

Board of Trustees

MINUTES OF THE January 10, 2001 MEETING



TRUSTEES

Present: James Carr, Ed DeBerri, Charles Diamond, Philip Erlich, Michael Esposito, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynne Strnad, June Tyrrell, Hawley Zwahlen

Excused: Gordon Batcheller,
UHLS STAFF: Philip Ritter, Heidi Fuge
DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

P. Erlich convened the meeting at 4:30 PM

I MINUTES

MOTION: C. Diamond moved to accept the Minutes of the December 13, 2000 meeting as presented. J. Tyrrell. Unanimous.

II. DIRECTORS REPORT

P. Ritter reviewed his written Report:

- He noted that 5 vendors have submitted bids for the automation system. The proposals range in price from \$76,548 to \$495,000. The ASC will begin discussion of the proposals and how they will be reviewed at the January 23rd meeting. There has been some discussion about hiring William Saffady to assist in reviewing the bids.
- He is pleased to announce that Mary Fellows of Sioux Falls, South Dakota has been appointed to the Youth Services position. She has an impressive list of qualifications.
- The Automation positions have been advertised in the Times-Union and on the Internet. So far we have received 10 applications for the two positions.
- The *Numbers Tell the Story* workshop has been filled with 130 people and there is a waiting list.
- The new Plan of Service, for July 2001-June 2004, must be accepted in June. An E-rate Technology Plan must be part of the Plan of Service. The Tech Plan must be accepted in March 2001. The Tech Plan is a federal requirement in order to continue to be eligible for the e-rate rebates.
- UHLS is hosting the last of the eight Annual Report Workshops sponsored by the Division of Library Development. The workshops will introduce member libraries to the new software for submitting the annual reports to the State. P. Ritter noted that initially the State was simply going to send out the software to the libraries with no training. However, PULISDO members objected strenuously and demanded that the State provide some training. M. Schroder asked if it would be possible to videotape the workshop so that those who were unable to attend could still receive some training.

- *Library Wars: The Patron Strikes Back* is a workshop in response to the #1 requested program on the Continuing Education survey conducted by Rachel Baum. The presentors will discuss ways in which to deal with problem patrons in a variety of situations. The workshop is filled.
- P. Ritter noted that there is no further information regarding the funds to be distributed to libraries from the Albany County Legislature.
- Ten libraries, including Colonie, have expressed an interest in applying for construction grant funds.

III. TREASURER'S REPORT

L. Strnad noted that the December report was not available due to problems with the Finance computer.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad. She reviewed the December Purchase Journal and noted the transfers of funds to the Automation account and the Unemployment account. She pointed out that UHLS contracts with the Southern Adirondack Library System for the Books-By-Mail program which provides services to the homebound in Albany and Rensselaer Counties.

MOTION: L. Strnad moved that the President be authorized to sign the December Purchase Journal totaling \$279,776.51. J. Quinan second. Unanimous.

NEXT Finance MEETING: Wednesday, February 14th at 3:30 PM at UHLS

Building and Grounds Committee

No report.

Administration Committee

Report by M. Palmer, Chair. She reviewed the Minutes from the January 8th Committee meeting (copy filed with the original Board Minutes).

MOTION: M. Palmer moved that the UHLS By-Laws be amended and the Automated Services Committee (ASC) removed from the list of Board Standing Committees. The ASC will become a UHLS staff committee. The Committee will continue to serve its current function as per the Committee Guidelines included in the UHLAN contract. The UHLS Board President will appoint the UHLS Director as Committee Chair and the Chair will report directly to the Board of Trustees. E. DeBerri second. Unanimous.

MOTION: M. Palmer moved that the UHLS By-Laws be amended and the Building and Grounds Committee removed from the list of Board Standing Committees. The functions of that Committee will be taken over by the Administration Committee with consultation, as appropriate, with the Finance Committee. E. DeBerri second. Unanimous.

MOTION: M. Palmer moved that the UHLS budget be amended to include \$386 for lodging and meals for Mary Fellows during the interview process and that she be reimbursed up to \$1,000 for moving expenses. J. Tyrrell second. Unanimous.

MOTION: M. Palmer moved that as a one-year trial, the library narratives be eliminated from the UHLS Annual Report. It would contain only reports from the UHLS Board President, the UHLS Director, the President of the Directors Association and the Central Library and statistical information. M. Schroder second. Discussion

M. Esposito noted that a survey had been conducted asking the library directors for input on the format of the Annual Report. 12 libraries never responded. 9 wanted the format to continue unchanged, 8 wanted only the statistics in either print or online.

J. Carr asked why the survey was conducted? P. Ritter responded that the cost of the document, as well as the fact that it is frequently a problem getting narratives from all of the libraries, prompted reconsideration of the Report.

M. Esposito noted that The Latest Edition can serve as a venue for the individual library reports.

E. DeBerri called the question and P. Erlich asked for a vote on the motion:
YEAS: M. Esposito, E. DeBerri, H. Zwahlen, L. Strnad, M. Palmer, J. Tyrrell, and J. Quinan.
NAYS: C. Diamond, J. Carr, M. Schroder. MOTION passed.

Further discussion. P. Ritter and P. Nonamaker asked for Directors Association input before the decision could be considered final. Some discussion regarding the fact that some Trustees misunderstood the motion. P. Nonamaker noted that the Directors might not have understood the consequences of the survey.

MOTION: M. Schroder moved to rescind the previous motion regarding the printed Annual Report. L. Strnad second. 8 in favor. 2 opposed (M. Esposito/E. DeBerri). MOTION passed.

P. Erlich noted two Committee assignments: E. DeBerri was appointed to the Finance Committee and C. Diamond to the Administration Committee.

P. Ritter noted that there had been a question regarding the position of Board President. In the UHLS By-Laws, under the section dealing with the responsibilities of the Vice-President: "The Vice-President shall perform all of the duties of the President in the case of the absence or disability of the President, and shall complete an unexpired term of office if necessary." Therefore, P. Erlich automatically moves to the position of President.

P. Erlich noted that it is not necessary to elect a Vice-President. The Treasurer and then the Secretary fill in for the President in his absence.

NEXT Administration MEETING: Monday, February 5th at 3:00 PM at UHLS.

Services Committee

Report by J. Tyrrell. She reviewed the Minutes from the January 9th meeting (copy filed

with the original Board Minutes). No Board action required.

NEXT Services MEETING: Tuesday, February 13th at 4:30 PM at UHLS

Automated Services Committee

No report - no December meeting.

NEXT Automation MEETING: Tuesday, January 23rd at 9:00 AM at UHLS

V. DIRECTOR'S ASSOCIATION LIAISON

Report by P. Nonamaker. Mary Fellows, the new Youth Services Consultant, will be attending the February Directors Association meeting. Rawdon Cheng, UHLS Systems Manager, will be attending the March meeting to demonstrate the new wireless laptop computers.

A special Summer Reading program "Battle of the Books," has been adopted by the Youth Services Interest Group and the Youth Services librarians. The program was adopted from the award-winning program developed by the Colonie librarians.

Members of the Reference Interest Group will be visiting the new SUNY Science Library on January 17th.

Three librarians (Carol Hamblin, Robert Jaquay and Pat Nonamaker) met with Jeff Cohen, Editor at the Albany Times-Union to discuss better coverage for libraries and their programs. Two Times-Union editors will attend the February Directors Association meeting to talk about public relations and to give the Directors the names of the TU contacts in their communities.

A Communication and Decision-making subcommittee has been created by the Directors Association. R. Jaquay and C. Hamblin are the committee members. They will develop a communications flow chart for UHLS.

P. Nonamaker noted that the Child Internet Protection Act was passed in December. This is the filtering issue related to the e-rate discounts. Discussion - it was noted that this will probably be a major controversy. Since the Law allows a librarian to turn off the filter upon request, it puts the librarians in the position of determining the value of a bona-fide research request. At this point, having filters on all Internet computers will be tied to the e-rate rebates.

VI. CORRESPONDENCE

Letter sent to State Legislators supporting the Regents Commission's recommendations for library service and funding. (Copy filed with original Board Minutes).

VII. PRIVILEGES OF THE FLOOR

J. Tyrrell noted that any library photographing participants in their programs must have the participants' permission in order to display, use and/or publish the photos.

MOTION: At 5:43, L. Strnad moved to adjourn. J. Carr second. Unanimous.

NEXT Board MEETING: Wednesday, February 14th at 4:30 PM at UHLS

Heidi A. Fuge
1/11/01

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For December 2000

January 10, 2001

Automation System Migration - Five vendors (**DRA, epixtech, Innovative Interfaces, SIRSI, and VTLS**) have submitted proposals in response to the RFP. A review of the proposals has begun, and a status report will be presented to the Automated Services Committee at its next meeting on January 23, 2001.

Visits and Meetings - I met with the directors/staff and toured the library facilities at **William K. Sanford (Colonie), Nassau, and Valley Falls** during December 2000. I also met with the Boards of Trustees at **William K. Sanford (Colonie)** and **Valley Falls**. Since beginning this project, I have met with 13 directors/staff and 15 Boards of Trustees.

Youth Services Consultant - The three finalists for the position were interviewed on December 11-12, 2000. All were well-qualified candidates. After further review and much consideration, one excellent individual was selected as the most appropriate person to fill this position. I am very pleased to announce that **Mary J. Fellows** of Sioux Falls, South Dakota, has agreed to become the Youth Services Consultant at UHLS. Her first day of employment will be on **January 31, 2001**. Mary is a native of Sioux Falls and has received a Bachelor of Arts degree from Augustana College with majors in English and Business Administration and a Master of Library Science degree from Indiana University with specialization in Youth Services. She has worked as: 1) Director of Youth Services at the Grande Prairie Public Library District in Hazel Crest, Illinois, 2) Youth Services Consultant at the Northwest Library District in Bowling Green, Ohio, 3) Director of the Weston Public Library in Weston, Ohio, and 4) Assistant Director and Coordinator of Public Services at the Grace A. Dow Memorial Library in Midland, Michigan. She brings to UHLS a wealth of knowledge and experience in youth services as well as in public library administration. I anticipate her making a significant contribution to the programs for youth in the member libraries of UHLS.

Training Specialist and Technology Specialist - Job announcements and advertisements have been issued for these positions, and applications will be accepted through January 31, 2001. A search committee will be formed to assist UHLS in selecting and interviewing the appropriate candidates for the positions.

(continued)

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Numbers Tell the Story Workshops - To date 115 persons have signed up for these two training workshops for staff and trustees which are scheduled for February 6-7 and April 12-13. A few slots are still available.

Arts Council Grant - UHLS has been notified that funding has been received at a reduced level (from \$5,000 to \$3,600). This grant will present the Zucchini Brothers in a series of concerts in Rensselaer County libraries during July 2001.

E-Rate Technology Plan 2001-2004 - The first draft has been prepared and will be presented to the Automated Services Committee and to the Directors Association for review before it is presented to the Board of Trustees at the February 14, 2001, meeting.

State Annual Report Workshop - UHLS will host on January 29, 2001, a public library Annual Report software training workshop sponsored by the New York State Library. The workshop participants will be using a web-based software that will allow the State Annual Report for FY2000 to be submitted electronically.

Library Wars: The Patron Strikes Back! - This workshop dealing with patron behaviors will be held at UHLS on January 30, 2001. A capacity audience of 50 people is expected.

Fabric of Freedom - This program series sponsored by UHLS and funded by the New York Council for the Humanities will take place during Black History Month in February 2001. Twenty programs will be presented at ten member libraries.

Philip W. Ritter, Director