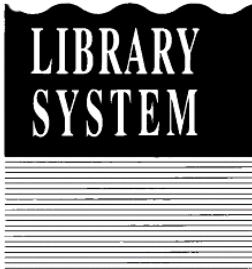




**BOARD OF TRUSTEES
November 9, 2005
MINUTES**



PRESENT: Erin Apostol, Charles Diamond, Anne Evans, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, Lois Prenovost, James Reilly, Pat Spohr, Hawley Zwahlen
EXCUSED: Rachel Baum, Cris Blanchard, Jeffrey Cannell
UHLS STAFF: Philip Ritter, Heidi Fuge

4:33 PM Meeting called to order by C. Diamond, President

I. MINUTES

MOTION: J. Reilly moved to accept the October 12, 2005 Minutes as presented. E. Apostol seconded. Unanimous.

II. UHLS STAFF REPORT

P. Ritter reported the following:

- the new (2005) Trustees Handbook was distributed to the UHLS trustees and is available upon request to the member libraries
- the 2005 Salary and Benefits Survey was distributed to the UHLS trustees. P. Ritter noted that participation by the member libraries is strictly voluntary and only 8 libraries participated. He will recommend to the Directors that we skip a year when doing the next Survey.
- the location for the Annual Dinner needs to be determined. Discussion. Several sites were suggested: Franklin Terrace, Pine Haven Country Club, Heffner Center on the RPI Campus, Desmond, Marriott, The Egg, Century House. Consensus to leave the final decision up to P. Ritter and H. Fuge.

MOTION: H. Zwahlen moved to cancel the December Board meeting unless emergency business requires it. J. Reilly seconded. Unanimous.

Next Board meeting: Wednesday, January 11, 2006 at 4:30 PM.

III. TREASURER'S REPORT

Report by M. Molgard. She noted that there is a good chance that UHLS will have received all of the State funds by the end of the year.

MOTION: E. Apostol moved acceptance of the October 2005 Treasurer's Report. L. Lundgren seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance

Report by M. Molgard, Chair. She noted that the Committee reviewed and accepted the October Purchase and Payroll totaling \$94,376.65.

A Public Hearing was held on Monday, October 17th at 4:00 PM for the proposed 2006 Budget. The only attendees were M. Molgard, J. Cannell, P. Ritter and H. Fuge. The Finance Committee recommends acceptance of the 2006 Budget revised on 9/19/05.

MOTION: J. Reilly moved acceptance of the proposed 2006 Budget. L. Lundgren seconded. Unanimous.

NEXT Finance MEETING: Wednesday, January 11, 2006 at 4:00 PM

Automated Services Committee

Report by P. Ritter, Chair. He highlighted items from the October meeting:

- loading the authority control data will be a very time-intensive process and will consume much of the automation system resources. Therefore, the data will probably have to be loaded in segments. The Automation Department is working on determining the optimal times for the loading so that it will not slow down the system.
- the Automation Department is working on streamlining the process for sending out the overdue and hold notices.
- the November and December meetings have been combined into a single meeting on Tuesday, December 6th.

NEXT Automated Services MEETING: Tuesday, January 24, 2006 at 9:00 AM

V. TRUSTEE REPORTS

L. Lundgren reported that the **Poestenkill** Chapter 414 budget passed in the election.

A. Evans reported that the **Nassau** Chapter 414 budget did not pass but this was the first time it had been put up for a vote. The Trustees have already started to work on putting it up for a vote again.

L. Prenovost reported that the **Brunswick** Chapter 414 budget did not pass. The problem was that the Town Supervisor did not support the budget.

M. Muller reported that Troy was very grateful for Joe Sherry's assistance with their accounting practices. The Troy Director was very pleased with his advice and support and so was the Board.

E. Apostol reported that **Albany's** Bookmobile is ready to roll and the new Branch library will be opening next week.

C. Diamond expressed **Watervliet's** gratitude to Albany Public Library for their assistance in keeping the library running while the Board searches for a new Director. Ethel LaPier (Director of the APL Branches) has been very helpful.

H. Zwahlen asked about eBooks. P. Ritter noted that Guilderland, Bethlehem and Albany offer NetLibrary through the UHLS online catalog. Beginning in January, UHLS will offer Overdrive, a service to download eBooks, for every patron with a UHLS library card and the technology to use it. It will cost \$27,500 to purchase the content. Any library can add to the available eBook inventory at their own cost, but the inventory will be available to all patrons. P. Ritter will ask Jo-Ann Benedetti to come to a Board meeting and explain how Overdrive works. E. Apostol recommended that UHLS should publicize this new service. H. Zwahlen suggested inviting the trustees from all of the libraries for the eBook demonstration.

M. Molgard reported that **Berne** might be receiving a fairly substantial matching grant from the Soros Foundation, an international philanthropic organization.

P. Spohr reported that **Altamont** held an appreciation reception for the Friends of the Library. The Friends held a Bake Sale at the election polls and made almost \$400. It was good public relations for the Library.

MOTION: M. Molgard moved to adjourn. H. Zwahlen seconded. Unanimous. Meeting adjourned at 5:20 PM.

Next Board meeting: Wednesday, January 11, 2006 at 4:30 PM.

Heidi A. Fuge
11/11/05

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT For October 2005

November 9, 2005

UHLS Directors Association Conference – This conference was held on October 7 at the Appel Inn in Altamont. Topics discussed included dealing with the media in a time of crisis and a review of local resources for programs on Colonial and Early American History. Philip Ritter, Mary Fellows, and Jo-Ann Benedetti attended this day-long conference.

Budget Hearing – The 2006 UHLS budget hearing was held on Monday, October 17. In attendance were Philip Ritter and Heidi Fuge from the UHLS staff as well as Mary Alice Molgard and Jeffrey Cannell from the UHLS Finance Committee. No other individuals attended this hearing.

NetLibrary – This service of downloadable electronic books is now available for cardholders from the Albany, Bethlehem, and Guilderland Public Libraries. These items may be located by doing a keyword search for “netlibrary” in the Horizon Information Portal.

Therapy Dog Reading Program – This new service concept was introduced by Heidi Fuge at the October meeting of the UHLS Youth Services Librarians. Heidi, with the enthusiastic assistance of her Australian Shepherd, Tymber, and nine-year old McKenzie Cleary, presented the program. Gail Brown, a librarian at Voorheesville who has been conducting the Reading Program in that library for several months, gave advice on how the Youth Services Librarians could “sell” the program to their Directors. Chris Danker and her Borzoi, Katera, also attended the presentation, and Chris spoke about her experiences working with a therapy dog. The Reading Program uses certified therapy dogs to help children enjoy reading and improve their reading skills. As McKenzie told the librarians, “Dogs are good listeners, and they don’t care if you make mistakes when you read.” This Program is already in place in two UHLS libraries: Voorheesville and Albany. Heidi developed and gave to the librarians a list of dog/handler teams who have volunteered to conduct the Therapy Dog Reading Program at the UHLS libraries.

(Continued)

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Tune in @ Your Library 2005 Summer Reading Program – This past summer 5,296 children and 414 teens registered for this UHLS program. The children read 32,080 books in a total of 21,002 hours, and the teens read 1,226 books in 846 hours. There were 780 special activity programs presented for 23,628 children and 112 programs for 1,548 teens.

NYLA Conference – This annual library conference was held in Buffalo during October 26-29 and was attended by Mary Fellows and Jo-Ann Benedetti.

Five-Year Plan of Service (January 1, 2007 – December 31, 2011) – The Division of Library Development requires that all Library Systems in New York prepare a Plan of Service every five years. This new Plan is due to DLD by October 1, 2006. The UHLS staff will prepare a draft of the Plan, and this draft will be presented to each of the Advisory Councils for review. After review by the Councils, a draft will be presented to the UHLS Directors Association. A final draft will then be presented to the UHLS Services Committee and Board of Trustees for approval.

Philip W. Ritter
Executive Director