

## BOARD OF TRUSTEES

July 10, 2002



**PRESENT:** Erin Apostol, Gordon Batcheller, Philip Erlich, Robert

Melissa Palmer, Mary Ellen Schroder, June Tyrrell

**EXCUSED:** Charles Diamond, John Quinan, Lynne Strnad

**ABSENT:** Allanah Fitzgerald, Hawley Zwahlen

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UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

The meeting was called to order at 4:35 PM. P. Erlich welcomed J. Cannell as the new Directors Association Liaison.

### I. NOMINATING COMMITTEE

**MOTION:** E. Apostol moved acceptance of the following slate of officers:

President: P. Erlich  
Vice-President: C. Diamond  
Treasurer: L. Strnad  
Secretary: G. Batcheller

R. Ganz seconded. Unanimous. Motion passed.

**MOTION:** P. Erlich moved acceptance of Mary Alice Molgard, from Berne, as the new trustee representing the small libraries in Albany County. She would be completing Ed DeBerri's term which expires in 2006. J. Tyrrell second. Unanimous. Motion passed.

### II. MINUTES

**MOTION:** G. Batcheller moved to accept the Minutes of the May 8, 2002 Board meeting. E. Apostol second. Unanimous. Motion passed.

### III. DIRECTOR'S REPORT

In addition to his written report, P. Ritter noted the following:

- Guilderland received an Adult Literacy Grant for the second year.
- Cohoes received a Parent/Child grant because they showed a successful partnership with a local agency.
- He contacted P. Hicok, Director of the Troy Public Library, regarding the fact that A. Fitzgerald has been absent from several Board meetings. P. Hicok noted that she has not been present at Troy Board meetings either. He is going to try and get in touch with her and/or report on this situation to his Board.

Discussion regarding the Annual Meeting. R. Ganz suggested that a presentation by the UHLS Director and Board President would have been useful. He noted that the Annual Dinner is a good place to publicize UHLS. J. Cannell noted that the dinner attendees are trustees and representatives from the member libraries and

are already familiar with UHLS. P. Ritter noted that the Administration Committee and the Board decided to eliminate the President and Director presentations in order to allow more time for a guest speaker. The Directors Association requested a guest speaker as part of a Trustee Training program.

Due to the State's delay in reviewing the statistics, UHLS was not been able to print the written Annual Report which contains reports from the UHLS Director and Board President. The Administration Committee will consider the situation when planning the 2003 Annual Dinner.

#### **IV. TREASURER'S REPORT**

M. Schroder presented the Reports for May and June 2002.

**MOTION:** R. Ganz moved to accept the Treasurers Reports for May 2002 and June 2002. M. Palmer second. Unanimous. Motion passed.

#### **V. COMMITTEE REPORTS**

##### *Finance Committee*

M. Schroder reported that she reviewed, approved and signed the Purchase Journal and Payroll for May totaling \$134,874.30 and the Purchase Journal and Payroll for June totaling \$167,518.04.

#### **NEXT MEETING: Wednesday, August 7<sup>th</sup> at 3:30 PM**

##### *Administration Committee*

Report by M. Palmer, Chair. The Administration Committee has almost completed the By-Laws review and will have a draft for distribution at the August 7<sup>th</sup> Board meeting.

She reminded the Board members that the Singer Group will be making their presentation at the August 7<sup>th</sup> meeting.

#### **NEXT MEETING: Monday, August 5<sup>th</sup> at 4:00 PM**

##### *Services Committee*

No meeting. No report.

#### **NEXT MEETING: Tuesday, August 6<sup>th</sup> at 4:30 PM**

##### *Automated Services Committee*

Minutes from the June meeting were distributed to the Board members.

P. Ritter reported that the migration to the new *epixtech* Horizon system is on track. UHLS is still looking at a "go-live" date in November. Automation Department staff members have been working with the libraries to make sure that they have the proper equipment and connectivity.

R. Ganz asked if libraries delay in getting the proper equipment, can they still get

training later? P. Ritter responded that UHLS has purchased 30 extra training days that can be spread out over the following year.

E. Apostol questioned the statement in the June Minutes regarding libraries not understanding the importance of deadlines regarding their policy files. P. Ritter noted that UHLS has tried to be very encouraging and positive in trying to get libraries to work on their policy files prior to migration to *epixtech*. The library directors take offense if something is stated as a requirement. J. Cannell noted that his personal observation is that sometimes it is not a matter of communication but qualification - some of the directors are not qualified to do what they do and therefore don't understand what is required of them.

#### **VI. DIRECTOR'S ASSOCIATION**

J. Cannell is now the Vice-President of the Directors Association and also the liaison to the UHLS Board of Trustees. He did not have a report at this time.

#### **VII. TRUSTEE REPORTS**

J. Tyrrell reported that Brunswick is working on a *Planning for Results* project with Sara Dallas.

R. Ganz reported that the UHLS Library Advocacy Advisory Council (LAAC) was successful in persuading the Albany Legislature to pass a resolution supporting libraries at 25¢ per capita for the coming year. He noted that the LAAC will have further work in the fall since the County Executive has indicated that libraries are not a high priority.

R. Ganz reported that Guilderland held its first Notable Author event and it was very successful. Ninety people attended the reading by author Joe Persico.

R. Ganz reported that in the recent trustee elections at Guilderland, there was a tie in the write-in votes. The Board and the candidates will decide how to break the tie.

E. Apostol reported that the Albany BOCES Adult Education Center uses the libraries as drop-off places for the GED packets. She noted that some of the small libraries are not open in the evenings and this makes it difficult for people to pick up their BOCES materials. She urged trustees of the small Albany County libraries to take a look at their evening hours and consider staying open until 8:00 or 9:00 PM. She also asked that the libraries keep the BOCES materials for longer than one day in order to make the pick-up more convenient.

P. Erlich reported that the Mayor of Rensselaer has re-appointed the library trustees with staggered terms.

**MOTION:** At 5:20 PM, M. Schroder moved to adjourn. J. Tyrrell second. Unanimous. Motion passed.

**NEXT MEETING: Wednesday, August 7<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
7/12/02

**UPPER HUDSON LIBRARY SYSTEM**  
**DIRECTOR'S REPORT**  
**For May-June 2002**

**July 10, 2002**

**Implementation Team** – Meetings are being held every other week to discuss the various codes, material types, and other aspects of the migration to the *epixtech* Horizon automation system. Several sessions were also conducted for the member library directors in order to assist them in the preparation of the coding sheets.

**Numbers Tell the Story 2** – Sandra Nelson presented *Sell Your Story*, the final workshop of this LSTA grant, on May 9-10 to ninety people. Evaluations were outstanding, and many libraries are now embarking on the planning process.

**Albany County Library Funding** – On May 13, the Albany County Legislature approved an appropriation for this fiscal year to fund Albany County public libraries at the rate of \$.25 per capita, and it was approved by County Executive Breslin.

**New Century Libraries Advocacy Meeting** – A number of representatives of UHLS attended this statewide meeting on May 17 at the Cultural Education Center with Commissioner Richard Mills to hear about the status of the legislation for New Century Libraries.

**Books by Mail Program** – After a thorough evaluation by Sara Dallas, this special outreach service was discussed with the Directors Association on June 7. It was noted that the use of this program has declined for the last sixteen years, and the final conclusion was that it was time to eliminate this service from the UHLS outreach program. Since payment to SALS has already been made for this year, the program will continue until April 2003. We will now take under consideration how the funds should be expended. A service plan will be developed and presented to the Directors Association and then to the Board of Trustees for consideration and approval.

**Delivery Service** – A Request for Proposals (RFP) for a new three-year contract for the UHLS delivery service to member libraries was issued in early June. At least ten companies asked for copies of the RFP. The deadline for responses is July 15, and we plan to have a recommendation to present at the August 7 meeting of the Board.

**Annual Meeting** – A successful and well-attended UHLS Annual Meeting was held at the Albany Country Club on June 11. Awards were presented for the Programs of the Year and the Trustee of the Year, and Robert Freeman conducted an excellent presentation on the New York State Open Meeting laws and the Freedom of Information Act.

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**LSTA Grant Applications** – The four LSTA grant applications that were approved by the Board—*Tech Valley/Tech Libraries*, *Library Leadership Development Center*, *New Planning for Results*, and *Imagination River Storytelling Camp*—were submitted to the Division of Library Development on June 14.

**Classification and Competitive Pay Study** – Laura Francisco, a consultant with **The Singer Group**, prepared an extensive analysis of the data that was collected, made significant recommendations regarding the classifications and salaries of UHLS positions, and met with the Director on June 25 and with the Review Team on June 26. A final report will be available by mid-July and will be presented to the Board at its **August 7** meeting.

**Training Specialist** – A Selection Team was organized during June and will be meeting on July 9 to review applications and select candidates to be interviewed for this important position. It is hoped that someone will be hired by the end of August.

**Splash Splash Read!** – Twenty-eight UHLS member libraries are participating in this statewide Summer Reading program. Ventriloquists, magicians, storytellers, and more highlight the summer at our public libraries. Of particular note are the performances this summer of the *Mother Goose Jazz Band* that were partially funded by two arts grants.

**I Spy My Hometown** – The paper games of this grant project are being finalized and will be available in each participating community. Young team members will offer tours of the I Spy historical sites during the summer.

**Online Databases** – Trials and evaluations will be conducted during July-August of over 20 vendor databases that are being considered for purchase during the next fiscal year.

**Managing for Results** – As a result of her work with the planning process during the past two years, Sara Dallas has been accepted into this Public Library Association national training program to be presented by Sandra Nelson in October 2002 in Denver, Colorado.

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**Philip W. Ritter, Director**