

Board of Trustees

MINUTES OF THE February 14, 2001 MEETING



TRUSTEES

Present: Gordon Batcheller, Ed DeBerri, Charles Diamond, Philip Erlich, Melissa Palmer, Lynne Strnad, Hawley Zwahlen

Excused: Michael Esposito, John Quinan, Mary Ellen Schroder, June Tyrrell

Absent: James Carr

UHLS STAFF: Philip Ritter, Heidi Fuge, Mary Fellow, Rawdon Cheng

DIRECTORS ASSOCIATION LIAISON: Absent

P. Erlich convened the meeting at 4:30 PM. A quorum was present at 4:45 PM.

I PRESENTATION BY RAWDON CHENG

R. Cheng demonstrated the use of the wireless laptop computer. The computers will allow UHLS to have a mobile "training room" that can be taken out to the member libraries. The computers connect to the main server through a wireless network operating on radio waves and this makes them very flexible.

II. MINUTES

MOTION: E. DeBerri moved to accept the Minutes of the January 10, 2001 meeting as presented. H. Zwahlen second. 5 approved. G. Batcheller abstained. Motion passed.

III. DIRECTORS REPORT

P. Ritter reviewed his written Report:

- He noted that the 5 vendors who submitted bids for the automation system have scheduled demonstrations of their software. The Directors asked for morning and afternoon demos in order to have as many staff members attend as possible. There is a limit of three people per library per demonstration. At the ASC meeting on March 27th, the demonstrations will be discussed and evaluated. The ASC will ultimately make a vendor recommendation to the Board of Trustees. The Trustees were invited to attend as many demos as possible.
- He introduced M. Fellows, the new UHLS Youth Services Consultant.
- The Search Committee has reviewed the applications for the Training and Tech positions and will interview three candidates for each position. The interview process will be completed by March 7th.
- On Feb. 28th, UHLS will hold an in-house workshop on the new software for completing the State Annual Reports. There have been hardware and software

problems at the State level and UHLS has expressed its concerns.

IV. TREASURER'S REPORT

L. Strnad reviewed the Treasurer's Reports ending December 31, 2000 and January 31, 2001. Reports accepted for filing.

V. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She reviewed the January Purchase Journal, noting the CBA expenditures, the one-time supplemental aid to the libraries, and the Directors and Officers Liability Insurance.

MOTION: L. Strnad moved that the President be authorized to sign the January Purchase Journal totaling \$99,532.12. M. Palmer second. Unanimous.

She noted that the Finance Committee reviewed the reconciled 2000 budget in detail. She pointed out that one of the major areas over-budget was in the equipment line. The increase was due to the fact that 20 additional user licenses were purchased for UHLAN.

MOTION: L. Strnad moved approval of the reconciled 2000 budget. E. DeBerri second. Unanimous.

NEXT Finance MEETING: Wednesday, March 14th at 3:30 PM at UHLS.

Administration Committee

Report by M. Palmer, Chair. She reviewed the Minutes from the February 12th meeting (copied with the original Board Minutes). She noted that the Directors Association had been asked for input on the format of UHLS' printed Annual Report. A majority of the Directors present voted to maintain the current format.

MOTION: M. Palmer moved to maintain the current Annual Report format with the following changes: limit the library narratives to 250 words; have a submission deadline and any library not submitting a narrative by the deadline will have "No Report Available" under their name in the report; add more statistics if available; and modify UHLS' section of the report at the Director's discretion. C. Diamond second. Unanimous.

NEXT Administration MEETING: Monday, March 5th at 3:00 PM at UHLS.

Services Committee

Report by P. Ritter. He reviewed the Minutes from the February 13th meeting (copy filed with the original Board Minutes). He noted that the funds requested in the Construction grant application exceed the amount available. The Services Committee tabled discussion due to lack of a quorum and will take action on the applications at the March 13th meeting.

P. Ritter presented the UHLS Technology Plan. The ASC reviewed the Plan and made changes; the revised Plan was reviewed and approved by the Directors Association. The Services Committee will review the Plan at the March 13th meeting and present it to the Board for approval on March 14th. The Plan must be submitted to the State by the end of the March. Any Trustees having questions or suggestions on the Plan must contact P. Ritter by February 23rd.

NEXT Services MEETING: Tuesday, March 13th at 4:30 PM at UHLS.

Automated Services Committee

P. Ritter, Chair, reviewed the Minutes from the January 23rd meeting. (Copy filed with the original Board Minutes).

NEXT ASC MEETING: Tuesday, February 27th at 9:00 AM at UHLS.

VI. CORRESPONDENCE

February 5, 2001 letter from Assemblyman John McEneny to President P. Erlich.

VII. OTHER BUSINESS

Library Lobby Day is March 20th. Car pool will be leaving from UHLS at 8:30 AM. The New Century Libraries initiative will be presented to the legislators.

The NYSALB Annual Conference will be held in Kingston, NY on May 4-5, 2001.

VIII. PRIVILEGES OF THE FLOOR

C. Diamond reported that Watervliet received their Gates computers and the installation went smoothly. He commended Rawdon Cheng, who spent the better part of two day working at the library, for his assistance in making the transition seamless.

P. Erlich reported that Rensselaer also received their Gates computers, and he also highly commended Rawdon Cheng for his great cooperation and direction.

MOTION: at 5:40 PM, C. Diamond moved to adjourn. M. Palmer second. Unanimous.

NEXT Board MEETING: Wednesday, March 14th at 4:30 PM at UHLS.

Heidi A. Fuge
2/22/01