



## BOARD OF TRUSTEES MEETING

January 12, 2005

**PRESENT:** Erin Apostol, Cris Blanchard, Charles Diamond, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, Lois Prenovost, Pat Spohr

**EXCUSED:** Jeffrey Cannell, Anne Evans, James Reilly

**ABSENT:** Rachel Baum, Hawley Zwahlen

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

4:37 PM meeting called to order by L. Lundgren, Vice-President. C. Diamond, President, arrived late.

### I. MINUTES

**MOTION:** E. Apostol moved to accept the December 8, 2004 Minutes as presented. M. Molgard seconded. Unanimous.

### II. STAFF REPORT

P. Ritter highlighted features from his written report. He noted the following:

- working with the new delivery company, C D & L, has been "an adventure" so far. It is only Day 8, and we are still correcting problems. The majority of the deliveries are okay, however there are some major problems with the schedule and a learning curve for the drivers. The company has acknowledged those problems and is being responsive to our telephone calls and emails. We will be subtracting amounts from their bills for non-delivery to some of the libraries.

P. Spohr noted that although Altamont is one of the libraries experiencing the scheduling problems, they were impressed with the quick delivery of an item requested from a Southern Adirondack System (SALS) library. P. Ritter noted that eventually this type of quick delivery, from all of the 140+ libraries in the delivery system, should be normal.

- due to the 5% cutback in funds from the State, the UHLS staff are working on a revised budget. P. Ritter will discuss the proposed revisions with the Directors Association at their February meeting and will present a revised draft to the Finance Committee.

### III. TREASURER'S REPORT

Report by M. Molgard. She noted that in December, UHLS received a portion of the Local Library Services Aid (LLSA) and disbursed it to the member libraries. She also pointed out the establishment of the Retirement Reserve Account.

**MOTION:** L. Lundgren moved acceptance of the Treasurer's Report for the period ending December 31, 2004. L. Prenovost seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and accepted the December Purchase Journal and Payroll totaling \$322,213.04.

**NEXT FINANCE MEETING: Wednesday, February 9<sup>th</sup> at 4:00 PM**

#### Administration Committee

No meeting. No report.

**NEXT ADMINISTRATION MEETING: Monday, February 7<sup>th</sup> at 4:00 PM**

#### Services Committee

No meeting. No report.

**NEXT SERVICES MEETING: Wednesday, February 9<sup>th</sup> at 3:30 PM**

#### Automated Services Committee

Minutes from the December meeting were mailed to the Trustees. P. Ritter noted that the Committee has been dealing with the issue of the quality of the database.

**NEXT ASC MEETING: Tuesday, February 28<sup>th</sup> at 9:00 AM**

### V. TRUSTEE REPORTS

M. Molgard (Berne) reported the following:

- the Town Supervisor and Town Board have appointed a Trustee to the Library Board without consulting with the Board members. This has resulted in an unpleasant political situation;
- the Library had a very successful Festival of Trees fundraiser, co-sponsored by the Historical Society. Funds were raised through the sale of Christmas

ornaments with historical scenes from the Berne area.

P. Spohr (Altamont) reported the following:

- the Library will hold a "Meet the Candidates" event;
- the Library won the decorated Tree Contest. It was good publicity;
- the Library sold all of the CDs that it received via UHLS.

C. Diamond (Watervliet) reported the following:

- the Library Board will need to recruit four new trustees;
- the Board is investigating all of the funding options for the library, including becoming a Department of the City of Watervliet;
- on January 17<sup>th</sup>, the Library will co-sponsor a Leonard Bernstein program as part of the Empire State Plaza Performing Arts Center's ten-day "Leonard Bernstein Living Legacy" project.

C. Blanchard (Sand Lake) reported the following:

- over \$2,500 have been raised to purchase braille books for the library;
- the Book Discussion Group read a book by Susan Vreeland about the Canadian artist, Emily Carr. The group became so interested in the artist that the library has arranged a fundraising bus trip to Canada for April 1-3.

L. Lundgren (Poestenkill) reported the following:

- the library added some of the CDs they received, via the distribution from UHLS, to their collection. Others were posted for sale on eBay and attracted some very good bids.

P. Ritter noted that only up to 25% of the total CDs may be sold within the first year. The libraries have to report to the System on the number sold, funds raised, and the way in which the money was used to support a music-oriented project or collection.

MOTION: M. Molgard moved to adjourn. L. Lundgren seconded. Unanimous.  
Meeting adjourned at 5:17 PM

**NEXT BOARD MEETING: Wednesday, February 9<sup>th</sup> at 4:30 PM.**

Heidi A. Fuge

1/13/05

## EXECUTIVE DIRECTOR'S REPORT For December, 2004

January 12, 2005

**C D & L, Inc.** – The contract for the delivery and courier service that is to begin on January 1, 2005, with this new company has been signed and delivered. UHLS staff met with the C D & L's representatives on December 28 to finalize the routes and arrange for the transfer of materials. The details of the new delivery system have been explained to all member libraries, and site visits have been made to many of the smaller libraries to ensure that they understand the changes in the delivery process.

**Changes in Directors at Member Libraries** – The following changes recently occurred:

**Julie Zelman** – appointed Director of the Brunswick Community Library,

**D. L. Hobert** – resigned from the East Greenbush Community Library,

**Debbie Shoup** – appointed Acting Director of the East Greenbush Community Library, and

**Barbara Kubli** – resigned from the Stephentown Memorial Library.

The Boards of Trustees of the East Greenbush Community Library and the Stephentown Memorial Library are actively searching for new Directors.

**CDs Distribution** – During the week of December 13<sup>th</sup>, all of the UHLS member libraries and the branch libraries (a total of 35 facilities) received their allotted share of the 5,900 CDs that were received by UHLS. Each library facility randomly received either 168 or 169 CDs.

**Sky Camp LSTA Grant** – On December 9, UHLS and MVLS sponsored the last fly-by of this special program. A workshop, funded by the grant, trained 41 library staff members on better service to “tweens” (9 to 14 year-olds) and teens. **Linda Braun** of *Leonline* took participants back to memories of our own tweens, and she gave us a comprehensive picture of the tastes and concerns of today's budding teenagers. The morning was completed with a discussion of how those preferences can be capitalized on by public libraries. The afternoon speaker, **Kathleen Odean**, drew from her *Best Books for Boys* and *Best Books for Girls* books to give attendees ideas about better readers advisory to tweens and teens of different genders.

**Statewide Summer Reading Program** – Participation in this program has been evaluated, and UHLS shows a **17% increase** in kids and teens registered for the 2004 (7,425) program over the 2003 program (6,334). Attendance at all of the member's summer programs was also up 22% with 22,041 kids and teens participating. These numbers reflect the strong programs created by member library staff to attract kids and

teens to the public library during the summer. Contributing to member library success are UHLS-sponsored initiatives such as the Summer Reading Program planning workshop, free reading records and certificates, and the purchase of paperbacks for every library to use as Summer Reading Program prizes.

**Riverway Storytelling Festival** – National storytellers for the festival that will be held during **April 4-10, 2005**, have been selected. **Derek Burrows** (<http://www.derekburrows.com>) and **Susan Klein** (<http://www.susanklein.net>) will head our lineup of terrific storytellers. New this year is a Sunday afternoon concert for adults, especially senior adults. More information will be coming!

**Universal Service Program** – E-rate reimbursements for FY 2003-2004 began arriving this month. The process for FY 2005-2006 has begun with the filing of Form 470. There is a new requirement that all libraries must now obtain a registration number from the Federal Communications Commission (FCC), and UHLS is applying for these on behalf of its members. The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) administers this program. This not-for-profit corporation was appointed by the FCC to ensure that the benefits of telecommunication services reach students and communities across the country. SLD has announced that it has contracted with Bearing Point, Inc. (formerly KPMG Consulting) to conduct auditing visits to 1,000 schools and public libraries during the coming year. The visits are expected to begin in January 2005 and continue throughout the year at a rate of about 80 per month. Applicants from New York, who have traditionally received 17-18% of the nationwide funding, should expect 150-200 such visits. Since UHLS prepares E-rate reports for almost all of its members, we are expecting to be audited.

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