

BOARD OF TRUSTEES

Minutes of the May 8, 2002 meeting



TRUSTEES

Present: Erin Apostol, Gordon Batcheller, Charles Diamond, Philip Erlich, Robert Ganz, Melissa Palmer, Mary Ellen Schroder, Lynn Strnad, June Tyrrell

Excused: Hawley Zwahlen

Absent: Allanah Fitzgerald, John Quinan

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

STAFF: Philip Ritter, Heidi Fuge

VISITORS: Michael Zovistoski, Marc Mesick (Urbach, Kahn & Werlin)

President P. Erlich convened the meeting at 4:40 PM.

I. MINUTES

Minutes of the April 10, 2002 meeting were reviewed. P. Nonamaker noted the following correction: on page 4, under "V. DIRECTORS ASSOCIATION LIAISON" the final bulleted statement should read: "22 libraries have had an opportunity to review the codes and customization..."

MOTION: J. Tyrrell moved to accept the April 10, 2002 Minutes as corrected. L. Strnad second. Unanimous. Motion passed.

II. AUDITORS' REPORT

M. Zovistoski presented the Upper Hudson Library System Financial Report for the Year ending December 31, 2001. He assured the Trustees that the UHLS finances are in good shape and are being handled properly. He noted that the Board is receiving good financial information on a monthly basis. The Independent Auditors Report on page 1 contains one qualification because UHLS recognizes postretirement health care costs as they are paid. He pointed out that this same qualification has been included for several years now and that they do not see any problem with UHLS choosing to forego the cost of an actuarial chart for health care costs.

He pointed out that the *Prepaid and other expenses* (page 2) increased over 2000 due to the deposit on the new automation system.

He noted that the long-term debt is being charged at a high interest rate and suggested that the Board might want to consider re-financing at a lower rate.

He noted that 2 minor journal entries were necessary and that the audit was successful. He commended the UHLS staff for their excellent preparatory work.

MOTION: G. Batcheller moved to accept the Auditors Report for December 31, 2001. R. Ganz second. Unanimous. Motion passed.

III. DIRECTOR'S REPORT

P. Ritter highlighted the following in his report:

- Karen Nuckolls and Rawdon Cheng attended an *epixtech* preinstallation workshop in Evanston, IL.
- 2002 is the last year of a three-year contract with Velocity Express. Service was unsettled for a while but UHLS has now been assigned three acceptable, steady drivers. He warned that there will probably be a significant increase in the Velocity Express rate since they were not able to raise their rate in the last three years.
- The Classification Study is proceeding. Returns of the completed Survey have been very slow but the Singer Group anticipates completing their initial report by the end of May and they will meet with the UHLS Review Team on June 26th. They will report to the Board at the August 7th meeting. The Singer Group will provide P. Ritter with preliminary information regarding the salary for the Trainer position so that UHLS can begin advertising to fill that position by mid-summer.
- Berne Library was very slow in completing their State Annual Report and this could have jeopardized the state funding for all of the member libraries. However, the Report was finally completed and all of the Reports were transmitted to DLD on May 8th. DLD has indicated that they do not want to see a delay like this in the future.
Discussion regarding possible actions to take when a member library fails to take an action, thereby imperiling the rest of the member libraries. Should a policy be developed stating what can be done when deadlines are not met? Who are the correct people in each library who should be made aware of possible consequences?

MOTION: R. Ganz moved that the Administration Committee should be asked to draft a proposed policy regarding the preparation of the Annual Reports and consequences for failure to comply with UHLS deadlines. G. Batcheller second. Unanimous. Motion passed.

- Rachel Baum, editor of the UHLS newsletter, The Latest Edition, suggested featuring a trustee each month in the newsletter. P. Ritter asked for volunteers.
- UHLS will officially convert to RoadRunner on the evening of May 8th. All of the libraries have been notified. We are not expecting any major difficulties.

IV. TREASURER'S REPORT

Report by L. Strnad. She noted the prior year information that is now included on the monthly reports. Currently the only income is from rent and UHLAN fees, and UHLS is using its reserve funds to cover operating expenses.

MOTION: R. Ganz moved to accept the April 2002 Treasurer's Report. M. Palmer second. Unanimous. Motion passed.

V. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. The Committee reviewed, approved and signed the April Purchase Journal and Payroll totaling \$136,352.14.

MOTION: L. Strnad moved that the Board approve the \$8,500 estimate to replace the floor and wall tiles in two bathrooms. R. Ganz second. Unanimous. Motion passed.

L. Strnad noted that the auditors have recommended that UHLS send the monthly Treasurer's Reports to M&T Bank.

NEXT MEETING - July 10th at 3:30 PM at UHLS (No June meeting)

Nominating Committee

Report by L. Strnad, Chair. She has not been able to find a nominee to fill the vacancy for a trustee from a small library in Albany County.

R. Ganz asked if UHLS should consider amending the By-Laws to allow a person who is not currently serving on a member library Board to be nominated for a position on the UHLS Board. Discussion regarding library representation in relation to the Trustees serving on the UHLS Board.

P. Erlich suggested that UHLS might want to re-consider the By-Laws regarding the make-up of the Nominating Committee.

Administration Committee

Report by M. Palmer, Chair. The Committee is reviewing the entire By-Laws document.

There have been some suggestions for changing the criteria for the Lifetime Service Recognition due to the varying term limits and dates in the member libraries.

MOTION: M. Palmer moved to change the criteria to recognize Trustees who are: retiring within the current calendar year and have served two consecutive full terms, or more, on the Board of a member library. In addition, for this year only, the list will include people who retired during the prior calendar year (2001). E. Apostol second. Unanimous. Motion passed.

NEXT MEETING(s):

Monday, June 10th at 4:00 PM at UHLS

Monday, July 8th at 4:00 PM at UHLS

Services Committee

Report by G. Batcheller in the absence of J. Quinan. The Committee made its selections for Library Program of the Year. It was a difficult choice but the

Committee selected the best documented programs:

RURAL -	Brunswick Community Library
URBAN/SUBURBAN -	Guilderland Public Library

MOTION: G. Batcheller moved that the Board approve the Central Library Development grant as presented and authorize P. Ritter and P. Erlich to sign the necessary documents. J. Tyrrell second. Unanimous. Motion passed.

P. Ritter gave a general background on the one-time special Construction Grant totaling \$32,306. He noted that this grant is different from the annual Construction grant in that UHLS must apply for the full amount, monitor the projects, and issue the checks. The money will not be paid to UHLS until all of the projects are completed.

MOTION: G. Batcheller moved that the Board approve the Construction grants in the following amounts:

RVLL	\$3,183	APLM	\$4,897
VOOR	\$3,325	STEP	\$3,567
BETH	\$13,322	TROY	\$4,012

and authorize P. Ritter to make any adjustments in the amounts if necessary; and authorize P. Ritter and P. Erlich to sign the necessary documents. C. Diamond second. Unanimous. Motion passed.

Discussion regarding the suggestion by the Directors Association that the UHLS Board should meet in June. R. Ganz suggested that in cases where deadlines for grant applications are not in line with the normal Board meeting dates, the UHLS Director should consult with the Board President and consider scheduling a special Board meeting.

G. Batcheller gave a general background on the special one-time Technology Grant of \$4,815 that is available for the System.

MOTION: G. Batcheller moved that the Board authorize P. Ritter to apply for the Technology Grant and use the funds toward the purchase of the email server hardware and software, and authorize P. Ritter and P. Erlich to sign the necessary documents. M. Palmer second. Unanimous. Motion passed.

G. Batcheller reviewed the proposed LSTA grant applications: *New Planning for Results; Storytelling Camp; Tech Valley/Tech Libraries; Library Leadership Development Center*. P. Ritter explained that the guidelines were revised this year and weren't available until April. The Directors Association reviewed and accepted the proposed grant outlines. P. Nonamaker noted that the Directors would have preferred more time to consider the grants but approved all of them.

MOTION: G. Batcheller moved that the Board authorize P. Ritter to apply for the 4 LSTA grants as proposed and authorize P. Ritter and P. Erlich to sign the necessary documents. R. Ganz second. Unanimous. Motion passed.

NEXT MEETING: Tuesday, July 9, 2002 at 4:30 PM (no June meeting)

Automated Services Committee

Written report submitted. No Board action needed.

NEXT MEETING: Tuesday, June 25th at 9:00 AM at UHLS

VI. DIRECTORS ASSOCIATION LIAISON

Report by P. Nonamaker. She noted that the Books-By-Mail program will probably be phased out. It is no longer cost effective. S. Dallas will notify the libraries of the homebound patrons in their service area.

P. Nonamaker, P. Hicok, C. Trager and G. Sacco are the members of the subcommittee working on the annual Fall Directors Conference.

VII. OTHER BUSINESS

P. Erlich appointed a Nominating Committee for Board officers: E. Apostol, G. Batcheller and R. Ganz. The Committee will present a slate for consideration at the July 10th Board meeting.

VIII. TRUSTEE REPORTS

P. Erlich reported that the insurance recovery funds that RENS received will cover the cost of air conditioning installation in the library.

R. Ganz reported the following:

- the George Washington exhibit at GUIL is going very well.
- On June 8th, GUIL will hold an author luncheon with Joe Persico
- at the Library Advocacy Advisory Council meeting, participants will be urged to attend the Albany Legislature's meeting on May 13th at the Albany County Courthouse. The Legislature will be considering an appropriation for Albany County libraries.

S. Tyrrell reported that BRUN will be putting their funding proposal before the voters again.

L. Strnad reported that ALTM is participating in the Freihofer's Community Walk.

E. Apostol reported that on May 21st, the APLM proposal to establish a school district library will be put before the voters.

MOTION: at 6:20 PM, L. Strnad moved to adjourn. S. Tyrrell second. Unanimous. Motion passed.

NEXT MEETING(s) :

**Annual Dinner meeting on June 11th at the Albany Country Club.
Wednesday, July 10th at 4:30 PM at UHLS**

UPPER HUDSON LIBRARY SYSTEM
DIRECTOR'S REPORT
For April 2002

May 8, 2002

State Aid for Construction Projects – The NYS Legislature has appropriated \$1 million in special aid to local public libraries for construction related activities through the Community Services Provider Assistance Program. UHLS will receive \$32,306 of these funds and has solicited applications from its member libraries for construction projects that began no earlier than April 1, 2001, and will be completed no later than June 30, 2003. These funds will be paid to the system and re-granted to the member libraries, but the system may not receive the final distribution of funds until all of the construction projects have been completed.

State Aid for Technology Projects – The NYS Legislature has appropriated \$500,000 in special aid to public library systems for technology related activities through the Community Services Provider Assistance Program. UHLS will receive \$4,815 of these funds and is planning use this grant to pay for a portion of the recently purchased email server and software, a project that will bring more accessible and efficient email access for member library staff.

Implementation Team – Karen Nuckolls and Rawdon Cheng attended a preinstallation workshop on April 29-30 at the *epixtech* offices in Evanston, Illinois. The Horizon application will now be installed at UHLS in order that we can input the data from our member libraries. Other work by the team included the identification of item types and collection codes in preparation for the transfer of existing data.

Families Read! – This collaborative LSTA grant has generated numerous orders of materials and many programs in participating libraries this spring. Each of the ten participating libraries is holding a minimum of two programs targeting 1st, 2nd, and 3rd graders and their families. Puppets, magic, butterflies, chocolate, and ballet are just some of the themes that will draw folks into their libraries and remind them that families read. While there, adults and kids will be able to check out \$1,000 worth of new materials funded by the grant.

I Spy My Hometown – The web site for this LSTA grant project will soon be unveiled. A poster advertising the programs funded by the grant has been distributed, and tee shirts for the teams are being printed. Young participants will wear their *I Spy* tee shirts when they lead tours of the *I Spy My Hometown* sites this spring.

(continued)

UHLS – Director’s Report – April 2002 **page 2**

Velocity Express – The delivery service seems to have settled down as the company has now placed three dependable drivers with UHLS. This is important since our contract expires on December 31, 2002, and we must soon begin negotiations for a new contract.

Classification and Competitive Pay Study – Responses to the surveys sent out by *The Singer Group* are coming in very slowly, and it is essential that they obtain a significant number of responses. Because of this situation, a report with recommendations will be delayed until July.

Numbers Tell the Story 2 – Sandra Nelson will be in Albany on May 9-10 to present the final workshop in this LSTA grant program. It is anticipated that 95 people will be in attendance. Polly Alida Farrington has completed her UHLS workshops—two excel classes and one power point class. She has completed the workshops for MVLA and will present them for SALS in September.

State Annual Reports – All of our member libraries have now submitted their annual reports, and they have been submitted to DLD.

Philip W. Ritter, Director