

## BOARD OF TRUSTEES

February 12, 2003

### MINUTES



**PRESENT:** Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, Robert Ganz, Mary Alice Molgard, George O'Connor, John Quinan, Paula Read, Lynne Strnad,

**EXCUSED:** Mary Ellen Schroder, June Tyrrell

**ABSENT:** Hawley Zwahlen

**UHLS STAFF:** Philip Ritter, Heidi Fuge

4:35 meeting called to order by President P. Erlich

#### I. OATH OF OFFICE

President P. Erlich administered the Oath of Office to the new trustees: Paula Read (BETH) and George O'Connor (TROY) and appointed them to the Board of Trustees.

P. Erlich appointed P. Read and G. O'Connor to the Administration Committee. He appointed C. Diamond Chair of the Administration Committee.

#### II. MINUTES

**MOTION:** E. Apostol moved to accept the Minute of the January 8, 2003 meeting as presented. J. Cannell second. Unanimous.

#### III. DIRECTOR'S REPORT

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

- the migration to the Horizon Sunrise system has been an adventure and a struggle. There have been a series of problems with the new system. It is a good system, and the UHLS and Dynix staff are now in the process of debugging it. The Technology Services Department is creating a listserv for questions, problems, solutions and answers about the system as we use it. The Implementation Team held a marathon 4 hour meeting with Dynix and at that point, the staff at Dynix finally realized that the problems were on their end. P. Ritter is now scheduled for a conference call with the Dynix CEO.

R. Ganz noted that Guilderland had made substantial progress in solving the problems that they were experiencing with the system. He asked about the vacation that had been scheduled for Rawdon Cheng, Manager, Technology Services in February. P. Ritter responded that R. Cheng has cancelled his long-planned trip to Hong Kong in recognition of the problems with the new automation system.

P. Ritter noted that Dynix has agreed to pay for an outside consultant, from Boston, to come to UHLS to assist with the system problems. In addition, Dynix will be sending the appropriate people here from their headquarters

in Provo. P. Ritter noted that there will not be any more payments to Dynix until he is satisfied that all of the problems have been resolved. PC Reliance, the program that the libraries are supposed to use when the system is down, has also been problematic and he will see if Dynix will offer some financial consideration for the difficulties experienced in using it.

### **III. TREASURER'S REPORT**

L. Strnad reviewed the Treasurer's Reports for January 2003 and the revised December 2002 report. She noted that the December report had been revised since there were additional 2002 expenses paid in January 2003.

**MOTION:** R. Ganz moved to accept the revised December 2002 and the January 2003 Treasurer's Reports. M Molgard second.  
AYES: 9, ABSTENTION: 1. Motion passed.

### **IV. COMMITTEE REPORTS**

#### Finance Committee

Report by L. Strnad, Chair. She noted that the Finance Committee reviewed and approved the additional December 2002 expenses totaling \$23,028.56 and the January 2003 Purchase Journal and payroll totaling \$131,358.42

The reconciled 2002 Budget will be sent out with the March Board information for review at the March 12<sup>th</sup> meeting.

Discussion regarding the 2003 budget. P. Ritter explained that the Governor has proposed a 15% reduction in state aid. If it takes place, everyone, including the member libraries' portion of state funding, will be affected. After a review of the budget situation, he reported that UHLS would be able to balance the budget without a significant impact on the services to the members. Currently, he has requested all Managers to hold off on any discretionary expenditures pending information on the state aid. L. Strnad noted that the Finance Committee monitors the income and expenses via the Treasurer's Report and the Purchase Journal and will continue to do so.

L. Strnad reported that, in view of the budget situation, the Finance Committee discussed the possibility of a Financial Review for 2002 instead of an audit. The Review would be a savings of approximately \$2,500. The UHLS auditors are comfortable with the Review due to the fact that the UHLS financial records are complete and accurate.

**MOTION:** L. Strnad moved that the Board contract with Urbach, Kahn and Werlin for a financial Review for the year ended December 31, 2002 instead of an audit. J. Cannell second. Unanimous.

P. Erlich asked the Administration and Finance Committees to consider establishing a schedule for Reviews and Audits.

L. Strnad reported that the Finance Committee has received proposals from Troy Savings Bank and Key Bank for refinancing the mortgage on 28 Essex St. There is

the possibility of a savings of \$20,000 per year due to the lower interest rates.

**MOTION:** R. Ganz moved that the Board authorize the Finance Committee to accept what it believes to be the best proposal and rate and sign a commitment letter without further recourse to the Board of Trustees. E. Apostol second. Unanimous.

#### Administration Committee

Report by C. Diamond. He reviewed the written report from the February 10<sup>th</sup> meeting.

- the committee reviewed the evaluation from the structural engineer and there are no major structural concerns at this time. A letter will be sent to the Task Force noting the completion of the evaluation.
- Bagdon Environmental is the company of choice for the air quality survey but further information regarding tests to be conducted will be requested.
- the committee reviewed the criteria for the Trustee of the Year Award.

**MOTION:** C. Diamond moved to continue with the Trustee of the Year Award as proposed. R. Ganz second. Unanimous.

J. Cannell proposed the establishment of a Director of the Year Award. He noted that the Trustee Award, Program Award (and a possible Director Award) are valuable publicity tools for the member libraries. P. Erlich asked the Administration Committee to consider establishing this Award using recommendations for criteria from the Directors Association. He asked J. Cannell to contact the Directors Association for criteria suggestions. R. Ganz asked if there was any way that this award would cause friction among the member libraries? J. Cannell did not think it would.

Consensus to pursue establishment of this Award and to offer the criteria to the Board for consideration at the March 12<sup>th</sup> meeting.

#### Services Committee

Report by J. Quinan, Chair.

**MOTION:** J. Quinan moved to continue with the Program of the Year Award and the William H. Meredith Advocate of the Year Award as proposed. R. Ganz second. Unanimous.

**MOTION:** J. Quinan moved that Mary Perrin Scott be appointed to the Outreach Advisory Council to fill a vacancy. R. Ganz second. Unanimous.

P. Erlich appointed J. Tyrrell *ex-officio* member of the Outreach Advisory Council.

#### Automated Services Committee

The minutes from the January 7, 2003 and the January 28, 2003 meetings were distributed.

#### Nominating Committee

P. Erlich appointed J. Cannell Chair of the Nominating Committee for UHLS Trustees. He asked the Trustees to check back with their local Boards for

volunteers to serve on this Committee. He would like to appoint the Committee members at the March meeting.

The following positions are under consideration:

- Trustee from a small Rensselaer County Library to complete Gordon Batcheller's term term expires 2007
- Trustee from a medium Rensselaer County Library Philip Erlich - eligible for a second term term begins in 2003 - expires in 2008
- Trustee from Troy term begins in 2003 - expires in 2008
- Trustee from Bethlehem term begins in 2003 - expires in 2008
- Trustee from medium Albany County Library term begins in 2003 - expires in 2008 (John Quinan - not eligible for a third successive term)

#### **V. TRUSTEE REPORTS**

R. Ganz reported that March 18<sup>th</sup> is Library Lobby Day. He noted that it is important to have volunteers and people other than librarians visiting the legislators and voicing support for library funding. In this year of budget cuts, it is vital to be vocal in order to prevent a disproportionate cut because other agencies are also actively lobbying for funds.

E. Apostol reported that the New York Library Association (NYLA) and the New York State Association of Library Boards (NYSALB) are coordinating efforts for Library Lobby Day and further information can be obtained from their websites. The NYSALB Annual Trustee Training Institute will be held on May 2-3 this year.

P. Ritter asked if UHLS should continue its \$200 membership in NYSALB? E. Apostol and R. Ganz thought it was very worthwhile and should be continued.

P. Ritter noted that in the handout materials for the trustees there were newsletters from three member libraries: Colonie, the Poestenkill Friends Group and Guilderland. As libraries send us their newsletters, they will be re-distributed to the UHLS trustees. J. Cannell noted that Albany's newsletter is available online.

6:07 PM meeting adjourned.

Heidi A. Fuge  
2/14/03

## **UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For January 2003**

February 12, 2003

**PULISDO Meeting** – UHLS hosted a special meeting of the Public Library System Directors Organization on January 6, 2003. Our delegation then met with Richard P. Mills, President of the University and Commissioner of Education at the New York State Education Department, during which we discussed the creation of public library districts and future funding of public library systems.

**Meeting with KeyBank Officials** – Mike Zovistoski, Phil Ritter, Heidi Fuge, and Joe Sherry met with Derek Beitzel and John Rajter of KeyBank on January 9, 2003, to discuss a low-interest, long-term loan for the UHLS building mortgage. A proposal will be presented to the Finance Committee for their review.

**Martin Luther King Jr. Holiday** – In order to prepare for the “go live” date of the new automation system, this holiday was observed by UHLS as a “floating” holiday and we were open for business as usual.

**UHLAN Contracts** – As of January 31, 2003, UHLS has received 25 out of the 29 Contracts from the Member Libraries that were due by the end of this month.

**Shelving** – Five ranges of shelving have been given to the William K. Sanford Town Library to used during their renovation with the understanding that they will make them available to other UHLS member libraries when they no longer need them.

**Dynix – Dynix** is the new name of our library automation company. As of January 22, 2003, *epixtech* changed back to a name that it used several years ago. There is no change in the internal operation of the company or in the software that we are purchasing, **Horizon Sunrise**.

**Migration to Horizon Sunrise** – With only a one-day delay, the migration to the Horizon Sunrise Automation System began on January 24, 2003. There were some initial problems, especially with the interim use of PcReliance, and it has not been possible to implement all aspects of the system to date. However, the Implementation Team, UHLS staff, and Dynix staff have been working very hard to make the system operate as it should. A great deal of progress has been made during the last week of January, and it is expected that the system will be functional within the next month.

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**Imagination River Storytelling Camp** – This LSTA grant program is in full swing at the Albany Public Library, Altamont Free Library, Castleton Public Library, Troy Public Library-Lansingburgh Branch, and their partner middle schools. Storytellers have been helping students understand story types, recognize levels of meaning in stories, identify story techniques, and evaluate the literary and oral merit of stories. In February, the school break will provide opportunity for a three-day storytelling camp hosted by the public libraries for ten students from each class.

**Riverway Storytelling Festival** – The funding partners for this festival, to be held during April 3-5 in Albany, have grown to include **Hudson River Bank & Trust, Stewarts, Times Union, Urbach Kahn & Werlin, and WAMC**. In-kind partners include the Albany Public Library and various independent bookstores. Publicity and specifics of the program are being finalized.

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**Philip W. Ritter**  
**Executive Director**