

BOARD OF TRUSTEES

May 14, 2003

MINUTES



PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, Robert Ganz, Mary Alice Molgard, George O'Connor, John Quinan, Paula Read, Mary Ellen Schroder, Lynne Strnad, June Tyrrell, Hawley Zwahlen

VISITORS: Lois Prenovost (BRUN), Michael Zovistoski (UKW)

UHLS STAFF: Philip Ritter, Heidi Fuge, Rachel Baum

4:40 PM meeting called to order by President P. Erlich

I. MINUTES

MOTION: C. Diamond moved to accept the Minutes of the April 9, 2003 meeting as presented. E. Apostol second. Unanimous.

MOTION: J. Quinan moved to accept the Minutes of the April 29, 2003 meeting as presented. J. Tyrrell second. Unanimous.

II. REPORT BY M. ZOVISTOSKI

M. Zovistoski noted that Urbach, Kahn and Werlin performed a Review of the UHLS financial records. This is the first time that a Review has been done - in the past it was full audits. He noted that the organization is in a healthy financial position, the numbers look good and there was excellent supporting documentation from Joe Sherry, Finance Specialist. He pointed out that the qualifying statement regarding the post-retirement health care costs is fairly common among non-profits. The cost of an actuary is prohibitive and not really necessary for an organization of this size.

He noted that in discussion with the Finance Committee, it was decided that an annual Review is satisfactory since he is familiar with the organization and the outstanding work of J. Sherry and H. Fuge.

MOTION: L. Strnad moved to accept the financial Review from Urbach, Kahn and Werlin. M. Schroder second. Unanimous.

III. EXECUTIVE DIRECTOR'S REPORT

P. Ritter introduced Rachel Baum, Manager, UHLS Adult and Information Services.

R. Baum summarized the LSTA grant, **Tech Valley/Tech Libraries**. She noted that the Albany/Colonie Chamber of Commerce coined the term "Tech Valley" within the last five years to describe the industry they anticipated moving into this area. She discovered that the **Tech Valley/Tech Libraries** grant is a ground-breaking effort - in looking at other "tech" areas, she did not find any library involvement. The grant funded programs, training, and websites. UHLS partnered with academic libraries in order to expand the technology resources, and with three area Chambers of Commerce to reach the appropriate audience. Focus group meetings with technology groups helped to shape the resources that are offered on the website.

The participating libraries will hold programs up until the end of the grant year in September. Joining the Albany/Colonie Chamber of Commerce has given her the opportunity to bring libraries into the spotlight and introduce people to library services.

R. Ganz asked what would happen when the program ends? What mechanisms are there to continue this work? He would like to see a Phase 2 that would allow other libraries to participate in this project. He would like to see ongoing support of small businesses and the people drawn in by them; would like to see a proposed Phase 2 plan for the Board to review.

R. Baum responded that UHLS will continue to maintain the web links and other electronic resources. At the end of the grant period, she will hold a meeting with the participating libraries to analyze and evaluate the effectiveness of the project. She noted that joining the Chamber of Commerce can be a very valuable step for the local libraries.

P. Erlich commended R. Baum for the project.

P. Ritter continued with his report. He distributed information from the "New Planning for Results" program conducted by Sara Dallas and copies of the newsletter from the Bethlehem Public Library. He also distributed copies of the April 15, 2003 letter from attorney James Tuttle to Jack Blount, President of Dynix and the April 30, 2003 reply from Patti Pray, Dynix Director of Projects and Implementation. He is disappointed with the Dynix response and does not feel that it addresses the issues in the attorney's letter. He noted that copies of the Dynix-related correspondence have been distributed to all of the library Directors. He reported that several Directors expressed dismay that an attorney's letter was sent to Dynix. The consensus now is to wait through June to see if the automation problems can be resolved. At the July Board meeting, he will have a better idea about any possible next steps. He encouraged all of the trustees to speak with their library directors regarding this situation.

IV. TREASURER'S REPORT

Report by H. Zwahlen. The Finance Committee reviewed the Report for the period ending April 30, 2003 and is satisfied with the figures. The Treasurer's Report was accepted for filing.

V. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen

- the Finance Committee reviewed and approved the Purchase Journal and Payroll for April 2003.

NEXT MEETING: Wednesday, July 9th at 3:30 PM - no JUNE meeting

Administration Committee

No meeting. No Report

NEXT MEETING: Monday, July 7th at 4:00 PM - no JUNE meetingServices Committee

Report by J. Quinan. He reviewed the actions taken at the Committee meeting on May 13th.

MOTION: J. Quinan moved that the Board approve and authorize P. Ritter to sign and submit the following grant applications : LSTA “Policies for Results,” LSTA “Sky Camp,” NY Council for the Humanities “Who Hates and What to do about it,” and the NYS Summer Reading Program mini-grant. J. Tyrrell second. Unanimous.

MOTION: J. Quinan moved to rank Bethlehem Public Library’s Adult Literacy Services grant as #1 and notify the Division of Library Development. M. Molgard second. Unanimous.

MOTION: J. Quinan moved to accept the Central Library Development Grant, for \$143,111, as submitted and transmit to the Division of Library Development. E. Apostol second. Unanimous.

R. Ganz asked about the relationship between the Literacy program outlined by Bethlehem and the one previously done by Guilderland? P. Ritter noted that Literacy Volunteers took the successful Guilderland model and asked for another partnering library and Bethlehem volunteered.

NEXT MEETING: Tuesday, July 8th at 4:30 PM - no JUNE meetingAutomated Services Committee

Report by P. Ritter. He noted that the Minutes had again been mailed out with the Board meeting materials since they were extensive and complex.

NEXT MEETING: Tuesday, June 3rd at 9:00 AMNominating Committee for UHLS Trustees

P. Erlich appointed the following library trustees to the Nominating Committee (J. Cannell, Chair): Tobi Freeburn (RENS), and Randal Fisher (BETH). The Committee will develop a list of nominees for presentation at the June 11th Annual Meeting.

Nominating Committee for UHLS Board Officers

P. Erlich appointed the following UHLS trustees to the Committee: H. Zwahlen, Chair; P. Read; and G. O’Connor. They will develop a slate of officers for presentation at the July 9th Board meeting.

V. TRUSTEE REPORTS

R. Ganz reported that a Draft of Guilderland’s Long Range Plan is on its website (<http://family.knick.net/guildlib/strategy.htm>) Along with the results of a survey of the community. The Long Range Plan is slated for adoption in July.

J. Tyrrell reported that Brunswick received a \$5,000 contribution toward its Capital Fund from a former community resident.

E. Apostol reported that the New York State Association of Library Boards (NYSALB) is planning on hold its 2004 annual conference in either Albany or Saratoga Springs. Some Library Systems have a line in their budget for trustee education, and she suggested that should be taken under consideration for UHLS. She will put together a summary of the ideas that were discussed at the May 2003 NYSALB conference.

M. Schroder reported that the Valley Falls Library is still not able to access the Learn-A-Test database. P. Ritter noted that R. Baum is working with the company to iron out the technical problems at Valley Falls; the database is available at all of the other libraries, through the UHLS website.

VI. CORRESPONDENCE

P. Erlich regretfully noted the April 14, 2003 letter from J. Tyrrell tendering her resignation as of June 30, 2003. He thanked her for all of her hard work.

MOTION: J. Quinan moved to accept J. Tyrrell's resignation with regret. M. Schroder second. Unanimous.

VII. NEW BUSINESS

R. Ganz suggested that the Board President should give a short oral presentation at the Annual Dinner on the UHLS accomplishments in order to educate and impress any special guests and new trustees. He would like to see a significant push to get County and State legislators to attend and would like Board permission to draft a letter, for P. Erlich's signature, urging legislators to attend. Consensus that the letter can be written.

Discussion regarding lobbying efforts. C. Diamond noted that one-on-one efforts are usually the most effective. P. Erlich noted that, in the past, legislators have sent in their dinner reservations and then have only stayed for the cocktail hour.

MOTION: H. Zwahlen moved to adjourn. L. Strnad second. Unanimous.
Meeting adjourned at 6:10 PM.

NEXT MEETING: Wednesday, July 9th at 4:30 PM

Heidi A. Fuge
5/16/03

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For April 2003

May 14, 2003

Migration to Horizon Sunrise – We are still having slow downs and crashes, and Dynix has yet to identify the cause or resolve the problem. John Rose of Dynix met with the Automated Services Committee on April 22 and will also attend the June 3 meeting. He has promised to see that our concerns are expressed to Dynix. (See the ASC minutes for summary of discussions.) The UHLS attorney, James B. Tuttle, mailed a letter to Jack Blount, President & CEO of Dynix, on April 15, expressing the position taken by the Board of Trustees at its April 9 meeting. We have not received a response.

UHLAN Training – The UHLS Training Specialist Rob Carle held 29 training sessions for a total of 85 member library staff members during the last two months. He has also visited several libraries in order to observe the staff and monitor the use of the system.

Special Legislative Project Construction Grants – All of the member library construction projects were completed before the deadline. The appropriation for this grant project has been received and distributed to the participating libraries. This completes the UHLS administration of this special grant program.

Riverway Storytelling Festival – Despite an ice storm that held sway throughout the three days of the festival, there was registered attendance of more than 500 during the two days of events. On Thursday evening, groups of adults gathered in eight libraries or community centers to enjoy the tales of eight local professional storytellers. All the school performances and the evening concert were cancelled on Friday due to the weather. On Saturday, crowds gathered to hear students from the four Imagination River Storytelling Camps perform. Students and other attendees enjoyed workshops and a master class, and nearly 90 people participated in the free family performance. Plans are already underway for Riverway 2004.

Arts Grants – The Albany/Schenectady League of Arts and The Arts Center of the Capital Region have provided total grants of \$5,690 to fund performances by the puppet theatre ensemble **Das Puppenspiel** in participating member libraries during July 2003 as the Summer Reading Program gets into high gear.

Planning for Results – Sara Dallas is working with Cohoes, Castleton, Nassau, Brunswick, and Guilderland in the development of long range plans, community plans, and goals/objectives. She will be presenting at the NYSALB Conference.

Coordinated Outreach Services Grant – This special services grant for 2003 has been prepared and submitted to DLD.

Refinancing of the UHLS Property and Building – All the involved parties met on April 30 at Troy Savings Bank to finalize the new loan. The Industrial Development Agency bonds were paid off and replaced by a conventional real estate mortgage. UHLS was loaned \$816,610 at an interest rate of 6.75% secured by a mortgage lien on the property and building at 28 Essex Street that was appraised at \$1.15 million.

UHLS Annual Meeting – The invitations for this June 11th dinner meeting have been printed and will be mailed to invited participants on May 5th with a May 31st return deadline. Dr. Maurice (Mitch) Freedman, President of the American Library Association and Executive Director of the Westchester (NY) Library System, will be the featured speaker.

Philip W. Ritter
Executive Director