

BOARD OF TRUSTEES

January 8, 2003

MINUTES



PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, Robert Ganz, Mary Alice Molgard, Melissa Palmer, Lynne Strnad, Hawley Zwahlen

EXCUSED: John Quinan, Mary Ellen Schroder, June Tyrrell
UHLS STAFF: Philip Ritter, Heidi Fuge

4:35 meeting called to order by President P. Erlich

I. MINUTES

MOTION: E. Apostol moved to accept the November 13, 2002 Minutes as presented. H. Zwahlen second. Unanimous.

NOTE: The December meeting was canceled due to weather conditions.

III. DIRECTOR'S REPORT

P. Ritter reported the following in addition to his written report:

- the online databases are up and operating with a few minor glitches
- the preparations for migration are going well. The new server has arrived and the *epixtech* technician will do the installation on January 9th.
- Rob Carle has been conducting an extensive series of training sessions and is to be commended for being patient, thorough and unflappable.
- 15 UHLAN contracts have been received and signed. The deadline for receipt of the contracts is January 31, 2003. He is pleased with the response.

IV. TREASURER'S REPORT

L. Strnad reviewed the Treasurer's Reports for November 2002 and December 2002. She noted that the expenses for the purchase of the automation system are being covered by transfers from the automation reserve account, as planned.

MOTION: R. Ganz moved to accept the November and December Treasurer's Reports. H. Zwahlen second. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. The Committee reviewed, approved and signed the November Purchase Journal and Payroll totaling \$330,807.17 and the December Purchase Journal and Payroll totaling \$134,240.29.

NEXT FINANCE MEETING: Wednesday, February 12th at 3:30 PM

Administration Committee

Report by M. Palmer, Chair.

MOTION: M. Palmer moved that the Board approve the proposal from Richard Green to conduct a structural evaluation of the building for a maximum amount of \$2,000. E. Apostol second. Unanimous.

MOTION: M. Palmer moved that for 2003, Martin Luther King, Jr. Day (January 20th) should be a floating holiday rather than a day that the UHLS offices are closed. J. Cannell second. Unanimous.

P. Ritter is going to urge all of the UHLS staff members to be in the office on January 20th. This change is being made in 2003 in recognition of the January 23rd "go-live" date. He knows of only one staff member who might have another commitment. He does not anticipate any impact on System operations when staff members request the day at various time throughout the rest of the year. P. Ritter noted that there are certain holidays when UHLS is closed and some of the members are open. In 2003, he will conduct a study to determine if any changes are needed in 2004.

MOTION: M. Palmer moved that UHLS should take out a one-year, non-profit membership in the Albany Colonie Chamber of Commerce. H. Zwahlen second. Unanimous.

P. Ritter explained that this membership is part of the expenses for the LSTA Grant *Tech Valley/Tech Libraries*. Rachel Baum will be the UHLS representative.

NEXT ADMINISTRATION MEETING: Monday, February 10th at 3:30 PM

Services Committee

No report - no meeting in December.

NEXT SERVICES MEETING: Tuesday, February 11th at 4:30 PM

Automated Services Committee

Written reports submitted for November 26, 2002, December 17, 2002 and January 7, 2003. P. Ritter also noted the following:

- Extra meetings have been held due to the pending migration
- UHLS has been very fortunate to have the assistance of staff members from some of the member libraries: Marcia Middleton (APLM); Richard Naylor (COLN); Pat Nonamaker (EGRN); Pat Sahr (NASS); Lisa Pitkin (GUIL) and Geoffrey Kirkpatrick (BETH). He appreciates their extensive involvement in the decision making process.
- the Directors Association, which met on January 3rd, seems to be pleased with the progress of the migration

R. Ganz asked if there are any libraries not ready for the migration? Do they all

have the proper equipment? P. Ritter responded that everyone is ready and they all have been trained by either *epixtech* or UHLS. In addition, the Tech Services staff are going out to every library to make sure that they are all prepared.

NEXT ASC MEETINGS:

Tuesday, January 28 at 9:00 AM

Tuesday, February 29 at 9:00 AM

VI. OTHER BUSINESS

R. Ganz reported that funding for the libraries was not added to the Albany County budget. In the Spring, the Library Advocacy Advisory Council will try for some supplemental funds but he is not optimistic - the future of funding is very uncertain.

C. Diamond asked if any Albany County libraries had yet received the 2002 funds? R. Ganz responded: No. The Legislature is supposedly still waiting for some documentation from the libraries. He has twice asked for a list of the missing documentation. It is possible that the libraries all sent the correct information but that it is held up in a local office somewhere and has not yet been forwarded to the County legislature.

E. Apostol will be attending a NYSALB Board meeting on January 11th and asked if there were any issues to bring before that Board.

M. Molgard reported that Berne held a ceremony honoring Alberta Wright for her many years of service to the Berne Library and Board.

R. Ganz reported that Guilderland will be developing a community-based Long Range Plan and he discovered, by reading the APL newsletter, that Albany will be doing a similar project. He suggested that the UHLS Trustees should be added to the mailing lists for any newsletters from the member libraries. The newsletters could be mailed or included in the UHLS Board packets.

VII. CORRESPONDENCE

P. Erlich read a letter from M. Palmer resigning her position on the UHLS Board of Trustees effective immediately. He thanked her for her years of service on the Board and to the member libraries. M. Palmer will introduce her replacement at the next UHLS Board meeting.

MOTION: E. Apostol moved to accept M. Palmer's resignation, with regret. M. Molgard second. Unanimous.

MOTION: At 5:10 PM, L. Strnad moved to adjourn. M. Molgard second. Unanimous.

NEXT BOARD MEETING: Wednesday, February 12, 2003 at 4:30 PM

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For November 2002
December 11, 2002

Library Advocacy Advisory Council – The LAAC met on November 13, 2002, and finalized a brochure and letter to be sent to all of the Albany and Rensselaer County Legislators as well as a bookmark to be distributed to library users in order to encourage local library support. The letters and brochures were mailed on November 21, 2002.

Central Library Advisory Council – The CLAC is striving to resolve which online databases will be provided in 2003. The costs have risen considerably, and we are faced with having to drop some databases in order to retain the most important ones as well as to provide access to the *Times Union*.

Migration to *epixtech* Horizon Sunrise – We are still on schedule for implementation of the new automation system on January 23, 2003. The initial training has been completed, and the Training Specialist is now conducting a series of training sessions in the member libraries for frontline staff. The Implementation Team is meeting on a weekly basis. Meetings are being scheduled with member library staff in order to answer questions and deal with any anxieties that they may have.

Outreach Minigrants – Application forms for the 2003 minigrant proposals were sent to member libraries. The final evaluations for the 2002 Outreach Minigrants are due at UHLS on December 20, 2002.

UHLS Intranet – A new UHLS Intranet was unveiled on November 25, 2002. The extent of and access to information were significantly improved. All users are encouraged to make suggestions for further improvements.

Imagination River Storytelling Camp – This LSTA grant is underway at our member libraries in Albany, Altamont, Castleton, and Troy Lansingburgh. Public librarians, school media specialists, teachers, and four professional storytellers are working with middle school students to develop stories and the strong literacy skills that go along with storytelling activities. In Altamont's partner school, personnel were so impressed by the project that the school paid the grant storyteller to come into other classes to do the project as well. In Castleton's partner school, the storyteller will work with a new after-school club initiated in response to this project.

Gates Training Workshop – The "Train the Trainer" workshop will be held at UHLS on December 17, 2002. All member libraries may send a representative, and there is still room for anyone who is interested.

Riverway Storytelling Festival – This special project has found an additional sponsor in *Stewart's*, and planning is underway with the *Times Union* for a story writing contest that will reach hundreds of students in their partner schools.

Tech Valley Tech Libraries – This LSTA grant is progressing with the holding of the initial workshop, the finalizing of the logo, and the beginning of the construction of the web page.

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For December 2002

January 8, 2002

Online Databases for 2003 – The Central Library Advisory Council has decided to provide the following online databases during 2003: *Books in Print with reviews*, *Columbia Grangers World of Poetry*, [Dialog@CARL](#) (NOVEL), *EBSCO MasterFILE Premier*, *Gale InfoTrac Health* (NOVEL), *Grolier (Encyclopedia Americana, Grolier Multimedia Encyclopedia, and New Book of Knowledge)*, *Hoovers*, *Reference USA*, and *Times Union*. It should be noted that *Hoovers* and *Times Union* are the only databases that do not provide for remote access. The Central Library is to be thanked for their support of this important program. The *Learnatest* database will also be available through UHLS during 2003.

Gates Training – UHLS hosted this workshop sponsored by the Division of Library Development on December 17. Twenty-three people from three public library systems and the NY State Library learned how to train trainers and to develop a logical training model.

Bibliostat Connect – The Guilderland Public Library hosted this workshop given by the Division of Library Development on December 18. **Michael Irwin** from **Informata** demonstrated the powerful new statistical tool, and **Sara Dallas** is now available to show member library staff how to access and use this resource.

Migration to *epixtech* Horizon Sunrise – We are still on schedule for the implementation of the new automation system on January 23, 2003. The loading of the authority, bibliographic, item, and patron records will be completed by the end of December. The Implementation Team is working hard on the “mapping” of the data and monitoring this critical stage of the migration.

UHLS Job Descriptions – The review and revision of the job descriptions of all the UHLS positions has been completed, as directed by the *Classification and Competitive Pay Study* that was completed this year by The Singer Group.

Philip W. Ritter
Executive Director