

**BOARD OF TRUSTEES MEETING
November 12, 2003**



PRESENT: Erin Apostol, Charles Diamond, Philip Erlich, Lou Anne Lundgren, George O'Connor, Lois Prenovost, Paula Read, James Reilly, Hawley Zwahlen

EXCUSED: Jeffrey Cannell, Robert Ganz, Mary Alice Molgard, Mary Ellen Schroder

ABSENT: Lynne Strnad

UHLS Staff: Philip Ritter, Heidi Fuge

4:35 PM meeting called to order by P. Erlich.

I. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the October 8, 2003 meeting as presented. C. Diamond second. Unanimous.

II. EXECUTIVE DIRECTOR'S REPORT

P. Ritter highlighted the following items in his written report:

- the automation system upgrade to version 7.3 is scheduled for December. The majority of the libraries seem satisfied with the results of the testing that they conducted on this version.
- UHLS will soon be moving from the implementation phase to the support phase with Dynix. He is currently negotiating with them concerning the "true" start date for the system. The equipment was installed in February 2003 and will therefore be one year old in February 2004. However, the software acceptance date is still open to interpretation. At this time, the system is generally performing as it should.
- 19 member libraries were represented at the New York Library Association (NYLA) Annual Conference in Saratoga Springs in October. Several UHLS staff members also attended.
- Mary Fellows will attend a Board meeting in the Spring to talk about the LSTA Sky Camp grant.
- the Library Advocacy Advisory Council will meet again on December 11th. There has not been any progress in obtaining funding from the Albany County legislature.
- UHLS is co-sponsoring Tellabration 2003, a storytelling festival being held at The Egg on November 15th.

III. TREASURER'S REPORT

MOTION: C. Diamond moved to accept the Treasurer's Report for the period ending October 31, 2003. J. Reilly seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen, he noted the following:

- The October Purchase Journal and Payroll, totaling \$110,187.65 were reviewed and signed.
- A public hearing for the 2004 Budget was held on October 23rd. No one attended. The

Finance Committee reviewed the Budget at their October meeting. The Directors reviewed it at their October meeting.

MOTION: H. Zwahlen moved to accept the Proposed 2004 Budget. E. Apostol seconded. Unanimous.

NEXT Finance MEETING: Wednesday, December 10th at 4:00 PM

Administration Committee

Report by C. Diamond. He reviewed the Minutes from the Committee's November 10, 2003 meeting and noted the following:

- there were extenuating circumstances during the year, including the new automation system, that prevented Rawdon Cheng from taking his scheduled vacation leave in 2003.

MOTION: C. Diamond moved that Rawdon Cheng be allowed to carry over 7 additional days to be taken as annual leave. These 7 days are to be used before March 31, 2004. He will not be eligible for reimbursement for these 7 days if he chooses to leave UHLS employment during 2004. P. Read seconded. Unanimous.

- the Committee discussed the position of Manager of Automation Services and decided that due to the supervisory duties and other responsibilities of the position, it should be upgraded from Grade 8 to Grade 9. The new Manager of Automation Services will be starting at slightly above the midpoint of Grade 9.

MOTION: C. Diamond moved that the position of Manager of Automation Services should be classified as Grade 9. H. Zwahlen seconded. Unanimous.

NEXT Administration MEETING: Monday, December 8th at 4:00 PM.

Automated Services Committee

The Minutes of the October meeting were mailed to the Trustees.

NEXT Automated Services MEETING: Tuesday, December 9th (combined Nov./Dec. meeting)

Services Committee

Report by E. Apostol. She noted the following:

- the Committee reviewed the variance requests from Stephentown and Brunswick and recommended that the Board approve the requests. The Committee also suggested that letters be sent to the Boards of both libraries stating that it is hoped that there will be some progress made toward compliance with the standards in the coming year. It is possible that the libraries might be able to use these letters in approaching local funding sources.

MOTION: E. Apostol moved that the Board approve the variance requests from Stephentown and Brunswick and send them on to DLD. In addition, letters will be sent to the Boards of the two libraries stating that it is hoped that there will be some progress made toward compliance with the standards in the coming year. J. Reilly seconded. Unanimous.

- On December 16th, Maria Hazapis, from the Division of Library Development, will present a training session on completing the State Annual Report. The training will take place at UHLS

beginning at 9:00 AM.

- The Committee reviewed the recommendations for funding the Construction grants submitted by member libraries. E. Apostol noted that the three criteria that the State accepts most favorably are those projects that are working toward ADA compliance, energy efficiency, or more effective use of space for better services.

MOTION: E. Apostol moved acceptance of the following Construction grant allocations. L. Lundgren seconded. Unanimous.

Bethlehem:	\$7,782 for two ADA restrooms
Stephentown:	\$7,781 for new energy efficient siding
Guilderland:	\$4,525 for better use of space for Youth Services
Nassau:	\$3,257 for energy efficient lighting fixtures
Rensselaerville:	\$2,500 for a dumbwaiter for moving books
Valley Falls:	\$ no allocation - project does not meet grant criteria

NEXT Services MEETING: Wednesday, December 10th at 3:30 PM

V. TRUSTEE REPORTS

L. Lundgren reported that **Poestenkill's** budget passed this year and that one of the newly-elected members of the town council is a supporter of the library.

E. Apostol reported that at the NYLA meeting on **library advocacy**, it was noted that it is very important to make, and keep, one-on-one contact between the libraries and local legislators.

L. Prenovost reported that **Brunswick** can now handle passport applications and renewals.

P. Read reported that **Bethlehem** is moving along on the renovations and the public seems very enthusiastic and supportive.

C. Diamond reported that Rachel Baum gave the **Watervliet** Board of Trustees a great presentation on CIPA. The Board voted for non-compliance.

G. O'Connor reported that **Troy** is seriously beginning to think about long-range planning. They are planning one-day retreat meetings with a facilitator to outline the process.

E. Apostol reported that the architect who worked on the renovations at **Albany**, is very much in favor of restoring older building for library use. He feels that the older, elegant spaces add to the library's ambiance.

MOTION: at 5:30 PM, E. Apostol moved to adjourn. C. Diamond seconded. Unanimous.

NEXT Board MEETING: Wednesday, December 10th at 4:30 PM

Heidi A. Fuge
11/13/03

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For October 2003

November 12, 2003

Automation System – The upgrade to Horizon 7.3 has been tested, and all the enhancements claimed by Dynix are working. The upgrade will be functional in mid-December. Progress is also being made on Remote Patron Authentication and Telecirc. RoadRunner was dropped on October 8, and AT&T was installed as the primary Internet Service Provider. Time Warner Telecom continues as the backup provider. The technology staff visited East Greenbush and Guilderland for a full day each in October in order to observe the operation of the automation system. The report from both sites was that the system was working properly and there were no delays, errors, or freezes. There were no complaints from any staff members about the operation of the system. While the system may not be performing all of the functions that we had hoped for, it is now working properly. Dynix is asking for movement out of the implementation phase and for official acceptance of the system. This will probably have to be resolved soon after Horizon 7.3 is installed.

Manager of Automation Services – The Selection Committee interviewed three finalists for the position and chose the one person whom they believed was the most appropriate for the position. An offer has been made to this individual, and we are now negotiating the salary.

New York Library Association Annual Conference – This annual library conference will be held during November 5-8 in Saratoga Springs. Several UHLS staff will be attending, and 19 of our member libraries will be represented.

Who Hates and What to Do About It – This discussion series, funded by the New York Council for the Humanities, was scheduled during October, New York State Humanities Month. There were twelve programs at six member libraries during the month.

Sky Camp – This LSTA grant began with visits to the nine presenters. One local presenter, **Blue Heron Powered Parachutes**, manufactured the powered parachute used in the latest James Bond film – something that is sure to have lots of teen appeal! Programs will begin in January and February 2004 in the partner middle schools.

(continued)

UHLS – Executive Director’s Report – October 2003 – page 2

Arts Grants – Three special arts grants were submitted this month. Two applied for funding to bring in the program, **Schoolhouse Rock Live!**, to 12 libraries in Albany County and 11 libraries in Rensselaer County. **The William K. Sanford Town Library (Colonie)** and **the East Greenbush Community Library** fronted these two grants. The third grant, applied for by UHLS, requested funding for the **Riverway Storytelling Festival**. Currently, we have corporate support of \$2,000 from the **Hudson River Bank & Trust** and **Stewart’s Shops**.

Youth Services Advisory Council – The YSAC is beginning a **New Eyes** program in which interested librarians can host a YSAC meeting and invite attendees to formally assess their youth services spaces (or entire small library) before and after the meeting.

Library Advocacy Advisory Council – During the meeting on October 16, it was agreed that a letter would be written by Chair Rob Ganz to Albany County Executive Michael Breslin requesting that funding for the libraries in Albany County be included in his proposed budget for 2004. A response from Breslin, received on October 29, indicated that there was no possible funding for libraries because of increasing state-mandated Medicaid costs. Breslin requested the assistance of the member libraries in raising public awareness of the Medicaid issue.

Central Library Advisory Council – At its meeting on October 23, Council members agreed on the online databases that would be provided to the member libraries during 2004. They also approved a proposed budget for the Central Library Development Grant in 2004.

Philip W. Ritter
Executive Director