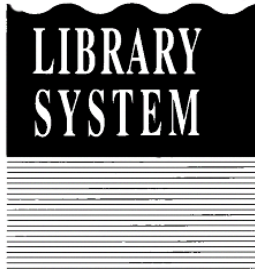




BOARD OF TRUSTEES
January 11, 2006
MINUTES



PRESENT: Erin Apostol, Rachel Baum, Jeffrey Cannell, Charles Diamond, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, James Reilly, Pat Spohr

EXCUSED: Cris Blanchard, Anne Evans, Lois Prenovost, Hawley Zwahlen

UHLS STAFF: Philip Ritter, Heidi Fuge, Jo-Ann Benedetti

4:35 PM Meeting called to order by C. Diamond, President

I. MINUTES

MOTION: J. Reilly moved to accept the November 9, 2005 Minutes as presented. E. Apostol seconded. Unanimous.

II. UHLS STAFF REPORT

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

- Courier service - the C D & L Risk Management Team is doing an extensive internal investigation into all of the items that have been "Lost in Transit." All of the bills that have been sent to C D & L for reimbursement have been forwarded to their finance office for payment.
- Franklin Terrace, in Troy, will be the site of the 2006 UHLS Annual Dinner meeting on Wednesday, June 14th.

P. Ritter introduced J. Benedetti, Manager of Information and Outreach Services, to give a presentation on OverDrive.com - the new service for digital audio books and ebooks. J. Benedetti explained the three types of formats in which materials are available on OverDrive: items in Adobe Reader format; items in Mobipocket format; and audiobooks that can be listened to on an MP3 player, a computer, or burned to a CD. She was pleased with patron response to this new service and noted that although it had only been available for a week, and without extensive publicity, 40% of the titles are currently checked out and of those one-third also have holds on them. J. Cannell suggested that J. Benedetti should periodically send out emails to the Directors noting the use of the OverDrive books. He was also very pleased with the response to the new service.

The OverDrive.com items can be accessed in several ways: from a link on the UHLS homepage, by selecting items in the online catalog (OverDrive materials have been integrated into the UHLS catalog), or by going directly to the UHLS site on OverDrive at: <http://digitalcollection.uhls.org>.

P. Ritter noted that any library can purchase books and add them to the ebook collection where they will be available to patrons from all of the libraries (as other materials are now).

III. TREASURER'S REPORT

Report by M. Molgard. She noted that the Board was reviewing both the November and December 2005 Reports. In November, the final payments were received for the LLSA and LSSA funds. In December, Special Legislative funds were passed through to two member libraries.

MOTION: J. Cannell moved acceptance of the November 2005 Treasurer's Report. E. Apostol seconded. Unanimous.

MOTION: L. Lundgren moved acceptance of the December 2005 Treasurer's Report. J. Reilly seconded.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Committee members reviewed and approved the Purchase Journal and Payroll for November, totaling \$194,486.51 and December, totaling \$97,049.19. She noted the major expenditures for Authority Control processing of the database and the new delivery bins.

NEXT Finance MEETING: Wednesday, February 8th at 4:00 PM

Administration Committee

No meeting. No report.

NEXT Administration MEETING: Monday, February 6th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. The Committee members reviewed the Outreach mini-Grant applications recommended by the Outreach Advisory Council. E. Apostol is the liaison between the Outreach Advisory Council and the Services Committee/UHLS Board of Trustees. She noted that the Advisory Council received 12 applications and recommended funding for 10 of these applications. The Council members were pleased with the improved quality of the grants.

MOTION: E. Apostol moved acceptance of the Outreach Advisory Council funding recommendations for the Outreach mini-grants as follows:

- | | |
|------------------|---------------------|
| ■ APLM - \$1,250 | ■ HOOF - not funded |
| ■ ALTM - \$1,103 | ■ PTRB - not funded |
| ■ BETH - \$1,250 | ■ POES - \$1,226 |
| ■ BRUN - \$ 450 | ■ SNLK - \$ 640 |
| ■ COLN - \$1,250 | ■ STEP - \$ 820 |
| ■ EGRN - \$1,250 | ■ TROY - \$1,250 |

B. Hartson seconded. Unanimous.

NEXT Services MEETING: Wednesday, February 8th at 3:30 PM

Automated Services

Report by P. Ritter, Chair. He noted that the Minutes of the December ASC meeting had been sent out with the Board packet and asked if there were any questions. No questions.

NEXT Automated Services MEETING: Tuesday, February 28th at 9:00 AM

V. TRUSTEE REPORTS

L. Lundgren reported that Poestenkill held its 4th annual holiday lights campaign and raised over \$5,000.

P. Spohr reported that, for the past eight years, Altamont has held a similar event and puts lights up on the village gazebo. It has been a very successful fundraiser.

C. Diamond reported that Watervliet is hiring a new Director, Ginger Hewitt, who will begin on January 24th. He thanked J. Cannell, Ethel LaPier and the Albany Public Library for providing an Interim Director and helping the library to stay open as well as giving the Board time to carefully consider all of the Director applicants.

R. Baum reported that she is now the NYLA liaison to the NYSALB Board.

M. Molgard reported that she is no longer the President of the Berne library; she resigned her office due to conflicting community obligations but will continue on the library board. Jim O'Shea is now the President of the Berne Trustees.

J. Cannell reported that the new Albany bookmobile has been very successful. It is a great way to deliver and market library services.

VI. CORRESPONDENCE

MOTION: J. Reilly moved to accept, with regret, Anne Evans' letter of resignation from the UHLS Board of Trustees. E. Apostol seconded. Unanimous.

MOTION: J. Cannell moved to adjourn. M. Molgard seconded. Unanimous.

5:30 PM Meeting adjourned.

NEXT Board MEETING: Wednesday, February 8th at 4:30 PM

Heidi A. Fuge
1/12/06

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT For November-December 2005

January 11, 2006

Online Databases – During 2006, UHLS will subscribe to the following online databases: *Literature Resource Center, Biography Resource Center, Book Review Index, Testing and Education Reference Center, NY State Legal Forms, American History Online, Reference USA, Children's Literature Comprehensive Database, and Times Union*. The Central Library Advisory Council made these selections after much consideration of the use of the 2005 databases and recommendations from several Advisory Councils. All of the necessary contracts were negotiated and signed during December 2005.

Courier Delivery Service – UHLS experienced a large number of “**lost in transit**” items, primarily DVDs, during the past several months, and this generated some alarm among our member libraries. UHLS has submitted claims for over \$8,000 to CD&L, and the company has begun an extensive investigation of the losses. UHLS is working with the CD&L risk management team to determine the source of the loss, and the company will be examining the delivery process at all stages, including the way that our member libraries are handling the materials. In the meantime, UHLS has received an initial order of nylon zippered bags to use for shipping small items such as CDs and DVDs. We recently received \$2,500 from Senator Betty Little, and we will use this money to buy additional nylon bags.

Outreach Minigrants – Final reports for the 2005 grants have been submitted, and the application deadline for the 2006 grants was moved to January 3rd in order to accommodate those who want to offer programming in the spring. The **Coordinated Outreach Advisory Council** will meet on January 10th to make recommendations to the UHLS Services Committee and Board of Trustees at their January 11th meetings.

E-rate Funds – The process of applying for 2006-2007 E-rate funds was begun in December 2005 with the filing of the 470 forms based on the information supplied by the member libraries. The filing of the 471 forms will begin in February 2006. E-rate funds had been frozen, but they were freed up in December. We are now receiving funding commitments for the current fiscal year.

Franklin Terrace – In November, UHLS signed a contract with this popular restaurant in Troy, to hold the June Annual Dinner meeting at that location.

OverDrive – The necessary training of member library staff was conducted during December 2005 in preparation for the beginning of access in January 2006 to the over 1,000 Ebooks and Audiobooks.

Kids Cookin' by the Book: Food, Families, Libraries & Literacy – This LSTA grant will take an exciting turn in Spring 2006 when filming of a cooking show will begin. UHLS and

Time Warner Cable have an agreement to collaborate on a series of thirty-minute cooking shows involving kids and libraries participating in the grant.

Riverway Storytelling Festival – A cold call to **Rueckert Advertising** in Albany led to a terrific collaboration. We were seeking a graphic designer or firm to improve the logo for the Festival. Mary Fellows liked some of the logos that the Rueckert firm had done and called them to ask if they would work for us in exchange for sponsorship benefits. Because of a project that they were just completing, we were able to use their services at no cost. Their other client gave them permission to offer the Festival a number of second-choice logos relating to water and rivers. Rueckert is putting the logos in different formats for us now, and a new logo for the 2006 Festival will be unveiled in the initial publicity.

New York EqualAccess Libraries Institute – UHLS and three of our member libraries---**Albany, Bethlehem, and Guilderland**---will send representatives to four full-day workshops that are being presented during January-April 2006 by the **NY State Library** and the **Libraries for the Future**, the program division of **Americans for Libraries Council**, a national organization that champions the role of libraries in American life and works to strengthen individual libraries and library systems. These workshops will be held at the Albany Public Library, and Libraries for the Future will provide funding for the training, mileage, and lodging. The program offers individual professional development that will give library staff the skills to design programs and services that respond to community needs, enhance community dialog, and create better community partnerships. Jo-Ann Benedetti and I will represent UHLS at these workshops.

Philip W. Ritter
Executive Director