

Board of Trustees

MINUTES OF THE June 13, 2001 ANNUAL MEETING
Held at the Sunset Banquet House in North Troy, NY



TRUSTEES

Present: Gordon Batcheller, James Carr, Ed DeBerri, Charles Diamond, Philip Erlich, Melissa Palmer, John Quinan, Mary Ellen Schroder

Absent: Hawley Zwahlen

Excused: Erin Apostol, Lynne Strnad, June Tyrrell

UHLS STAFF: Rachel Baum, Rawdon Cheng, Sara Dallas, Mary Fellows, Heidi Fuge, Noralee Itchoak, George Linsley, Karen Nuckolls, Philip Ritter, Joseph Sherry

President P. Erlich convened the meeting at 8:03 PM.

I. WELCOME

P. Erlich welcomed everyone to the 40th Annual Meeting. He noted that with 189 reservations, this was the second largest meeting in UHLS' history. He introduced the UHLS Trustees present (listed above) and acknowledged the following special guests and visitors: William Meredith (UHLS Past President), Assemblyman Pat Casale, Tyler Sawyer (Supervisor, Town of Grafton), John McDonald (Mayor of Cohoes), Tom Hart (Supervisor, Town of Poestenkill), Mary Brizell (Supervisor, Town of Colonie), Jean Sheviak (Director, CDLC) and Miriam Meier (Director, SALS). He also asked anyone who has ever served as a UHLS Trustee to please stand and be acknowledged.

II. MINUTES

Minutes of the June 14, 2000 meeting accepted as presented.

III. NOMINATING COMMITTEE

M. Schroder presented the slate of candidates for the Board of Trustees: Erin Apostol, Gordon Batcheller, James Carr and Ed DeBerri.

MOTION: Charles Diamond moved to accept the slate as presented. Barbara Schoen second. Unanimous.

IV. PRESIDENT'S REPORT

P. Erlich noted that his written report will be included in the 2000 Annual Report that has yet to be printed. Due to the delay in transmitting the State Annual Report information, UHLS has not yet received the statistics back from the State. He pointed out that he began serving as President in January of 2001 following the resignation of President William Meredith. The major activities in 2000 included the employment of Philip Ritter as the UHLS Director and the beginning of the search for a new automation system.

V. AWARDS PRESENTATION

Trustee Awards

M. Palmer, Chair of the Administration Committee presented the Trustee Awards to Barbara Hahn (Schaghticoke) and Jane Spain Ducatt (Troy).

Program Awards

J. Quinan, Chair of the Services Committee presented the Awards to the Brunswick Community Library for their *Seniors Outreach* program and the Bethlehem Public Library for their *Bethlehem Treasures* program.

Advocate Awards

J. Quinan, Chair of the Services Committee presented the first William Meredith Advocate of the Year Awards to Eva Gemmill (Poestenkill) and Malcolm Bell (East Greenbush).

J. Quinan noted that both Rensselaer and Albany County legislatures have been supportive of the libraries in their counties. The funds that they allocated to the 29 public libraries allows us to enhance and expand library services offered to a combined population of over 500,000 people.

MOTION: J. Quinan moved the following Resolution be transmitted to the Albany and Rensselaer County Legislatures:

Whereas, the Upper Hudson Library System is appreciative of the support provided to its member libraries by the citizens of Albany and Rensselaer Counties; and

Whereas, the Albany and Rensselaer County Legislatures have demonstrated their enthusiastic and ongoing support of local public libraries; and

Whereas, the twenty-nine libraries in the Upper Hudson Library System wish to continue their enhancement of services to the citizens of Albany and Rensselaer Counties;

Therefore Be It Resolved, that the Upper Hudson Library System expresses its appreciation to the Albany and Rensselaer County Legislatures for their continuing support of public library services.

Motion accepted by acclamation.

VI. DIRECTOR'S REPORT

P. Ritter noted that he joined the UHLS staff in July 2000 and thanked S. Dallas for all of her work as Interim and Deputy Director. In 2000, a Services Survey was conducted of the member libraries - 28 out of 29 libraries completed the Survey. The results were used in developing the budget as well as developing a new Long Range Plan. In 2001, a Satisfaction Survey will be conducted to gauge the members' level of satisfaction with all of the UHLS services. The primary projects for 2001 are:

- ? selection of a new automation system
- ? hiring Mary Fellows as the Youth Services Consultant

? hiring additional automation staff members

He briefly outlined the major accomplishments in each department and then listed the UHLS staff members and asked those present to please stand and be recognized.

VIII. DIRECTORS ASSOCIATION REPORT

Report by R. Jaquay, President. He has been very pleased with the appointment of P. Ritter, noting that he is a joy to work with and a colleague that he respects. The selection of a new automation system has been the primary consideration of the Directors Association. He noted that in 2000, there was record attendance at the DA meetings and the Directors have worked hard at developing a sense of teamwork and collaboration. He thanked the DA Executive Committee for all of their hard work during the year.

MOTION: at 8:46 PM Sheila Peach moved to adjourn. Lee Bowman second.
Unanimous.

Heidi A. Fuge
6/14/01

UPPER HUDSON LIBRARY SYSTEM
Annual Meeting – June 13, 2001
Philip W. Ritter, Director

FY2000 was one of major transition for the UHLS.

From January through June 2000, Sara Dallas served as Interim Director while continuing to fulfill her duties as Outreach Consultant. During this time, she:

- ? facilitated the Saffady Report on automation,
- ? oversaw the introduction of the Web 2 OPAC,
- ? ensured the passage of the Free Direct Access Plan among member libraries, and
- ? implemented daily delivery to all member libraries.

I want to thank her for doing so much during this short period of time and note that she continues to serve as our Deputy Director.

When I became the Director in July 2000, one of the most immediate issues was the proposed migration to a new automation system. It had been recommended that we upgrade to a more sophisticated automation system and that we hire additional automation personnel.

A *Request for Proposals* was prepared and submitted to potential vendors. The year ended with the receipt of five proposals. After a thorough evaluation of these proposals, which is still ongoing, a new automation system should be in place by 2002.

We also began our search for two new employees, and we have interviewed for and are attempting to hire a Technology Specialist and a Training Specialist at this time.

During the summer of 2000, we conducted a *Services Survey* to gather information from our 29 member libraries. Based on the results of this survey, we prepared a budget for 2001 that emphasized the services required by the libraries and began work on a *Plan of Service* that would more closely address the needs of our customers. As a result of suggestions from several member libraries, we will soon be conducting a *Satisfaction Survey* that will give us a better idea of how well we are serving our customers.

As you are aware, we worked all of 2000 without a permanent Youth Services Consultant. After an extensive search and interview process, we asked Mary Fellows to join us in January 2001. I hope all of you are as pleased as I am with that decision.

In an attempt to better understand the services and needs of the UHLS member libraries, I began a series of visits to the member libraries and met with directors, staff, and boards of trustees. I will soon complete all of those visits, and it has certainly been an educational experience for me. I am certain that I have gained a great deal of valuable knowledge that will enable me to make suggestions for improving the services to our member libraries. I want to thank each of you for inviting me into your libraries.

During these visits, it became obvious to me that there are many committed employees and trustees who want the very best for their local libraries. This meeting, with the outstanding

attendance and the awards to deserving library supporters, is witness to how much the people of Albany and Rensselaer Counties love their local public libraries.

As I conclude my report, let us look briefly at the major accomplishments of the various departments of the UHLS during FY2000:

Adult and Information Services:

- ? The *Basic and Beyond* LSTA grant funded 34 classes for 151 students.
- ? The *What We Know* adult poetry-writing program and workshops were conducted at 8 member libraries.
- ? *UHLS Interlibrary Loan Code* was revised.
- ? UHLS applied for E-rate refunds on behalf of 27 member libraries, and the result was a total of \$63,818 in 1999 E-rate reimbursements.

Automation Services:

- ? New UHLAN contracts with the UHLS member libraries were approved, and the year ended with 23 member libraries participating in UHLAN.
- ? The RFP was prepared and sent to vendors for the migration to a new automation system.
- ? Web2 OPAC was installed.
- ? Graphical e-mail was instituted.
- ? The ability to send e-mail overdue and request notices to patrons was created.
- ? *A New Titles Report* was created on the Intranet.

Outreach Services:

- ? *Outreach Minigrant* funding to 12 member libraries provided services to target populations in their communities. Library staff worked with 19 community agencies and provided 45 special programs to the public.
- ? *Seniors Connect* LSTA grant helped member libraries to provide enhanced outreach services to older adults, and it enabled 230 people to attend 16 Internet programs. It is estimated that 3,392 people were served by this project.
- ? Daily delivery to all member libraries began.
- ? *Books by Mail* program provided over 3,000 books to 140 homebound people.

Youth Services:

- ? *Babies Need Books* LSTA grant project served over 1,700 people through 11 member libraries and 27 community agencies.
- ? The Summer Reading Program involved 25 member libraries with 4,870 children reading 24,039 books for a total reading time of 14,092 hours.

I trust that this is witness to the services rendered by UHLS during 2000.

Finally, I want to take this opportunity to introduce all the staff of the UHLS by department:

Adult and Information Services:

RACHEL BAUM – Consultant
 NORALEE ITCHOAK – Resource Sharing Coordinator

Automation Services:

KAREN NUCKOLLS – Consultant
 RAWDON CHENG – Systems Manager
 CLAUDE CAESAR – PC Support Specialist
 MARY ELLEN BENA – Cataloger

Outreach Services:

SARA DALLAS – Consultant/ Deputy Director
LYNN ORME – Collection Clerk
MARIAN SMITH – Collection Clerk

Youth Services:

MARY FELLOWS – Consultant
DIANE RIGANTI – Technical Services Coordinator

Administrative Services:

JOE SHERRY – Financial Manager
GEORGE LINSLEY – Office Assistant
HEIDI FUGE – Administrative Manager