



Board of Trustees

MINUTES OF THE March 6, 2002 MEETING

TRUSTEES

Present: Erin Apostol, Charles Diamond, Philip Erlich, Allannah Fitzgerald, Robert Ganz, Melissa Palmer, John Quinan, Mary Ellen Schroder, June Tyrrell, Hawley Zwahlen

Excused: Gordon Batcheller

Absent: Lynne Strnad

UHLS STAFF: Phil Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

President P. Erlich convened the meeting at 4:35 PM.

I. OATH OF OFFICE

P. Erlich administered the Oath of Office to Allannah Fitzgerald, the new representative from the Troy Public Library. She was assigned to the Administration Committee.

II. MINUTES

MOTION: J. Tyrrell moved to accept the Minutes of the February 13, 2002 meeting. E. Apostol second. Unanimous.

III. DIRECTOR'S REPORT

P. Ritter distributed three informational booklets from the NYS Education Department:
? "New York State Public Library Systems"
? "Statement on the Governance Role of a Trustee or Board Member"
? "NOVEL - Libraries Expanding Information Access for New Yorkers"

He invited all of the Trustees to the Library Advocacy Advisory Council meeting that would be held following the Board meeting.

He noted that he, S. Dallas and R. Baum would be attending the Public Library Association (PLA) conference in Phoenix, AZ during the week of March 11th.

IV. TREASURER'S REPORT

Presented by H. Zwahlen. He noted that the February Bank Statements have not been received and the interest on the Restricted Accounts has not yet been allocated. Report accept for filing.

V. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen in the absence of L. Strnad.

MOTION: H. Zwahlen moved that the President be authorized to sign the February Purchase Journal and Payroll totaling \$97,412.27. M. Palmer second. In favor: 9 Abstentions: 1 (R. Ganz) Motion passed.

Administration Committee

Report by M. Palmer, Chair. She reviewed the Minutes from the March 4th Committee meeting.

MOTION: M. Palmer moved that if there has not been any response from OGS regarding the Task Force lease, by April 15th, P. Ritter should be authorized to send a letter notifying them that the lease will expire on May 31, 2002. E. Apostol second.

Discussion. R. Ganz questioned waiting until April 15th. He noted that the sooner they are given notice, the easier it will be to enforce the lease expiration date without extending the Holdover contingency.

MOTION: R. Ganz moved to amend the previous motion to state: on **March 15th** a letter will be sent to OGS notifying them that the lease will expire on May 31, 2002. **The letter should be written by the UHLS attorney.** J. Quinan second. Unanimous acceptance of the motion to amend.

P. Erlich polled the Board on the original motion. Unanimous acceptance of the original motion as amended.

M. Palmer reported the Committee's discussion regarding acceptance of the monthly Purchase Journal. The Committee reviewed the NYS Commissioner's Regulations and the previous Board-approved procedures, and it is acceptable to establish a procedure whereby at least one member of the Finance Committee could review and approve the monthly Purchase Journal. H. Zwahlen reported that the Finance Committee considered the proposal and accepted the responsibility. He noted that if there was any difficulty, the procedure could always be changed or modified. M. Schroder noted that the Finance Committee should be given plenty of time to review the Purchase Journal - whether they receive it in advance of the meeting or are given it in one month for approval the following month.

MOTION: M. Palmer moved that at least one member of the Finance Committee be authorized to review and approve the monthly Purchase Journal. Monthly Purchase Journals will continue to be submitted to the Board for informational purposes. R. Ganz second. Unanimous.

M. Palmer introduced the By-Laws amendments being considered by the Administration Committee. Consensus that the amendments should be referred back to the Committee in order to review two more suggestions: a Directors' representative as a voting Board member and giving the Board President the right to vote on all issues. In addition, the Committee will contact the UHLS attorney for an opinion on the quorum definition under consideration. The Committee will present the amendment "package" for a first reading at the April 10th Board meeting.

Services Committee

Report by J. Quinan, Chair. He reviewed the Minutes from the March 5th Committee meeting.

MOTION: J. Quinan moved to accept the Central Library Plan of Service as presented and forward it to DLD as a addendum to the UHLS Plan of Service. J. Tyrrell second. Unanimous.

MOTION: J. Quinan moved to accept the Outreach mini-grants as presented. J. Tyrrell second. Unanimous.

MOTION: J. Quinan moved that the Board of Trustees appoint an *ex-officio* member to the Outreach Advisory Council, preferably a Services Committee member. The appointment will begin when the 2003 Outreach mini-grants are considered. R. Ganz second. Unanimous.

MOTION: J. Quinan moved to approve the Arts Decentralization grants. J. Tyrrell second. Unanimous.

Automation Services

P. Ritter reviewed the Minutes from the February 26th meeting. He noted that UHLS will be transferring to RoadRunner for internet access and a new, less expensive, mail server with enhanced features will be purchased.

VI. DIRECTORS ASSOCIATION LIAISON

Report by P. Nonamaker.

- ? at the March Directors Association meeting, the Directors were introduced to the idea of a database containing information on all of the member libraries. The foundation of the database would be the information from the State Annual Reports.
- ? UHLS is planning Trustee Training Workshops
- ? one of the Directors will be sending a letter to DLD criticizing the Annual Report process and noting that it ends up costing almost more in staff time than the amount of state aid.
- ? the new email service has built-in anti-virus protection but the libraries will still need to keep other anti-virus software on their computers.

VII. NOMINATING COMMITTEE

P. Erlich reminded Board members to poll their library boards for members for the UHLS Nominating Committee which is being chaired by L. Strnad.

M. Schroder, C. Diamond and P. Erlich all have possible members. The Committee must be established no later than the April 10th Board meeting in order to present the slate at the May 8th Board meeting.

MOTION: at 5:55 PM, J. Tyrrell moved to adjourn the meeting. M. Palmer second. Unanimous.

NEXT MEETING: April 10th at 4:30 PM.

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT

For February 2002

March 6, 2002

2002 Outreach Minigrants – The Coordinated Outreach Advisory Council met on February 22 to review the minigrant applications. With a total of \$10,300 available, the Council has recommended funding 10 grants for a total of \$9,616

Riverway Storytelling Festival – Plans are already underway for the presentation of a Capital District storytelling festival on **April 3-5, 2003**. This *Riverway Storytelling Festival* will involve UHLS libraries through performances at as many libraries as possible and workshops for library staff and other enthusiasts. Volunteers are needed to plan and implement this ambitious project next year.

LSTA "I Spy My Hometown" – The "I Spy" grant website is in a test phase, and libraries are planning programs involving community architecture and local history. After extensive training sessions in the elements of leading local history tours, "I Spy" teams of students will conduct walking tours later in the spring.

Classification and Competitive Pay Study – UHLS staff members have completed the *Position Description Questionnaires*, and a *Salary Survey* has been prepared that will be sent out this month to various agencies in order to obtain comparative data for UHLS positions.

Public Library Association Conference – The PLA Conference will be held during March 13-16 in Phoenix, Arizona, and Philip Ritter, Sara Dallas, and Rachel Baum will be attending.

Library Advocacy Advisory Council – The next meeting will be at 7:00 p.m. on Wednesday, March 6, in the UHLS Meeting Room. We will finalize the plans for the annual Legislative Day visits on March 19 with our representatives in the State Legislature.

Technology Advisory Council – This newly created council will work with member libraries on technological and website issues. It is open to all interested persons, especially those responsible for systems, automation, and website maintenance.

Philip W. Ritter, Director