



**UHLS BOARD OF TRUSTEES**  
February 21, 2007  
**MINUTES**

**PRESENT:** Jeffrey Cannell, Charles Diamond, Brian Hartson, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Paula Read, James Reilly, Richard Young, Hawley Zwahlen

**EXCUSED:** Erin Apostol, Cris Blanchard, Lois Prenovost, Pat Spohr

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

**4:41 PM** - meeting called to order by C. Diamond, Chair. He asked to take a moment to “acknowledge Jeff Cannell’s imminent departure from our ranks.”

**I. MINUTES**

**MOTION:** P. Read moved acceptance of the January 10, 2007 Minutes. J. Reilly seconded. Unanimous.

**II. EXECUTIVE DIRECTOR’S REPORT**

P. Ritter reported the following:

- three libraries still have to answer some questions regarding their Annual Reports before H. Fuge can submit them to the State. Those libraries are: Albany Public, Rensselaerville and Watervliet. All of the other reports have been reviewed and submitted.
- any trustees who have not received information regarding the annual Trustees Institute can contact him for a brochure.
- Library Lobby Day will be held on Tuesday, March 13<sup>th</sup>. He distributed, and reviewed, a schedule of appointments with area legislators. It is important that trustees and library patrons are involved in these appointments. And it is especially important that there should be people in the UHLS group from each of the legislators’ districts. C. Diamond requested a copy of the legislative talking points distributed by NYLA so that he can prepare in advance of the meeting. P. Ritter will send him, and R. Young, copies of the information.

**III. TREASURER’S REPORT**

Report by M. Molgard. She pointed out the statement on the report noting that the December figures have been adjusted to account for accruals.

**MOTION:** M. Muller moved acceptance of the January 2007 Treasurer’s Report. L. Lundgren seconded. Unanimous.

**IV. COMMITTEE REPORTS**

Finance Committee

Report by M. Molgard, Chair. The Committee reviewed and approved the January 2007 Purchase Journal and Payroll totaling \$161,314.65.

The Committee reviewed the Reconciled 2006 Budget. M. Molgard noted that these are the financial figures used in preparing the 2006 State Annual Report.

**MOTION:** L. Lundgren moved acceptance of the Reconciled 2006 Budget and the 2006 State Annual Report. M. Muller seconded. Unanimous.

M. Molgard reported that the Committee was asked to consider an emergency allocation of \$16,403 for automation equipment. The funds would come from the Automation Reserve Account.

**MOTION:** P. Read moved approval of the \$16,403 automation expenditure with the funds being drawn from the Automation Reserve Account. M. Muller seconded. Unanimous.

**NEXT Finance Committee MEETING: Wednesday, March 14<sup>th</sup> at 4:00 PM**

Administration Committee

Report by P. Read. She reviewed the Minutes from the February meeting. She noted that the Committee asked the trustees to encourage their Boards and Directors to make nominations for the Trustee of the Year Award.

Discussion regarding a Speaker for the Annual Meeting.

**MOTION:** J. Cannell moved that Rachel Baum, NYLA President and former UHLS staff member, should be asked to be the keynote speaker in recognition of her work and position. J. Reilly seconded. Unanimous.

**NEXT Admin. Committee MEETING: Tuesday, March 12<sup>th</sup> at 4:00 PM**

Services Committee

Report by L. Lundgren. She noted that the Committee discussed the criteria for the Program of the Year Award and clarified what activities were eligible to be nominated.

The Committee also discussed the creation of another Award - Volunteer of the Year.

**MOTION:** M. Molgard moved acceptance of the creation of the criteria for a Volunteer of the Year Award. B. Hartson seconded. Unanimous.

The Committee also discussed the proposed revised allocations for the Construction grants. P. Ritter noted that the final decisions on the \$14 million Construction grants will be made by the Dormitory Authority.

The Division of Library Development suggested some minor revisions to the UHLS Plan of Service.

**MOTION:** J. Reilly moved acceptance of the revisions to the Plan of Service. M. Molgard seconded. Unanimous.

**NEXT Services Committee MEETING: Wednesday, March 14<sup>th</sup> at 3:30 PM**

### Automated Services Committee

Report by P. Ritter, Chair. He noted that the Minutes from the January meeting had been distributed and asked if there were any questions. He pointed out that the AquaBrowser proposal is not related to the automation equipment request already approved.

M. Molgard mentioned that people can probably anticipate computer problems with the earlier date that has now been established for Daylight Savings Time.

### **V. TRUSTEE REPORTS**

- J. Cannell (Albany) - the Albany voters passed a \$29 million referendum for the library. He feels that this demonstrates a powerful vote of confidence for the Library.
- C. Diamond (Watervliet) - the Watervliet library held its first annual Love My Library dinner and it was a resounding success. There were over 250 attendees and Jeff Cannell was the Keynote Speaker. Among the attendees were several local legislators including Bob Best, Sean Ward, Ron Canestrari and Robert Carlson, Mayor of Watervliet.
- M. Molgard (Berne) - the library committee will be meeting with the Town Board in regard to the building project. The library would like an official survey of the property with a legal description; the Town Board was not certain that this was necessary.

### **VI. PRIVILEGES OF THE FLOOR**

J. Cannell announced that this was his last Board meeting because he would be leaving Albany Public Library to take a new position as Deputy Commissioner for Cultural Education. He noted that the UHLS Board was well-balanced with input from both the trustees and the staff and he appreciated the thoughtfulness that the Board members gave to all issues. He pointed out that the System had taken an important step when it added a Directors Association member as a full Board member, a step that is still not a general policy with the majority of the Library Systems. He thinks that this willingness and openness bodes well for the organization.

P. Ritter expressed his personal appreciation to J. Cannell as both a Board member and as the Director of the Central Library.

Congratulations and best wishes were expressed by other Board members.

**MOTION:** J. Reilly moved to adjourn the meeting. M. Molgard seconded.  
Unanimous. Meeting adjourned at 5:45 PM.

**NEXT Board MEETING: Wednesday, March 14<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
2/22/07

## **EXECUTIVE DIRECTOR'S REPORT For January 2007**

**February 14, 2007**

**UHLAN Contracts – Rate Schedules** of the UHLAN fees that will be charged to each member library in 2008 were sent on January 24<sup>th</sup> to all the member library directors. They are to use these figures in preparing the operating budget for their library in 2008. It should be noted that UHLS must approve a new UHLAN Contract for 2009-2011 before the end of 2007.

**Annual Reports** – Twenty-five member libraries have begun working on their online reports, and six of those have already submitted their reports. The first three libraries to complete their reports were Rensselaer, Valley Falls, and Bethlehem. The deadline for submitting the report to UHLS is February 5<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 is also due on March 1<sup>st</sup>, and we are working on this report.

**ALA Midwinter – Mary Fellows** represented UHLS at this annual winter meeting of the American Library Association, held this year in Seattle during January 19<sup>th</sup>-24<sup>th</sup>. Mary will be completing 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.

**NYS Coalition Against Sexual Assault** – This new tenant of our building began to move in on January 22<sup>nd</sup>. The construction work was finished on time and was approved by the Albany City Building Inspector, who congratulated us on having done a "fine job."

**Therapy Dog Reading Program** – UHLS continues to offer this special program to its member libraries. On **Wednesday, January 31<sup>st</sup>**, Heidi Fuge and Tymber conducted a **Reading Circle** program at the **Castleton Public Library**. Tymber is a four-year old Australian Shepherd who has been involved in the reading program for almost two years. Participants read a page apiece and then had a chance to hold Tymber.

**Exterior Locks of Building** – Heidi Fuge is working with a local locksmith to have all of our exterior doors re-keyed. This project was initiated because of an unauthorized entry into the building by someone with keys who used the security code assigned to our cleaning company. The security code was changed immediately. Nothing was disturbed or removed from the building, but the cleaning company could not account for the unauthorized entry.

**NYLA Lobby Day** – UHLS will participate again this year in the annual Lobby Day at the NYS Legislature on **Tuesday, March 13<sup>th</sup>**. The day will begin during 8:30-9:30 a.m. with a complimentary breakfast for legislators and staff, NYLA Leaders, Legislative Committee members, and other early bird arrivals in **Meeting Room 6, Concourse Level of the Empire State Plaza**. READ photographs will be taken of legislators. **Rally and Speeches** will be held during 11:30 a.m.-12 Noon in the **Well of the Legislative Office Building** (near the elevators on the first floor) to show our support for increased library aid and to hear from scheduled speakers. We are in the process of making appointments with all of our local legislators during 9:30-11:30 a.m. and 1:00-3:30 p.m., and everyone is encouraged to attend all or any of the events during the day. You will be on your own for lunch during 12:00-1:00 p.m. A schedule of appointments will be distributed as soon as all arrangements have been made.

**Kids Cookin' by the Book** – As part of this LSTA grant, **Time-Warner Cable** will be shooting half-hour promos of the seven libraries involved in the grant, to be shown on **Cable on Demand**. Those libraries are Bethlehem, Voorheesville, Castleton, Cheney, Rensselaerville, Troy, and William K. Sanford. It is hoped that the cooking show will air in late February.

**Arts Grant** – UHLS will be receiving a grant of **\$3,510** for the Riverway Storytelling Festival from the **Arts Center of the Capital Region**.

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