



Board of Trustees

MINUTES OF THE February 15, 2002 MEETING

TRUSTEES

Present: Erin Apostol, Gordon Batcheller, Charles Diamond,
Philip Erlich, Robert Ganz, John Quinan, Lynne Strnad
June Tyrrell

Excused: Melissa Palmer, Mary Ellen Schroder, Hawley Zwahlen

UHLS STAFF: Phil Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

President P. Erlich convened the meeting at 4:35 PM.

I. MINUTES

MOTION: J. Quinan moved to accept the Minutes of the January 9, 2002 Board meeting. J. Tyrrell second. Unanimous.

II. DIRECTOR'S REPORT

P. Ritter highlighted the following in his written report:

- ? the ALA Mid-Winter conference was very successful
- ? he was pleased with the attendance and responses to the first Library Advocacy Advisory Council meeting. The next meeting will be held following the March 6th Board meeting and at that time plans will be made for the NYLA Lobby Day. The participants have indicated a preference for evening meetings.
- ? members of the UHLS Board of Trustees should soon be receiving invitations to the NYSALB Trustee Institute
- ? the UHLS Directory of Member Libraries will be printed once a year. Updates are available on the UHLS Intranet.
- ? there are still many problems with the software for the State Annual Reports. Several libraries have not yet started the Report and it is taking 10-20 hours to input the data. This is not acceptable and is a waste of time. The libraries have been encouraged to contact the Division of Library Development as well as the software company to express their complete disapproval.

III. TREASURER'S REPORT

Presented by L. Strnad. She noted the transfer of funds to pay the first 10% of the cost of the new automation system.

MOTION: E. Apostol moved to accept the December 2001 and January 2002 Reports. C. Diamond second. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She presented the Purchase Journal for the balance of December 2001 and the January 2002 Purchase Journal. The Finance Committee did not have a quorum.

MOTION: L. Strnad moved that the President be authorized to sign the balance of the December 2001 Purchase Journal totaling \$7,378.31 and the January 2002 Purchase Journal and Payroll totaling \$135,809.55. J. Tyrrell second. Unanimous.

R. Ganz noted that the Board should not have to approve the Purchase Journals. He would like to see this action re-considered. If the Board is going to continue to be required to approve the Purchase Journals, then he would like to get them in advance of the meeting in order to have time to review them even if it means a month lag.

P. Erlich will refer this matter to the Administration Committee for consideration. He noted that it is possible that just the Finance Committee needs to review the Purchase Journals. He will suggest that the Administration Committee check into the legislation governing this.

L. Strnad noted the following:

- ? the audit will begin on April 1st
- ? an amended budget will be submitted mid-year
- ? a Draft 2003 budget will be submitted for initial consideration in August or September

Administration Committee

Report by C. Diamond, Chair. He noted the following:

- ? the Classification Study is on schedule
- ? the Committee reviewed and accepted the Trustee Awards criteria
- ? the Committee considered a request from the Directors Association to change the date of the Annual Dinner meeting.

MOTION: C. Diamond moved that the date of the Annual Meeting be changed to Tuesday, June 11th. The site (Albany Country Club) and speaker (Robert Freeman) are both available on that date. G. Batcheller second. Unanimous.

- ? the Committee reviewed a letter from OGS regarding the Task Force lease and feels that the \$13 per square foot should continue to be the rate under consideration.

MOTION: C. Diamond moved that a letter be sent to OGS stating that the \$13 per square foot rate stands and if that is accepted, then UHLS would be willing to negotiate the lease term and those repairs that are the responsibility of the landlord. R. Ganz second. Unanimous.

Services Committee

Report by P. Ritter. The Committee did not meet due to lack of a quorum so the following matters were brought for Board consideration:

- ? the William Meredith Advocate of the Year Award and the Program Awards. J. Quinan suggested that in the Program Awards, the wording should be changed to read: "libraries may only apply in one category"

MOTION: R. Ganz moved to accept the same criteria that were used in 2001 with the above change. J. Tyrrell second. Unanimous.

? UHLS Directors Association recommendation: *The Directors Association approved the proposal of narrowing down the Pool Collection by phasing out the adult non-fiction, YA fiction, juvenile fiction, juvenile nonfiction, easy readers, and nonfiction video collections with the provision that the member libraries that deem a specific collection important may develop a methodology and administration for independently continuing the rotation of the collections among member libraries.*

P. Ritter noted that the Recommendation was suggested by the 9-member Pool Collection Planning Committee and approved by the Directors Association. The result of this Recommendation will be that six collections will be eliminated due to age of materials and lack of interest in the collection. If there are any libraries that maintain an interest in the eliminated collections, they may informally rotate these items among themselves. The funds that would have been spent on these collections will be used to strengthen the remaining collections.

G. Batcheller asked about the number of Directors in attendance at the Directors Association meeting. P. Nonamaker noted that there were eleven Directors and the approval was unanimous. Further discussion regarding the decision process. R. Ganz suggested that more process might be necessary so that the Board could be satisfied with the final decision. P. Nonamaker noted that the representatives for the small libraries did a good job of getting and relaying feedback from the libraries.

G. Batcheller noted that he was satisfied with the process; he was concerned about the direction that this might be taking for the future of the Pool Collection.

P. Ritter noted that the Pool Collection Planning Committee is composed of representative directors and UHLS staff. The Committee was authorized by the Directors Association and charged to discuss the future of the Pool Collection. The Committee must decide what emphasis, if any, should be placed on this Collection and what direction it should take. The purpose of the Committee is to provide a mechanism to focus the discussion and to try and remove this as a divisive issue by building a consensus on the Collection.

G. Batcheller expressed concern about the lack of attendance at the Directors Association meeting. R. Ganz noted that the Board should make sure that the interests of the small libraries are protected and he would have been more concerned if the vote was not unanimous or close to unanimous.

MOTION: R. Ganz moved to accept the Recommendation of the Directors Association and the Pool Collection Planning Committee. J. Quinan second.
YES - 7 NO - 1 (G. Batcheller) Motion passed.

Automation Services

P. Ritter reviewed the Minutes from the January 15, 2002 meeting. UHLS is continuing to prepare for migration and there is a lot of behind-the-scenes work being accomplished. *epixtech* will begin work on the UHLS account this month.

V. DIRECTORS ASSOCIATION LIAISON

Report by P. Nonamaker.

- ? at the February Directors Association meeting, Sara Dallas proposed a NYSCA grant for folklore presentations and there was definite interest among the Directors
- ? a Technology Advisory Council has been created to look at hardware and software issues
- ? RoadRunner is the new service provider for UHLS
- ? a group workshop will be developed for Designing Disaster Plans

VI. TRUSTEE REPORTS

L. Strnad reported that ALTM has appointed a new Director, Ginny LaJuene.

R. Ganz reported that GUIL will hold its first *Carol Hamblin Noted Author Luncheon* on June 8th. Joe Persico will do the reading.

VII. OTHER BUSINESS

P. Erlich appointed L. Strnad Chair of the Nominating Committee. The Committee will present a slate at the May Board meeting for election at the June Annual Meeting.

P. Erlich encouraged Trustees to ask member of their local Boards to serve on this Committee and report at the March meeting.

R. Ganz asked if the UHLS staff would look at the conference schedule for the year and see if there is anything that the Trustees should attend. He noted that the NYSALB workshops were very useful.

MOTION: at 6:17 PM, J. Quinan moved to adjourn the meeting. J. Tyrrell second. Unanimous.

NEXT MEETING: March 6th at 4:30 PM. NOTE DATE!!!

Heidi A. Fuge
2/19/02

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT

For January 2002

February 13, 2002

ALA Midwinter Conference – Philip Ritter, Sara Dallas, and Mary Fellows attended this annual working conference of the American Library Association during January 18-21, 2002, in New Orleans. While the emphasis is on attending committee meetings, various programs and exhibits were available.

Library Advocacy Advisory Council – This newly created advisory group held its organizational meeting on January 30 with sixteen persons present. Tentative plans were made for the NYLA Legislative Day on March 19, and various national, state, and local library issues were identified. The next meeting is scheduled for **Wednesday, March 6, at 7:00 p.m.**

Numbers Tell the Story – As part of this grant, Polly Alida Farrington will present three workshops. *Excel and Numbers Tell the Story* on March 22, 9am-1pm, at EGRN, and on March 27, 1-5pm, at UHLS. *Powerpoint and Numbers Tell the Story* on April 10, 9am-1pm, at UHLS.

Summer Reading Program – UHLS received two grants that will assist in bringing the **Mother Goose Jazz Band** to various member libraries for performances that will take place during the summer. The Albany County Arts Council granted \$4,515, and the Rensselaer County Arts Council granted \$2,700 to UHLS to assist in the funding of these special programs.

NYSALB Trustee Institute – This annual training institute for library trustees is being held at the Holiday Inn Turf in Albany on May 3-4, 2002. A Friday evening dinner will be followed on Saturday by these programs: *How To Become a Public Library District*, *Trustee Marketing/Advocacy*, *Freedom of Information and Open Meeting Law*, *Disaster Planning*, and *Technological Changes Impacting Library Services*. Invitations will be mailed in February.

Philip W. Ritter, Director