

Board of Trustees

MINUTES OF THE March 14, 2001 MEETING



TRUSTEES

Present: Michael Esposito, Ed DeBerri, Charles Diamond, Philip Erlich, Mary Ellen Schroder, Lynne Strnad, Hawley Zwahlen

Excused: Gordon Batcheller, James Carr, Melissa Palmer, John Quinan, June Tyrrell

UHLS STAFF: Sara Dallas, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

P. Erlich convened the meeting at 4:30 PM. He noted that due to a death in the family, P. Ritter was unable to attend and S. Dallas was attending as the Deputy Director.

I. MINUTES

MOTION: H. Zwahlen moved to accept the Minutes of the February 14, 2001 meeting as presented. M. Esposito second. Unanimous.

II. DIRECTORS REPORT

S. Dallas reported that the following:

- ? to-date, 17 of 29 libraries have submitted their State Annual Reports to UHLS.
- ? due to inclement weather, the interviews for the Automation positions had to be rescheduled. The interviews will be completed on March 28th.
- ? March 20th is Library Lobby Day; attendees will be urging legislators to support the \$95 million Library Aid bill.
- ? the automation vendor demonstrations are almost completed, the final demonstration will take place on March 21st. Demonstration attendees seem to be the most impressed with Triple-I and epixtech.

III. OLD BUSINESS

MOTION: E. DeBerri moved to adopt the UHLS Technology Plan that was distributed for review at the February Board meeting. C. Diamond second. Unanimous.

IV. TREASURER'S REPORT

Report by L. Strnad. She reviewed the Report for the period ending February 28, 2001. She noted that UHLS will be operating on reserve funds pending receipt of the State aid. The amount in the reserve operating accounts is close to the amounts in those accounts at this time last year. Report accepted for filing.

V. COMMITTEE REPORTSFinance Committee

Report by L. Strnad, Chair. She reviewed the February Purchase Journal. She noted that February amount is lower than January because in January, we paid out all of the supplemental aid to the member libraries. In addition, January was a 3- pay week month.

MOTION: L. Strnad moved that the President be authorized to sign the February Purchase Journal and payroll totaling \$120,016.72 E. DeBerri second. Unanimous.

L. Strnad noted that the annual audit will be held the week of March 26th.

NEXT MEETING: Wednesday, April 11th at 3:30 PM at UHLS.

Administration Committee

No report - meeting canceled.

NEXT MEETING: Monday, April 9th at 3:00 PM at UHLS. (Note new date).

Services Committee

Report by S. Dallas in the absence of the Chair and Committee members. She noted that the Committee members reviewed the Construction grant applications and recommended the following list for approval:

1.	Schaghticoke: upgrade lighting	\$3,667
2.	Nassau: renovate bathroom, office & lobby for handicapped accessibility	\$ 875
3.	Grafton: construct bathroom with handicapped accessibility	\$2,000
4.	Stephentown: install matting under carpet to control heating costs	\$3,000
5.	Hoosick Falls: renovate basement for energy efficiency and safety	\$3,400
6.	Westerlo: install central air-conditioning	\$1,241
7.	E. Greenbush: paving to improve handicapped accessibility	\$15,446
8.	Colonie: install new ceiling and lighting	<u>\$3,551</u>
		\$33,180

MOTION: E. DeBerri moved to accept the construction grant funding recommendations from the Services Committee and transmit them to the State. M. Esposito second. Unanimous:

S. Dallas reported that the Committee members also reviewed the Outreach mini-grant applications and recommended the following list for approval:

1.	Albany: to establish a collection of Spanish language materials	\$1,000
2.	Bethlehem: to develop storytelling kits to enhance pre-literacy skills	\$1,000
3.	Brunswick: to provide bookmobile service to Brunswick ARC	\$1,000
4.	Hoosick Falls: provide home-bound library service and service to Senior Center Housing	\$1,000

5.	E. Greenbush: provide library services to teens with learning disabilities	\$1,000
6.	Guilderland: to increase the collection of foreign language materials	\$625
7.	Petersburgh: to provide a series of babysitting skills workshops for under-served and educationally disadvantaged pre-teens and teenagers	\$1,000
8.	Poestenkill: to develop a collection of materials to assist parents and children in understanding and living with special needs	\$ 675
9.	RCS: to provide family literacy outreach to educationally disadvantaged children, families and caregivers	\$1,000
10.	Troy: to provide library resources for adults attaining their GED (General Education Development/high school equiv.)	\$1,000
11.	Colonie: to purchase a reader/enlarger to assist people with limited vision	<u>\$1,000</u>
		\$10,300

MOTION: M. Esposito moved to accept the Outreach mini-grant grant funding recommendations from the Services Committee. M. Schroder second. Ayes: 5; Abstention - E. DeBerri. Motion failed.

NEXT MEETING: Tuesday, April 10th at 4:30 PM at UHLS.

Automated Services Committee

Written report filed with original Board Minutes.

Discussion regarding the automation vendor demonstrations. P. Nonamaker noted that she had not received a good report on *DRA* from those attending the demo. She received a good report on *III*. She attended the *epixtech* and *VTLS* demonstrations. She was impressed with *epixtech*, but not with *VTLS*.

NEXT MEETING: Tuesday, March 27th at 9:00 AM at UHLS.

Nominating Committee

P. Erlich appointed M. Schroder Chair of the Nominating Committee for Board members. She will select her Committee members (2 from each County) and will present a slate for review at the May Board and approval at the June annual meeting.

VI. DIRECTORS' ASSOCIATION LIAISON

P. Nonamaker noted that although she was unable to attend the March Directors Association meeting she would highlight features from their Minutes.

- ? Albany Public Library has hired a full time fundraising person
- ? there was discussion regarding the standardization of library policies. The move to a new automation system and the fact that almost all of the member libraries are online makes this a perfect time to begin these discussions.

Topics to be covered include loan period, fines, and registering patrons.

VII. OTHER BUSINESS

E. DeBerri noted that in the March issue of ***The Latest Edition*** (the UHLS newsletter) there was a front page article regarding libraries and the Children's Internet Protection Act (CIPA). He felt that the prominent placement of the article implied that UHLS supports the ALA position without any policy discussion at the Board level. C. Diamond noted that the Watervliet Board reviewed the article and it is a topic on the agenda for their next meeting. He noted that perhaps, in the future, a disclaimer might be attached to any articles that seem to take a position.

S. Dallas pointed out that libraries must understand this law because it can affect the e-rate funds and the federal funds that they receive. The article was an attempt to bring the issue to the attention of the libraries and educate them on its possible consequences. No position was taken or implied.

P. Nonamaker noted that the FCC is supposed to issue some regulation regarding filtering and libraries are still waiting for these.

A question was raised regarding the impact on e-rate funding: if one member of a consortium application does not filter their internet access will this affect the funding for the rest of the members?

P. Erlich noted that it is the responsibility of UHLS to provide information to the libraries on compliance with the CIPA and the risks of non-compliance.

MOTION: At 5:25 PM, L. Strnad moved to adjourn the meeting. H. Zwahlen second. Unanimous.

NEXT MEETING: Wednesday, April 11th at 4:30 PM at UHLS.

Heidi A. Fuge
3/16/2001

UPPER HUDSON LIBRARY SYSTEM
DIRECTOR'S REPORT
For February 2001
March 14, 2001

Automation System Migration - The five vendors who submitted proposals have been scheduled for demonstrations of their systems, and the evaluation process will begin at the Automated Services Committee meeting on March 27.

Visits and Meetings - I met with the directors/staff and toured the library facilities at **Altamont, Berne, Grafton, and Rensselaer** during February 2001. I also met with the Boards of Trustees at **Bethlehem and Watervliet**.

Training Specialist and Technology Specialist - The Search Committee has narrowed the field of applicants and have scheduled interview for three applicants for each position. These interviews will be on March 2, 5, and 6.

Supplemental Aid for Public Library Construction - Nine member libraries submitted applications for the additional FY2000 funds made available through the Public Library Construction Grants. A report and recommendation will be made on March 13 to the Services Committee for their review and to the Board of Trustees for their approval on March 14.

Pandora's Box - This LSTA grant is enabling UHLS to present classes on various computer topics. Classes have been scheduled during March on the following topics: Computer Troubleshooting, Excel, and Access. They will be held at Albany Main, Sand Lake, and Voorheesville.

Numbers Tell the Story - This LSTA grant enabled UHLS to present Sandra Nelson at a two-day workshop on February 6-7 which was attended by 120 persons. Evaluations were excellent. Keith Curry Lance will be in Albany during April 12-13 to present information on electronic measurement.

Outreach Minigrants - UHLS received 14 outreach minigrant applications for a total of \$13,114. Total funding available is \$10,300. The advisory counsel will meet on March 1 to evaluate and make recommendations for funding.

Adult and Information Services Web Pages - This UHLS department has prepared and mounted a number of Adult Services web pages on the UHLS web site. They can be accessed on the UHLS home page by first clicking on Services and then on Adult Services.

Philip W. Ritter, Director