

Board of Trustees February 20, 2008

PRESENT: LouAnne Lundgren, Mary Alice Molgard, Ronald Ginsburg, Nancy Pieri, Mary Muller, Erin Apostol, Paula Read, Charles Diamond, James Reilly

EXCUSED: Cris Blanchard, Lois Prenovost, Nikki Caruso

ABSENT: Richard Young, Michael Borges

4:30 PM - Meeting called to order by L. Lundgren, President

I. NEW TRUSTEES

L. Lundgren welcomed R. Ginsburg, the representative from the Altamont Public Library, and noted that she had appointed him to the Finance Committee. He will be serving to complete P. Spohr's term which expires in 2009. She administered the Oath of Office to him. His appointment to the Board had been voted on at the January 2008 meeting.

L. Lundgren read a letter from the William K. Sanford Public Library Board of Trustees appointing Nikki Caruso to fill Hawley Zwahlen's term which expires in 2010. N. Caruso will be appointed to the Finance Committee.

MOTION: E. Apostol moved that the President appoint N. Caruso to the UHLS Board of Trustees to complete H. Zwahlen's term. M. Molgard seconded. Unanimous.

E. Apostol asked about sending a letter to H. Zwahlen and P. Spohr acknowledging their service to the UHLS Board. L. Lundgren will do so.

MOTION: E. Apostol moved to nominate C. Diamond to the position of UHLS Board Secretary. J. Reilly seconded. Unanimous. C. Diamond willingly accepted the position.

II. MINUTES

MOTION: M. Muller moved to accept the January 9, 2008 Minutes as presented. C. Diamond seconded. Unanimous.

III. STAFF REPORT

P. Ritter highlighted the following information:

- *Library Journal* gave Special Mention to the Castleton Public Library in its announcement of the Award for the Best Small Library in America 2008.

- UHLS received a Survey from the State regarding construction and renovation needs and costs in the public libraries. He will be contacting the member libraries for information and asked Board members to alert their Directors to expect this contact.
- On March 3rd UHLS will hold a workshop conducted by Michael Sullivan as part of the Customer Service grant. The workshop, "Breaking All of the Rules" will be held at the Guilderland Public Library. This is the last scheduled program in the LSTA grant-sponsored series. However, since there are still some funds remaining in the grant, J. Benedetti is working on arranging another program on March 20th.
- Karen Hyman has agreed to be the speaker at the Annual Dinner in June. Her 30 - minute presentation will be titled "Reinventing the Customer-Centered Library." In addition, she will conduct a ½ day program, "The Library Test for 2008" for member library staff on June 11th. She is a very exciting, interesting and entertaining speaker.
- UHLS has received 28 of the 29 "Agreement for Computerized Library Services," aka UHLAN contracts.
- 19 member library State Reports have been submitted. The State deadline for the reports is March 1st.
- NYLA Lobby Day will be held on Tuesday, March 11th. P. Ritter distributed the schedule of legislative visits and asked if any other Trustees would like to join the group. L. Lundgren and M. Muller will be attending. C. Diamond expressed his regrets at missing Lobby Day for the first time in a long time but he will be out of town on business.
- NYLA started a program to encourage area legislators to hold open sessions to meet with their constituents in the local public libraries. Assemblyman Bob Riley contacted Colonie and Menands about setting appointments in those libraries. N. Pieri reported that the Bethlehem legislator has spoken with her about setting a time in the Bethlehem library and has suggested that he might like to do this on a quarterly basis. Any legislator up for re-election may not hold these sessions in the public libraries.

IV. TREASURER'S REPORT

M. Molgard reviewed the Report for the period ending January 31, 2008. She noted that it was a quiet month with a small amount of income activity.

MOTION: N. Pieri moved acceptance of the January 2008 Treasurer's Report. M. Muller seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the January Purchase Journal and Payroll totaling \$170,947.57.

The annual financial review, conducted by UHY, will take place at the end of March/beginning of April and the reviewers will report at the May Board meeting.

The Committee reviewed the Reconciled 2007 Budget. The budget ended with a slight deficit due to the fact that the final 10% of the 2007 LLSA and LSSA funds were not received until 2008 due to the delayed approval of the variance request submitted by the Brunswick Library. The figures on the Reconciled Budget are used on the 2007 Annual Report to the State and approval of the Reconciled Budget includes approval of the 2007 Annual Report to the State. Copies of the Annual Report may be obtained from the UHLS offices. The Committee recommends these approvals.

MOTION: J. Reilly moved approval of the Reconciled 2007 Budget and the 2007 Annual Report to the State. C. Diamond seconded. Unanimous.

NEXT Finance Committee MEETING: Wednesday, March 12th at 4:00 PM

Administration Committee

Report by J. Reilly, Chair. He noted that this Committee is engaged in an on-going discussion of an evaluation form for the Executive Director position. The initial process involves working with P. Ritter to define the System's annual goals and then to get feedback from various entities (Trustees, Directors, staff) regarding the attainment of the goals. The evaluation will be kept as brief as possible and the process will be refined to make it as easy, yet comprehensive, as possible. The evaluation form will be effective in 2009.

The electrical work for the generator installation has started. There will be a power outage in the building from the evening of February 27th into the morning of the 28th. Since we are requesting a power cutoff during non-working hours, National Grid will be charging UHLS for the time. The exact cost has not yet been determined.

Due to Lobby Day activities, the Administration Committee canceled its March meeting.

NEXT Administration Committee MEETING: Monday, April 7th at 4:00 PM.

Services Committee

Report by E. Apostol, Chair. She reported that the Committee members reviewed the recommendations from the Coordinated Outreach Advisory Council for the Outreach mini-grant applications. The grant applications must show service to an underserved population and include a community partner. The Council received applications totaling \$41,272.95. Total available funds were \$36,479.

The Committee recommends acceptance of the Advisory Council's recommendations (totaling \$35,934) as follows:

- | | | | |
|-------------|---------|------------------|---------|
| • Albany | \$3,000 | • Castleton | \$2,600 |
| • Altamont | \$2,026 | • Cohoes | \$2,325 |
| • Berne | \$ 676 | • Wm. K. Sanford | \$3,000 |
| • Bethlehem | \$2,950 | • East Greenbush | \$3,000 |
| • Brunswick | \$1,410 | • Guilderland | \$1,870 |

- Cheney \$ 925
- Nassau \$1,400
- RCS \$2,382
- Rensselaer funding denied
- Rensselaerville \$1,260
- Troy \$2,450
- Voorheesville \$2,345
- Watervliet \$2,315

E. Apostol noted that the grant applications were very well written and she credits Jo-Ann Benedetti for this due to the workshop that she conducted in December on grant writing skills.

MOTION: E. Apostol moved acceptance of the funding for the Outreach mini-grants as presented. M. Muller seconded. Unanimous.

The Committee reviewed the summary of the invitational LSTA grant “Explore Your Shore.” The funds for this grant were appropriated in advance and UHLS was invited to apply for a pre-determined amount of \$11,022 per year for two years.

MOTION: C. Diamond moved to authorize the President to sign the application for the “Explore Your Shore” LSTA grant. N. Pieri seconded. Unanimous.

The Committee heard a report from P. Ritter regarding the current situation with the delivery service. Beginning in December, the service disintegrated. There was constant turnover and upheaval in the personnel at Velocity. In addition, the unified service (with SALS, MVLS, and CDLC) was not working as it had appeared on paper. 99% of the UHLS materials being moved by the courier were moving among the member libraries. There was not as much out-of-System movement as had been originally anticipated. UHLS can get out of the three-year contract with Velocity with 60 days notice. However, there needs to be something in place in order to do this. The Committee recommends that the Board give P. Ritter the authority to develop and disseminate an RFP for bids for delivery services.

MOTION: J. Reilly moved to authorize P. Ritter to develop and issue an RFP for bids for delivery services and to engage in negotiations with any respondents. Any final contract requires Board approval. E. Apostol seconded. Unanimous.

NEXT Services Committee MEETING: Wednesday, March 12th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the Minutes from the last ASC meeting had been sent with the Board information and asked if there were any questions. No questions.

NEXT Automated Services MEETING: Tuesday, March 25th at 9:00 AM

VI. OTHER BUSINESS

P. Ritter noted that the UHLS By-Laws need to be updated to include the new Mission Statement in the Plan of Service. The By-Laws have not been reviewed since 2002. L. Lundgren referred the By-Laws review to the Administration Committee.

VII. TRUSTEE REPORTS

- C. Diamond (Watervliet) reported that the Library recently held their second annual “I Love My Library” fundraising dinner with over 200 people attending. Several prominent local citizens spoke about the value of the library to the community. Speakers included Watervliet Mayor Michael Manning and Assemblyman Ron Canestrari. Albany County Legislator Bob Beston, the driving force behind the first dinner, presented the library with a \$5,000 check. The evening netted the library over \$10,000.
- Ron Ginsburg (Altamont) reported that the Library recently held their first “I Love My Library” dinner with 164 people attending. There was a silent auction and also a live auction conducted by Elisa Streeter. The library raised approximately \$17,000.

MOTION: E. Apostol moved to adjourn. R. Ginsburg seconded. Unanimous.

Meeting adjourned at 5:30 PM.

NEXT Board MEETING: Wednesday, March 12th at 4:30 PM.

Heidi A. Fuge
2/21/08

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For January 2008

February 13, 2008

LSTA Customer Service Grant Programs – UHLS continued this series of training activities with a presentation on **January 18th** at UHLS on **Customer Service as Marketing** by **Libby Post**. A full house of 25 people were very pleased with the program. The remaining programs in this series of LSTA Customer Service grant programs will be:

February 5th – Accessibility and Library Webpages by **Eleonora Morrell** – In this full-day workshop, participants will become familiar with the importance of website accessibility including: design and legal issues, assistive technologies, browsers considerations, checking for accessibility, and design techniques.

March 3rd – Breaking all the Rules by **Michael Sullivan** – This half-day program will present alternative approaches to library service focusing on radical customer service. It will push attendees to question the most basic assumptions about what public libraries do and why, and it will offer examples of radical departures from standard library practice.

These workshops are all open to UHLS Trustees with a \$10 fee. To register, contact Jo-Ann Benedetti at 437-9880 x225.

The Big Read – A number of special programs and activities have been planned during April 2008 to celebrate the reading of *The Age of Innocence* by Edith Wharton. There will be programs such as a Victorian Tea, a tour of Troy's Victorian houses used in the filming of the movie, various film series and book discussion groups, paper lace making, popular music of the Gaslight Era, decoupage, and a performance of Gounod's Opera *Faust*. WMHT is creating a television special on Wharton. There will be a bus tour on April 26th featuring a visit to Wharton's estate, *The Mount*, to the *Ventfort Hall Mansion*, and to the *Gilded Age Museum* in Lenox, MA. *Selected Shorts* (this is a NPR "literary performance" that is broadcast on WAMC on Tuesday night at 10 p.m. and Sunday morning at 11 a.m.) will perform at the Guilderland Public Library.

Riverway Storytelling Festival 2008 – This year the Festival will have 29 events – the largest number ever, due mainly to our offer of special performances to the libraries that are providing significant staff help. Each of the five libraries that volunteered staff assistance is using their special performance to send the storyteller into a school as library outreach.

(Continued)

ALA Midwinter Conference – Mary Fellows attended this January 11th-15th meeting as a member of the Board of the Association for Library Service to Children (ALSC). In addition to days full of meetings, she made several notable contacts, including an author who grew up in Schenectady and who was willing to do library visits at a reduced cost.

“Parenting in the 21st Century” – On January 30th Mary Fellows was the guest on this local access cable show that is filmed at the William K. Sanford Town Library. The topic was the recently released NEA report on the decline of reading among teens and adults, and what libraries do and parents can do to reverse the trend.

Mock Caldecott and Mock Newbery Workshop – On January 2nd UHLS conducted this special program that resulted in presentations, intense discussion, and voting as if they were choosing the Caldecott and Newbery Award winners for the year. The result was an activity that sparked reading and discussion and helped library staff to improve their reader’s advisory skills.

Courier Delivery – Service since mid-December 2007 has been very spotty and sporadic. There were several issues with a specific driver. We met with Velocity Express management on January 8th, and some aspects of the service have improved. The offending driver has been replaced, but there are still many problems that need to be fixed. We deal with delivery issues on a daily basis.

Staff Consulting – Mary Fellows and Jo-Ann Benedetti met with the new Director of the Arvilla E. Diver Memorial Library for general orientation training. Jo-Ann Benedetti met with the Board of Trustees of the Brunswick Community Library for training on writing grants. Philip Ritter met with the Board of Trustees of the Arvilla E. Diver Memorial Library with Joseph Mattie of the Division of Library Development for training on Public Library Districts. On January 29th-30th Jo-Ann Benedetti presented in Louisville, KY, a workshop on Consumer Health to the Kentucky Institute for Family Literacy.

Philip W. Ritter
Executive Director