



# Board of Trustees

MINUTES OF THE January 9, 2002 MEETING

## TRUSTEES

**Present:** Erin Apostol, Gordon Batcheller, Charles Diamond, Robert Ganz, Melissa Palmer, Mary Ellen Schroder, June Tyrrell, Hawley Zwahlen

**Absent:** Philip Erlich, John Quinan, Lynne Strnad

UHLS STAFF: Phil Ritter, Heidi Fuge, Sara Dallas

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

Vice-President C. Diamond convened the meeting at 4:40 PM.

## I. MINUTES

**MOTION:** J. Tyrrell moved to accept the Minutes of the November 14, 2001 Board meeting. E. Apostol second. Unanimous.

## II. DIRECTOR'S REPORT

P. Ritter highlighted the following in his written report:

- # the Summer Reading Program statistics are in and the program was a success
- # the Disaster Planning Workshop was very well attended - standing room only
- # Peter Kowalski is the new UHLS Web Specialist
- # UHLS has been placed in the *epixtech* queue and initial work will begin in February.
- # Sara Dallas will be giving planning process presentations at RCSC and RVLL as a result of her training by the Public Library Association.
- # the Classification Study has started and UHLS staff members are completing Position Description Questionnaires (PDQs).
- # Rachel Baum has been negotiating with the online database vendors and was able to persuade several of them to reduce their price quotes.
- # the State Annual Reports are due at UHLS on February 15<sup>th</sup> and at the State on March 1<sup>st</sup>. There are continuing problems with the Report software at the State but the libraries have been given a website from which they can download a copy of the current Report and begin work on it.

S. Dallas reported on the LSTA grant - *Numbers Tell the Story 2*. This is a collaborative grant project involving four library systems (UHLS, SALS, MVLA and Mid-Hudson) and includes participants from over 95 libraries. The grants (*Numbers Tell the Story 1* and *2*) will teach the libraries how to use electronic measuring tools such as palm pilots in order to produce accurate use statistics such as: library-use from home computers and in-library facilities use. The librarians will also attend workshops on using Excel and Power Point to create charts and reports for the statistics. P. Nonamaker noted that she attended the November *Numbers* workshop and found it to be very useful, especially the section on counting the number of visitors to the library's website when the library is closed.

P. Ritter pointed out that the LSTA grants are very important to UHLS and the member libraries. They are the only source of federal funds for libraries. These grants fund special, creative projects in the libraries.

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

H. Zwahlen reported in the absence of L. Strnad. He noted that a December Treasurer's Report is not available until the UHLS books are closed for 2001. The December Report will be presented at the February Board meeting. The November Report was accepted for filing.

### **IV. COMMITTEE REPORTS**

#### Finance Committee

Report by H. Zwahlen. The Finance Committee reviewed the November and December Purchase Journals. He noted that there will be an additional December Purchase Journal including the current outstanding invoices for approval at the February meeting.

**MOTION:** H. Zwahlen moved that the President be authorized to sign the November Purchase Journal and Payroll totaling \$127,323.87. J. Quinan second. Unanimous.

**MOTION:** H. Zwahlen moved that the President be authorized to sign the December Purchase Journal and Payroll totaling \$138,910.78. M. Palmer second. Unanimous.

#### Administration Committee

Report by M. Palmer, Chair.

**MOTION:** M. Palmer moved that the March Committee meetings and Board meeting be moved to the week of March 4<sup>th</sup>. J. Tyrrell second. Unanimous.

She reported that the Annual Dinner meeting has been scheduled for **THURSDAY, JUNE 13<sup>th</sup>** at the ALBANY COUNTRY CLUB. The Committee discussed the possibility of a speaker at the Annual Meeting. In order to allow time for a speaker, the reports from the UHLS Board President, Director and President of the Directors Association will be eliminated since they are included in the printed Annual Report. P. Ritter will contact Robert Freeman at the Office of the NY Secretary of State and invite him to speak on the Open Meetings Law or the new Patriot Act. She noted that the addition of a speaker to the Annual Meeting is in response to the member libraries' request for more Trustee Training.

Discussion regarding the lease with the Task Force.

**MOTION:** R. Ganz moved that the UHLS staff be authorized to open lease negotiations starting at \$13 per square foot renewable annually. Any counter offers or responses from the Task Force will be brought to the Administration Committee and UHLS Board of Trustees for consideration and decision. E. Apostol second. Unanimous.

#### Services Committee

Report by G. Batcheller. The results from the Satisfaction Survey 2001 have been distributed to the member libraries and the UHLS Board of Trustees. P. Ritter discussed the results with the Directors at their January meeting. In response to the survey, the UHLS staff are working on a plan for Trustee education and he is working with the UHLS

Automation Department to be more proactive rather than reactive.

G. Batcheller reported that the Committee reviewed the Construction grant proposals and recommend their acceptance by the Board of Trustees. He noted that the grant applications are due at the State Library Development on January 31<sup>st</sup>.

**MOTION:** G. Batcheller moved to accept the seven construction grant applications in the following priority order and for the following amounts and to transmit them to the State with a recommendation for approval:

VOOR	\$1,354
WTRL	\$ 600
APLM	\$3,665
HOOB	\$1,426
RVLL	\$6,267
STEP	\$6,267
BRLN	\$6,266

J. Tyrrell second. Unanimous.

#### Automation Services

P. Ritter reviewed the Minutes from the November 27, 2001 meeting (no meeting in December). He distributed a chart showing the actual UHLAN fees for 2003 and projected fees for 2004 and 2005 based on the formula approved by the UHLS Board of Trustees and the ASC.

#### **V. DIRECTORS ASSOCIATION LIAISON**

Report by P. Nonamaker. She noted that the *epixtech* system is expected to go-live in mid-October.

The Capital Region Action Against Breast Cancer gave a presentation at the January Directors Association meeting - they will be donating books and bookmarks on breast cancer to the libraries.

The contract with Velocity Express expires at the end of 2002. Their recent performance, following major changes in the company, have not been very satisfactory. S. Dallas is working on RFPs to be sent to other delivery vendors.

At the Directors Association meeting, Rachel Baum presented a draft brochure for library patrons describing the online databases. She will revise it to include suggestions from the Directors.

Discussion regarding the creation of the Library Advocacy Advisory Council. P. Ritter noted that UHLS should take advantage of the proximity to the legislators. Some of the library directors are experienced lobbyists and will be asked to serve on the Committee. Committee membership is open to all staff, trustees and anyone interested in library advocacy. The Committee will work with all levels of legislators: County, State and Federal. R. Ganz noted that James Carr, former Trustee from GUIL, would be a good committee member. He spoke about the Westchester County model for advocacy that was presented at the Trustee Institute and suggested that they be contacted for a presentation to the Advocacy Council once it has been organized.

## **VI. TRUSTEE REPORTS**

M. Schroder reported that Valley Falls is re-opening its attempt to increase its chartered-to-serve area to include the Town of Pittstown.

J. Tyrrell reported that Brunswick Community Library is now the official/legal name of the library.

R. Ganz noted that the UHLS newsletter is a great resource and he appreciates the information about grant opportunities. He asked when the libraries were notified of these opportunities - was it through the newsletter or earlier? P. Ritter responded that the libraries are notified via the Intranet and email as soon as UHLS staff are aware of the grants.

R. Ganz reported that Guilderland has formed a Fundraising Foundation which has so far raised \$5,000 at a function in honor of its retiring Director. The Foundation will also have free noted author lectures and readings with a fundraising cocktail party. He noted that the creation of the Foundation has helped to develop an awareness of the library in the community.

E. Apostol reported that APLM will be on the ballot in May to become a District Library. She asked for Board support in any conversations they might have regarding the library's change.

## **VII. OTHER BUSINESS**

Discussion regarding the appointment of a Nominating Committee to select a trustee to represent the small libraries in Albany County. Consensus to table the Committee appointments until the February Board meeting.

**MOTION:** at 6:15 PM, R. Ganz moved to adjourn the meeting. H. Zwahlen second. Unanimous.

**NEXT MEETING: February 13<sup>th</sup> at 4:30 PM.**

Heidi A. Fuge  
1/11/02

## UPPER HUDSON LIBRARY SYSTEM

### DIRECTOR'S REPORT For November and December 2001

January 9, 2002

**Summer Reading Program 2001** – Children in Albany and Rensselaer Counties – 4,711 of them – spent 10,514 hours reading this summer. During those hours they read 28,495 books. Our member libraries held 514 programs. Two more libraries sponsored a summer reading program this year than last, for a total of 27 out of our 29 libraries. Although the number of children participating was fewer by 159, this summer's participants read 4,456 more books than in the previous year.

**Disaster Planning Workshop** – On November 13, forty-one people attended a workshop at UHLS given by **Karen Brown**, Preservation Librarian at UAlbany. The purpose of the workshop was to help people develop a plan for their library building, staff, and collections should a natural or man-made emergency occur. Detailed information was distributed in a large binder that included the presentation, articles, a disaster plan template, forms, and a bibliography. An *Emergency Response and Salvage Wheel* has been purchased for interested libraries, and UHLS staff will work with member libraries to develop the plans.

**Counting and Reporting Electronic Library Services** – As part of the *Numbers Tell the Story 2* LSTA grant, **Diane Mayo** presented this workshop twice (November 28 and 29) to a total of 84 people. Every participant rated the workshop as good to excellent.

**Web Specialist** – **Peter Kowalski** began on December 3 as the Web Specialist for UHLS. He will work on revising and maintaining the UHLS website, assisting member libraries with their websites, and performing other tasks related to automation and UHLAN services.

**UHLAN Contracts – Rate Schedule** – All the directors and boards of trustees of the UHLS member libraries were notified on December 5 of the new UHLAN rate schedule that will go into effect on January 1, 2003.

**Automation System Migration** – The *Purchase and License Agreement*, i.e. contract, has been signed with **epixtech, inc.** for the purchase of the **Horizon Sunrise** automation system. UHLS has been assigned a project manager, and the UHLS implementation team has begun working with the **epixtech** implementation team.

(continued)

**Planning for Results** – Sara Dallas is working with RCSC and RVLL on the planning process recommended by the Public Library Association. She has also presented the program to the Rochester branch libraries and to the MVLA member libraries.

**Classification and Competitive Pay Study** – Laura Hedeman of **The Singer Group** “kicked off” this important study with the entire UHLS staff during group and individual meetings on December 19-21. The communications session, review team meeting, and interviews all went very well. Each employee is now completing a *Position Description Questionnaire* that is due back to The Singer Group by January 25, 2002.

**UHLS Online Databases 2002** – After a two month trial of over 20 different databases, UHLS and the Central Library are again cooperating in the provision of online databases to the UHLS member libraries. Beginning on January 1, 2002, we will continue to offer *Books in Print with reviews*, *Reference USA*, and *World Book Encyclopedia*. *Dialog@Carl* and *Health Reference Database* will also be available through the New York State Library Empirelink project. The newest additions are: *The Columbia Granger's World of Poetry*, *EBSCO MasterFILE Premier*, and *Hoover's Company Profiles and Capsules*. You may access these databases by going to the home page of your local library or to the UHLS web page at [www.uhls.org/uhls](http://www.uhls.org/uhls), and then click on *Online Databases*. You must use your library card if you are logging in from home or office.

**Erate Applications** – UHLS is filing individual erate applications electronically for the next step in the Year 5 (2002-2003) process. Most libraries have given us copies of their telecom bills for October and November 2001 that are needed as part of the filing procedure.

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**Philip W. Ritter, Director**