



BOARD OF TRUSTEES MEETING
December 8, 2004

PRESENT: Erin Apostol, Cris Blanchard, Jeffrey Cannell, Charles Diamond, Anne Evans, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, James Reilly, Hawley Zwahlen

EXCUSED: Rachel Baum, Brian Hartson, Pat Spohr
ABSENT: Lois Prenovost

UHLS Staff: Philip Ritter, Heidi Fuge

4:51 PM meeting called to order by L. Lundgren, Vice-President. C. Diamond arrived late.

I. OATH OF OFFICE

Vice-President L. Lundgren administered the Oath of Office to C. Blanchard and welcomed her to the Board of Trustees. She has been assigned to the Administration Committee.

II. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the November 10, 2004 Board meeting. A. Evans seconded. Unanimous.

III. STAFF REPORT

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

- the C D & L delivery contract has to be signed by C. Diamond. P. Ritter and Jo-Ann Benedetti visited the C D & L building and reviewed their operations. Many of the difficulties have been worked out since the company began the delivery operations for Southern Adirondack Library System (SALS) and Mohawk Valley Library System (MVLS).

IV. TREASURER'S REPORT

Report presented by M. Molgard. She noted that UHLS has received a partial payment of the Local Libraries Services Aid (LLSA) but that this cannot be disbursed to the member libraries until authorized by the Division of Library Development (DLD). DLD will not authorize payment until all of the Variance Request Forms have been received and approved.

MOTION: E. Apostol moved to accept the November 30, 2004 Treasurer's Report as presented. J. Reilly seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard. She noted that the Committee reviewed and approved the November Purchase Journal and Payroll totaling \$115,029.31.

She reported that the Committee discussed and recommends some changes in the 2004 budget for reconciliation purposes. These changes are:

- 1) to increase the amount transferred from the Building Reserve account to the Operating account. The budgeted amount was \$15,000. This will be increased to \$36,000.
- 2) to eliminate the \$17,000 transfer to the Automation Account.

MOTION: J. Reilly moved to accept the Finance Committee recommendations. L. Lundgren seconded. Unanimous.

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

Services Committee

Report by E. Apostol. She noted that the Services Committee reviewed the summaries of the Construction grant applications. UHLS has been allocated \$24,553 on a 50/50 matching basis. The Committee recommends the following funding (in priority order) for the six applications that were received:

- | | | |
|----|---|---------|
| 1) | Albany Public Library (Pine Hills Branch) | \$3,750 |
| 2) | Bethlehem Public Library | \$3,515 |
| 3) | Troy Public Library (Lansingburgh Branch) | \$4,322 |
| 4) | Cheney Library (Hoosick Falls) | \$4,322 |
| 5) | Stephentown Memorial Library | \$4,322 |
| 6) | Guilderland Public Library | \$4,322 |

MOTION: M. Molgard moved to accept the Committee's recommendations on the Construction grant applications. H. Zwahlen seconded. Unanimous.

E. Apostol reported that the Committee reviewed the Variance Request Forms from Stephentown and Brunswick. By submitting these Forms, the libraries are seeking variances from the State Minimum Standards. Both libraries have indicated that they

do not meet Standard #8. Stephentown is in the process of moving toward compliance with the Standards. Brunswick spent most of the year in a search for a new Director. Once the Variance Requests have been approved by the State, the LLSA funds can be released to the member libraries.

MOTION: J. Cannell moved to accept the Variance Requests and to authorize the Board President to sign them and submit them to the Division of Library Development. M. Molgard seconded. Unanimous.

NEXT SERVICES COMMITTEE MEETING: *no meeting anticipated in January*

Administration Committee

No meeting. No report.

NEXT ADMINISTRATION COMMITTEE MEETING: *no meeting anticipated in January*

Automated Services Committee

The Minutes from the November meeting were mailed to the Trustees. There were no questions or comments.

NEXT ASC MEETING: Tuesday, January 25th at 9:00 AM

VI. TRUSTEE REPORTS

A. Evans reported that the Nassau Library is moving forward on a Chapter 414 proposal. Nassau is conducting their annual Quilt raffle.

L. Lundgren reported that the Poestenkill Library will be holding its 4th Annual Holiday Lights fund raiser.

M. Molgard reported that the Berne Library will be co-sponsoring the Festival of Trees with the Historical Society. In addition, they will be selling ornaments with historical scenes from the Berne area.

M. Muller reported that approximately 300 people attended the Local Authors Gala held by the Troy Public Library. The funds raised at the Gala will be used to pay for a new roof on the Lansingburgh Branch.

C. Blanchard reported that the Arlington House restaurant in Sand Lake is organizing a fund raiser to purchase Braille books for young children for the library. The Friends

Group will look in to purchasing Braille books for older children.

VII. PRIVILEGES OF THE FLOOR

A. Evans asked if anyone had any information about the possibility that the State Library will be loaning items directly to patrons? E. Apostol had heard that patrons will be able to get a library card to use at the State Library. She also noted that a large amount of genealogy material previously not available, can now be used by State Library patrons.

J. Cannell asked about the distribution of the CDs received as part of the music industry settlement. P. Ritter responded that UHLS staff will sort the CDs on Friday, Dec. 10th and they will be sent to the member libraries within the next week. P. Ritter reported that 28 of the 29 member libraries have said that they want to participate in the CD distribution. There will be approximately 168 CDs per library.

A. Evans asked if the Horizon system was capable of conducting an electronic book inventory and if UHLS had the equipment available. P. Ritter noted that libraries interested in the inventory module should contact Joe Thornton, Head of Automation Services.

MOTION: C. Diamond moved to adjourn the meeting. E. Apostol seconded. Unanimous. Meeting adjourned at 5:25 PM.

NEXT BOARD MEETING: Wednesday, January 12th at 4:30 PM.

Heidi A. Fuge
12/09/04

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT For November, 2004

December 8, 2004

C D & L, Inc. – The contract for the delivery and courier service that is to begin on January 1, 2005, with this new company has been finalized, and the UHLS staff met with the company's representatives on November 29 to begin planning for the transition.

State Aid for Public Library Construction FY 2004-2005 – Grant applications from six member libraries were received for the total appropriation of \$24,553 that UHLS must distribute on no more than a 50/50 matching basis. The grant applications have been reviewed and a recommendation prepared that will be submitted to the Services Committee and Board of Trustees for approval at their meetings on December 8, 2004.

Community Service Project Funds – UHLS and 17 member libraries received a special appropriation from the New York State Legislature. UHLS is to receive \$4,000 that can be used for any project during July 2004 – June 2005, and I have reported that this money will be used to offset the increased cost of delivery and courier services among the member libraries.

CDs Distribution – All of the UHLS member libraries have indicated that they are willing to accept their allotted share of the 5,900 CDs that were received by UHLS, and they have been asked to sign an Agreement Form assuring UHLS that they will meet the requirements of the settlement. The distribution will be made during December 2004.

Meeting with Assemblyman Pat Casale – Ten representatives of the UHLS member libraries in Mr. Casale's district met with him on November 17, 2004. Michael Borges, Executive Director of NYLA, joined us in an effort to convince Mr. Casale to vote with the Democrats in the NYS Assembly to override the Governor's veto of the restoration of full library funding. Mr. Casale indicated his support of such an effort if it is brought up for a vote in the Assembly.

Philip W. Ritter
Executive Director