

BOARD OF TRUSTEES

July 9, 2003

MINUTES



PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, Robert Ganz, LouAnne Lundgren, Mary Alice Molgard, George O'Connor, Lois Prenovost, James Reilly
EXCUSED: Paula Read, Mary Ellen Schroder
ABSENT: Lynne Strnad, Hawley Zwahlen
UHLS STAFF: Philip Ritter, Heidi Fuge

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

I. OATH OF OFFICE

C. Diamond administered the Oath of Office to P. Erlich. P. Erlich administered the Oath of the Office to G. O'Connor, L. Prenovost, J. Reilly, and L. Lundgren.

II. NOMINATING COMMITTEE

G. O'Connor reported on behalf of the Nominating Committee and presented the following slate of officers:

President -	Philip Erlich
Vice-President -	Charles Diamond
Treasurer -	Lynne Strnad
Secretary -	Jeffrey Cannell

There were no nominations from the floor.

MOTION: E. Apostol moved to accept the slate as presented. M. Molgard second. Unanimous.

III. MINUTES

MOTION: J. Reilly moved to accept the Minutes of the May 14th meeting as presented. C. Diamond second. Unanimous.

IV. EXECUTIVE DIRECTORS REPORT

P. Ritter reviewed his written report and noted the following:

- 4 member libraries (Troy, Valley Falls, RCS and Guilderland) submitted applications for the Parent and Child Library Services grants. RCS was awarded \$21,869 and Guilderland was awarded \$11,312. There is only \$300,000 allocated for this Statewide so he was pleased that UHLS libraries received these grants.
- Staff resignations: Karen Nuckolls (Manager, Automation Services) and Sara Dallas (Manager, Outreach Services) have submitted resignations. K. Nuckoll's last day of work was June 20th. S. Dallas has not yet given an ending date pending resolution of some medical concerns, and she will continue on sick

leave and Family Medical Leave for as long as is necessary, within the restrictions of the UHLS policies.

The Manager of Automation Services position is an important one, and P. Ritter will create a Search and Selection Committee, composed of staff from the member libraries, to assist in filling it. He met with library directors and technology staff members to develop a revised job description and position announcement. The dual departments, Automation Services and Technology Services, will probably be re-combined with the Manager, Automation Services, as the head. Rawdon Cheng, who now holds the title of Manager, Technology Services, will probably become the Systems Administrator - a position under the Manager, Automation Services, without supervisory responsibility.

The position of Manager, Outreach Services, will not be filled. Instead, on an experimental basis, those responsibilities will be divided among the current Management Team members with the majority of the duties being given to Rachel Baum who will increase to full time. In addition, P. Ritter will not be appointing a Deputy Director. In taking these steps, he is trying to anticipate any problems with a decrease in State funding.

J. Cannell noted that the brainstorming session regarding the Automation Services position was very useful and this is a good time to re-consider the responsibilities of the position. He also feels that it is appropriate and prudent to take a conservative approach to the Outreach position.

V. TREASURER'S REPORT

MOTION: R. Ganz moved to accept the Treasurer's Reports for the periods ending 5/30/03 and 6/31/03. C. Diamond second. Unanimous

VI. COMMITTEE REPORTS

Finance Committee

J. Cannell reported that the Committee reviewed and approved the Purchase Journal and Payroll for May totaling \$99,709.99 and for June totaling \$126,340.75.

J. Cannell reported that the Committee reviewed the \$10,000 invoice from Dynix for the network analysis conducted in June, and recommends approving the expenditure. The Directors Association requested that this analysis take place immediately in order to correct network problems and urged P. Ritter to contract with Dynix for the study. P. Erlich was notified of the project and approved the contract, specifying that the Board would approve it at the July meeting. C. Diamond noted that the Administration Committee reviewed the invoice at their July meeting and also approves the expenditure.

Discussion regarding how the cost of the network analysis fits in with the remaining 10% of the system cost. R. Ganz noted that he approved the payment for the work

completed but hopes that the Board will still consider withholding the final 10% of the automation system cost. He also noted that this \$10,000 should be considered to come out of the \$36,000 still "owed" to Dynix and wants the Board to keep this in mind.

Consensus that there was an understanding that the hardware and network problems were not entirely the fault of Dynix and that UHLS changed some of the equipment specifications prior to the Horizon software installation. P. Erlich noted that Dynix should have mentioned the RoadRunner problems when they became aware, in January, that UHLS had changed internet providers.

P. Ritter noted that Dynix has not yet asked for the final 10% and although they responded to the letter from the UHLS attorney, there was no mention of a final payment.

MOTION: J. Cannell moved to approve the \$10,000 expenditure for the network analysis and to pay this from the special automation account. M. Molgard second. Unanimous.

E. Apostol asked, in reference to the Dynix report, if the specific recommendations are not followed by some of the individual libraries, will this affect overall automation system performance? P. Ritter noted that this was a possibility, however, at this time, none of the libraries have indicated that they will not comply with the recommendations; UHLS made a group purchase of the Cisco routers for those libraries who need them and the RoadRunner/T1 changes are in process.

R. Ganz asked if UHLS would be able to do a group purchase of the T1 lines for the libraries? P. Ritter noted that he believed that UHLS still had a group relationship with Verizon.

NEXT FINANCE MEETING: Wed. August 13th at 3:30 PM at UHLS

Administration Committee

Report by C. Diamond, Chair. He reviewed the background on the air quality study that has been completed. The next step is the design and construction phase to correct problems identified in the study.

MOTION: C. Diamond moved to approve the Novus Engineering proposal for the HVAC design and construction. Total project cost, including the Novus fees, not to exceed \$15,000. The project will be paid from the special building fund. J. Cannell second. Unanimous.

NEXT ADMINISTRATION MEETING: Monday, August 11th at 4:00 PM at UHLS

Services Committee

No meeting. No report.

NEXT SERVICES MEETING: To be announcedAutomated Services Committee

P. Ritter reported that Julian Critchfield, Chief Operating Officer at Dynix, will attend the joint meeting of the Directors Association and the ASC on Friday, July 11th. He encouraged any interested Trustees to attend the meeting since it is possible that this meeting could determine the direction that the Directors would like UHLS to take in relation to the future of the Dynix system. Jack Blount, Dynix CEO, has offered to attend the August Board meeting if that is the wish of the Trustees.

R. Ganz questioned the role of the Directors Association and the ASC in relation to the Board of Trustees. P. Ritter noted that both groups act as advisory groups with the ASC ultimately responsible for making any policy recommendations about automation, to the Board. R. Ganz expressed concern about the Directors Association raising any issue, in front of Julian Critchfield, about moving from Horizon to another system. He cautioned that such a decision could only come from the Board of Trustees and that raising this, at the July 11th meeting, might cause Dynix to withdraw its active support of UHLS. A meeting with a third party vendor, contracting with the Upper Hudson Library System, should not contain a threat to leave the vendor's automation system unless the Board has passed such a decision.

J. Cannell responded that the problems with the Horizon system have the potential for a PR debacle for Dynix and he feels that they will continue to try to satisfy the libraries. He personally feels that the UHLS member libraries are too idiosyncratic for the Horizon system and that APL might be considering an automation system on their own. It wouldn't be a bad thing for the Dynix COO to hear how entirely frustrated and unhappy all of the libraries are with this system. The libraries are independent and can express their own opinions, not on behalf of the System; they are the ones who deal with the automation system every day and are growing increasingly frustrated. He pointed out that several libraries have spent a lot of staff time and dollars to make the automation system run.

E. Apostol noted that since both UHLS and the members have spent a lot of money and time on this system, they should make every effort to get it to work. She noted that UHLS should consider what has already been invested in this system and just tell Dynix to make it work.

R. Ganz noted that his concern was that a united front should be presented when dealing with Dynix because this would be less confusing and more apt to result in action. He agreed that it would be appropriate for the libraries to express their frustration but it would not be appropriate for the ASC to make any resolutions

regarding a system change at this time.

P. Ritter noted that both the President and the COO are very aware that there are serious problems with this system. The UHLS Automation and Technology staff are holding weekly conference calls with Dynix and they can reinforce the level of dissatisfaction. Dynix has been responding in an exemplary fashion lately.

NEXT ASC MEETING: Tuesday, August 26th at 9:00 AM at UHLS

VII. TRUSTEE REPORTS

R. Ganz reported that Joyce Carol Oates will be giving a reading at Guilderland. There are 12 corporate sponsors and they are anticipating 300 people.

M. Molgard reported that Berne is searching for two new trustees. The library has to accept the suggestions from the Town Board since the trustees are appointed by the Town Board.

VIII. OTHER BUSINESS

P. Erlich announced the following Committee assignments:

Administration Committee

Charles Diamond, Chair
George O'Connor
Paula Read
James Reilly

Finance Committee

Lynne Strnad, Chair
Jeffrey Cannell
Mary Alice Molgard
Hawley Zwahlen
Mary Ellen Schroder

Services Committee

Erin Apostol, Chair
Rob Ganz
LouAnne Lundgren
Lois Prenovost

IX. CORRESPONDENCE

P. Erlich noted the June 26, 2003 letter from William Dedrick, Rensselaer County legislator thanking UHLS for the invitation to the Annual Dinner.

MOTION: R. Ganz moved to adjourn. M. Molgard second. Unanimous. Meeting adjourned at 6:15 PM.

NEXT BOARD MEETING: Wednesday, August 13th at 4:30 PM.

Heidi A. Fuge
7/11/03

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For May/June 2003
July 9, 2003

Migration to Horizon Sunrise – The operation of the automation system has gone much better since Dynix sent a team of software and system engineers to analyze the system during June 3-6, 2003. They made several adjustments to the system and determined that further network analysis was necessary. UHLS contracted with Dynix to send a network engineer to visit every UHLS library facility and analyze the network traffic during June 17-25, 2003.

UHLS Annual Meeting – The 42nd UHLS Annual Meeting was held at the Albany Country Club on June 11, 2003. There were 182 registered attendees representing 23 member libraries. The total *no-shows*, 19, were the fewest ever. Twenty county, state, and local legislators accepted our invitation. Although 9 were *no-shows*, there were still more elected officials in attendance than at any past meeting. **Keith Michael Fiels**, Executive Director of the American Library Association, made a special trip to fill in for the scheduled speaker, Dr. Maurice (Mitch) Friedman, who was taken ill and ordered by his doctor not to travel.

Annual Report – The Division of Library Development has approved the annual reports. Although the Federal authorities will not review these reports until July, UHLS will go ahead with the printing of the narrative and statistical report for distribution.

Tech Valley Tech Libraries – Several programs were held in June, and there are many more to come in July and August. Most are either breakfast or lunch programs geared towards the business community. The topics include: nanotechnology, intellectual property, what we learned in Austin, the future of Tech Valley expansion in Rensselaer County, emerging business in Tech Valley, business plans, starting up a tech business in NY, and financial options for new businesses.

Storytelling Camp – In May, the last of the student groups in the Imagination River Storytelling Camp grant performed for an enthusiastic public. In June, the participants received copies of the CD of stories recorded by each group. This summer, participating libraries will host a storyteller to present a public performance. In Castleton, the library parlayed that opportunity into more summer storytelling workshops with middle school students. The momentum established by this grant continues as students perform at recreation programs this summer and as a partner school librarian and teacher write a storytelling curriculum through a grant from the Teachers Center.

(Continued)

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Summer Reading Program – Twenty-eight of the twenty-nine UHLS member libraries are approaching full swing in their programs for Summer Reading. Many interesting activities are happening, including performances by *Das Puppenspiel*, an acclaimed puppetry ensemble. These performances, involving twenty UHLS libraries, are funded in part by arts grants from the two area councils.

Staff Resignations – Two members of the UHLS Management Team, **Sara Dallas** and **Karen Nuckolls** submitted their resignations during June 2003. While she has not yet determined her last day of work, Sara Dallas resigned her position of Deputy Director and Manager of Outreach Services to become Director of the Southern Adirondack Library System in Saratoga. Karen Nuckolls resigned her position as Manager of Automation Services as of June 20 in order to relocate with her husband.

Replacement of the Manager of Outreach Services – In order to help us deal with future funding issues, I am not hiring a replacement for Sara Dallas. Her duties will be distributed among the current UHLS staff. Rachel Baum will become our Outreach Librarian and take over supervision of the delivery services. In order to assume these new duties, Rachel will return to full-time employment status on June 30, 2003. Mary Fellows will take over the supervision of the rotating pool collections and the circulation of materials. Heidi Fuge will review the data related to the State annual reports, and I will be the contact person with member libraries and DLD regarding questions about the annual report. Each individual will perform these duties in addition to the duties that they already perform. I do not intend to appoint anyone to be the Deputy Director. Whenever I am not available, I will designate one of the UHLS Management Team to act in my place.

Replacement of the Manager of Automation Services – I will meet with the member library directors and automation staff to seek their guidance regarding the necessary qualifications for this position as well as the organizational structure that is best suited for the UHLS automation and technology services. A selection team will be appointed, applications solicited, and interviews conducted with the anticipation of hiring a replacement by October 2003.

Philip W. Ritter
Executive Director