimous.

E. Apostol reported that the Committee reviewed the proposed new members and new terms for the Coordinated Outreach Advisory Council. The terms would run from July 1, 2008 to June 30, 2011. The names are as follows: Barbara Wyman, Deirdre Greco, Rose Golden and Richard Iannello.

MOTION: M. Muller moved acceptance of the new members and terms as proposed. M. Molgard seconded. Unanimous.

E. Apostol reported that the Committee reviewed the proposed grant application for \$12,000 from the NYS Department of Environmental Conservation for the Hudson River quadricentennial. The grant would tie-in with the Riverway Storytelling Festival.

MOTION: M. Muller moved approval of the grant application for the Riverway Storytelling Festival. J. Reilly seconded. Unanimous.

NEXT Services Committee MEETING: Wednesday, September 10th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that AquaBrowser is now operational although there are still issues that need to be resolved with the company and Joe Thornton is working on those.

The database clean-up for this year is finished.

The UHLS website will be available within the next two months. Joe Thornton is working on moving all of the information from our Intranet and Internet onto the new website and this has turned into a huge project.

NEXT ASC MEETING: Tuesday, September 23rd at 9:00 AM

VIII. COMMITTEE APPOINTMENTS

L. Lundgren appointed Y. Caldwell to the Administration Committee. All of the other appointments will stand as they currently are:

Administration Committee: J. Reilly, Chair

C. Blanchard, Y. Caldwell, C. Diamond, T. Burke

Services Committee: E. Apostol, Chair

B. Hartson, L. Lundgren, M. Muller, R. Naylor

Finance Committee: M. Molgard, Chair

Nikki Caruso, R. Ginsburg, N. Pieri, R. Young

Automated Services Committee: P. Ritter, Chair

IX. TRUSTEE REPORTS

- L. Lundgren (POESTENKILL) - the library received \$30,000 in member items to update their computers and technology
- M. Molgard (BERNE) - the library board is still trying to find a new location and is in negotiations with the Senior Citizen Center
- C. Diamond (WATERVLIET) - due to patron demand, the library will be re-instituting Saturday hours with a special a kick-off event. Instead of the traditional Wine and Cheese Party, the library will be hosting an Oktoberfest on October 16th.
- J. Reilly (VOORHEESVILLE) - the library is working on an ongoing expansion plan that includes considering a new location
- B. Hartson (GUILDERLAND) - the library is exploring, very carefully, an expansion plan
- E. Apostol (ALBANY) - the library is in the process of renovating some of the Branches and building new ones
- M. Muller (TROY) - the library has been approved to have the re-chartering as a Special District Library put on the November 4th ballot
- R. Ginsburg (ALTAMONT) - the library is putting a new roof on the new building (the former Train Station), a project that is vital to get completed before the winter
- N. Pieri (BETHLEHEM) - it has been an incredibly busy summer, circulation last month was over 70,000 which is a new record. The library is very pleased with the new delivery service

MOTION: J. Reilly moved to adjourn. R. Ginsburg seconded. Unanimous. Meeting adjourned at 5:50 PM.

NEXT BOARD MEETING: Wednesday, September 10th at 4:30 PM.

Heidi A. Fuge
8/15/08

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For May-June-July 2008

August 13, 2008

The Big Read – A number of special programs and activities were held during April to celebrate the reading of *The Age of Innocence* by **Edith Wharton**. The final report showed a total of 113 events with 22 of those for children. There were 1,845 adults and 308 children at these events. WMHT did a one-hour program on Edith Wharton that was aired three times. The NY Writer's Institute showed the "Age of Innocence" film and had a panel discussion with Nancy Lewis (Wharton biographer), William Kennedy, and Don Faulkner. *Selected Shorts* (this is a NPR "literary performance" that is broadcast on WAMC on Tuesday night at 10 p.m. and Sunday morning at 11 a.m.) presented a program in which they read the first chapter of the book.

EBSCO Training – Representatives from EBSCO presented training on May 13th at UHLS for 15 member library staff. Those present learned how to better use the EBSCO databases to which we subscribe (**Novelist, Literary Reference Center, and Home Improvement Reference Center**). The trainers also described future upgrades to these databases that are provided by the Albany Public Library using funds from the Central Library Development Grant.

Generator – The new generator was installed and tested on June 10th. It is now fully operational and is providing the building with the appropriate backup when electricity is interrupted.

Annual Dinner Meeting – UHLS held its 47th Annual Meeting on June 11th at the Albany Country Club. There were 140 people in attendance. The featured speaker was **Karen Hyman**, Executive Director of the South Jersey Regional Library Cooperative. She is a national authority on innovative library programs and gave a delightful presentation on customer service in the public library.

Reinventing Your Library in the 21st Century – **Karen Hyman** also gave a presentation at the Guilderland Public Library on the afternoon of June 11th to 42 UHLS member library staff. She posed twelve key questions to those present and challenged them to be more creative and forward-thinking in the evaluation of their library and its services to the public.

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UHLS – Executive Director's Report – May-June-July 2008 – page 2

Customer Service Training – Kelly Vikstrom from the Enoch Pratt Free Library in Baltimore presented *What Do I Do with These Crazy Teens?* for 24 member library staff on July 18th at UHLS. **Maureen Ambrosino** from a Massachusetts' library system will present *What to Do with Those Tweens: Programs, Ideas and Solutions* on August 25th. More workshops are planned for later in the year.

Summer Reading Program – Our member libraries are in full swing with this annual program, and all early reports indicate that the numbers are up for the activities associated with the children's *Catch the Reading Bug* and the teen *Metamorphosis @ Your Library*. Libraries are attributing the increases to the poor economy, high gas prices, and families choosing to stay at home rather than going away for vacation. Our libraries are diligently pursuing the objectives for the Public Relations Challenge mini-grant.

Fit for Life Grant – Libraries for the Future awarded UHLS a \$25,000 grant to develop programming in our member libraries during 2009 on physical health and brain health. UHLS was one of only 17 libraries nationwide to receive such a grant. Our partners are WMHT, the Albany Guardian Society, and the Alzheimer's Association of Northeastern NY. Jo-Ann Benedetti (UHLS) and Maria Buhl (Guilderland) will be attending an orientation for this grant in New York City on September 24-26, 2008.

Explore Your Shore: Discovering Community History @ Your Library – This LSTA grant has begun, and libraries are busy buying materials. Henry Hudson is now fully clothed and awaiting his schedule of visits to libraries. On September 16th the Albany County Convention and Visitors Bureau will have a media announcement about Henry's expeditions as part of the quadricentennial celebration.

Philip W. Ritter
Executive Director