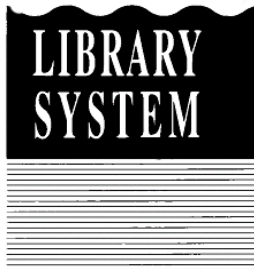




**BOARD OF TRUSTEES**  
**February 8, 2006**  
**MINUTES**



**PRESENT:** Erin Apostol, Rachel Baum, Cris Blanchard, Jeffrey Cannell, Charles Diamond, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, James Reilly, Pat Spohr, Hawley Zwahlen

**EXCUSED:** Lois Prenovost

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

4:32 PM Meeting called to order by C. Diamond, President

**I. MINUTES**

**MOTION:** M. Muller moved to accept the January 11, 2006 Minutes as presented. E. Apostol seconded. Unanimous.

**II. UHLS STAFF REPORT**

P. Ritter supplemented his written report with the following information:

- Courier service - C D & L has determined that, although it can't be proved to the point of prosecution, several of their employees were responsible for the items that were lost by the libraries. C D & L terminated one employee and transferred several others in an attempt to make sure that this doesn't happen again. The company issued a check for \$9,116 for the first large set of library claims. The second set of claims will be paid in late February or early March.  
R. Baum asked how the new nylon bags for CDs, DVDs and small items are working out? P. Ritter responded that there is a mixed response from the libraries - some love them and others hate them, thinking they are too much extra work. He has made it clear to the libraries that it is their individual decision as to whether they use the bags or not.
- OverDrive has been extremely successful. At this time, there are 1,041 items available and 931 are checked out. APLM has purchased more content and COLN is considering doing so.
- UHLAN fee schedule for 2007 - P. Ritter distributed the 2007 fee schedule which was sent to the libraries, as per the UHLAN contract, at the end of January.
- NYS Reports - the System report was just unlocked and made available for data entry. The March 1<sup>st</sup> deadline for submission has not changed. 27 member libraries submitted their Reports to UHLS by the Feb. 6<sup>th</sup> deadline. To date, 10 of those reports have been reviewed by H. Fuge and approved for submission to the State.
- P. Ritter will be on vacation from Feb. 13<sup>th</sup> through the 17<sup>th</sup>.
- NYLA Lobby Day will be held on March 14<sup>th</sup>. P. Ritter will have a schedule of legislator

visits at the March 8<sup>th</sup> Board meeting. We will need two spokespersons from the Board. C. Diamond volunteered. One more will be needed.

### III. TREASURER'S REPORT

Report by M. Molgard. She presented the January report, noting that there has not been a great deal of activity yet.

**MOTION:** E. Apostol moved acceptance of the January 2006 Treasurer's Report. R. Baum seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. She reviewed the January Purchase Journal, highlighting the larger expenditures. She noted that the Finance Committee approved the January Purchase Journal and Payroll totaling \$233,002.58

The Finance Committee reviewed the 2005 Reconciled Budget and recommends its approval by the Board. She explained that the figures in the Reconciled Budget are the figures used in the financial portion of the state annual report.

**MOTION:** J. Reilly moved acceptance of the Reconciled 2005 Budget and the financial portion of the 2005 State Report. M. Muller seconded. Unanimous.

**NEXT Finance MEETING:** Wednesday, March 8<sup>th</sup> at 4:00 PM.

#### Administration Committee

Report by J. Reilly, Chair. The Administration Committee reviewed, and approved, the Memo and criteria for the 2005 Trustee of the Year Award.

Discussion regarding possible speakers for the June Annual Dinner meeting. J. Reilly requested ideas from the Board members. E. Apostol mentioned Ron Curmani who could speak on libraries and publicity. M. Molgard mentioned Sister Ann Smollen who could speak on motivational and interpersonal techniques. E. Apostol mentioned that another group of storytellers might also be considered.

J. Reilly reported that the Administration Committee will be considering a contract with another realtor. J. Cannell recommended a broker who has assisted the Albany Public Library.

The HVAC work has been completed and UHLS saw a savings of over \$7,000 in utilities bills in 2005.

**NEXT Administration MEETING:** Monday, March 6<sup>th</sup> at 4:00 PM, if needed.

Services Committee

Report by E. Apostol, Chair. The Committee reviewed, and approved, the Memo and criteria for the 2005 Program of the Year Award. The William Meredith Advocate of the Year Award was extensively discussed and significant changes made to the criteria in order to make clear the type of person being honored. The Committee wants to recognize someone who has been especially active in advocating on behalf of public libraries either locally, or at the state or national level.

Discussion regarding the criteria. J. Cannell asked about a Volunteer of the Year Award? P. Ritter suggested developing the criteria this year and beginning the Award in 2007. R. Baum suggested a Junior Volunteer of the Year Award.

**NEXT Services MEETING: Wednesday, March 8<sup>th</sup> at 3:30 PM, if needed.**

Automated Services Committee

The Minutes were distributed in the Board packet. There were no questions.

**NEXT Automated Services MEETING: Tuesday, March 28<sup>th</sup> at 9:00 AM**

**V. TRUSTEE REPORTS**

J. Cannell (Directors Association) reported that the Albany Public Library hosted a 2-day workshop conducted by Libraries for the Future. The workshop taught librarians how to connect with their communities. Four librarians from the UHLS member libraries, and the System, attended. Additional sessions will be held in March and April.

M. Molgard (Berne) reported that the library received \$4,000 for their building fund from the Sorrus Foundation. The Berne Town Board and Town Supervisor have publicly given their support to the building project.

C. Blanchard (Sand Lake) reported that the library is working on a library services satisfaction survey for the community. They want to try and reach people who do not usually come into the library and find out why they don't use library services.

**MOTION:** J. Reilly moved to adjourn. C. Blanchard seconded. Unanimous. Meeting adjourned at 5:30 PM.

**NEXT Board MEETING: Wednesday, March 8<sup>th</sup> at 4:30 PM.**

Heidi A. Fuge  
2/9/06

## EXECUTIVE DIRECTOR'S REPORT For January 2006

February 8, 2006

**Courier Delivery Service** – As a result of UHLS experiencing a large number of “**lost in transit**” items during the past several months, CD&L launched an intensive internal investigation as to the cause of this increase in losses. CD&L has also authorized the payment for the first group of reported losses and requested that UHLS submit any additional claims. That is being done on a regular basis, but we are still waiting for the initial payment. We have received no further information regarding the findings of the investigation.

**OverDrive** – After three weeks of this new and exciting service, I can report that UHLS now has **1011** titles in the database, of which **968** are unique (we have more than one copy of several books). About two-thirds are **audiobooks**, and one-third are **ebooks**. We have fiction and non-fiction, including children's titles as well as adult titles. On January 24<sup>th</sup>, **649** titles were checked out, with **5** in mobipocket format, **172** in adobe format, and **472** in audiobook format. Jo-Ann Benedetti and Heidi Fuge created several pamphlets and handouts on this new service for the member libraries that can be downloaded from the Intranet.

**UHLAN Contracts – Rate Schedules** of the UHLAN fees for 2007 that will be charged to each member library were sent on January 23<sup>rd</sup> to all the directors. They are to use these figures in preparing their library's budgets for 2007. The estimated fees for 2008 were also included with an explanation that these figures will be recalculated in January 2007.

**New York EqualAccess Libraries Institute** – The initial two days of full-day workshops will be held on February 6<sup>th</sup> and 7<sup>th</sup> at Albany Public Library. UHLS and three of our member libraries---**Albany, Bethlehem, and Guilderland**---will send representatives. **Libraries for the Future** will provide funding for the training, mileage, and lodging. The program will offer individual professional development that will give library staff the skills to design programs and services that respond to community needs, enhance community dialog, and create better community partnerships.

**Annual Reports** – Twenty member libraries have begun working on their online reports, and three of those have been approved for submission. The deadline for submitting the report to UHLS is February 6<sup>th</sup>, and the deadline for submitting it to the State is March 1<sup>st</sup>. The weeks in February will be used by Heidi Fuge to contact library staff and/or part-time/volunteer finance people regarding any questions on the report. The System online report, also due on March 1<sup>st</sup>, has not yet been made available for data entry.

**Riverway Storytelling Festival** – During the month of January, the Festival received a grant of \$1,000 from the Frederick McDonald Trust, an anonymous donation of \$500, and a commitment of housing for the storytellers.

**ALA Midwinter – Mary Fellows** represented UHLS at this annual winter meeting of the American Library Association, held this year in San Antonio during January 21-24. This meeting was the beginning of her one-year appointment on the **Caldecott Committee** that is responsible for selecting the illustrator of a children's book who will win the Randolph Caldecott Medal each year.

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