



UHLS BOARD OF TRUSTEES
November 8, 2006
MINUTES

PRESENT: Erin Apostol, Cris Blanchard, Jeffrey Cannell, Charles Diamond, Brian Hartson, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Lois Prenovost, Paula Read, James Reilly, Pat Spohr,

EXCUSED:, Richard Young, Hawley Zwahlen

UHLS STAFF: Philip Ritter, Heidi Fuge

VISITORS: Tracy Metzger, Benji Fox (from T L Metzger Associates Realty)

I. OATH OF OFFICE

C. Diamond administered the Oath of Office to P. Read and welcomed her to the Board of Trustees. He appointed her to the Administration Committee. She is serving Rachel Baum's term.

NOTE: at this point, the Agenda was altered in order to hear the report from the Administration Committee.

II. ADMINISTRATION COMMITTEE

J. Reilly, Chair, reported that the Committee met with T. Metzger and B. Fox to discuss a possible tenant for the building. The organization is the New York State Coalition Against Sexual Assault (NYSCASA). He asked T. Metzger and B. Fox to attend the Board meeting to answer any questions. T. Metzger noted that NYSCASA is a compatible tenant as far as the uses of the building are concerned. She noted that their requests for modifications to the space are relatively modest and that the remaining space is leasable. She urged the Board to accept this tenant since the space has a low marketability. She also noted that B. Fox was able to get NYSCASA to accept a per square foot rate higher than what the space was being marketed for. NYSCASA wants a long-term lease and will accept the \$11 per square foot rate for the first five years with an option for the next five at \$12 per square foot.

Ted Kennedy is the contractor selected for the project. He gave a verbal estimate of a maximum cost of \$50,000 for the renovations. He will be able to give a definitive written estimate once he has the architect's drawings.

The project will hopefully be completed by the beginning of January and NYSCASA should be able to move in around the middle of the month.

MOTION: J. Reilly moved for Board acceptance of the following items:

- NYSCASA be accepted as a tenant;
- the \$2,800 cost for the Architect's work including obtaining a building permit;
- maximum of \$50,000 contractor's cost for the space modifications;
- \$18,000 realtor's commission;

- cost for the UHLS attorney to review the lease template that will be drawn up by TL Metzger and Associates.

The motion was seconded by E. Apostol. Unanimous.

NEXT Administration Committee MEETING: Monday, December 11th at 4:00 PM

III. MINUTES

The Minutes of the September 13, 2006 meeting were accepted as presented.

IV. STAFF REPORT

P. Ritter reported that the Big Read Grant was approved as a \$20,000 matching grant. Jo-Ann Benedetti is the program coordinator and is currently in Washington, DC for training on the grant program. The Big Read will kickoff during National Library Week in April 2007.

C. Diamond reported that the Trustee Workshop in September was well-received and popular. He suggested that in the future, we should consider setting a time limit on the Table Talks and have people circulate through the tables so that they can participate in more than one Table Talk.

V. TREASURER'S REPORT

M. Molgard presented the October Treasurer's Report

MOTION: L. Lundgren moved approval of the October 2006 Treasurer's Report. L. Prenovost seconded. Unanimous.

VI. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Finance Committee reviewed and approved the October Purchase Journal and Payroll totaling \$103,744.68.

The proposed 2007 Budget was distributed to the Board members for the review and approval at the December meeting. M. Molgard suggested that if anyone had any questions on the budget, they should contact P. Ritter prior to the December Board meeting as this would move things along more quickly at the meeting.

MOTION: E. Apostol moved that the \$8,500 needed for the new photocopier should be taken from the Equipment Reserve Account, if needed. J. Reilly seconded. Unanimous.

NEXT Finance Committee MEETING: Wednesday, December 13th at 4:00 PM.

Services Committee

Report by E. Apostol, Chair. She reviewed the recommendation from the Pool Collection Planning Committee and noted that these have been approved by the Directors Association and the Services Committee. P. Ritter noted that UHLS is one of the few library systems that still has a Pool Collection; the trend has been a slow transition to phasing out the Collection.

MOTION: E. Apostol moved acceptance of the following:

- Discontinue adult fiction and distribute the books to the member libraries
- Discontinue purchasing picture books but keep the collection in service
- Discontinue purchasing holiday books but keep the collection in service
- Continue purchasing audiobooks at or above the current level
- Continue purchasing music CDs
- Continue purchasing DVDs at or above the current level
- Infuse large print with more money for ongoing purchases

J. Reilly seconded. Unanimous.

E. Apostol reported that the Committee reviewed the Variance Request Forms from Stephentown and Brunswick. She noted that Stephentown has made some progress on their building and that they hope to have it completed by June 2007. Brunswick continues to investigate locations and does not seem to be making any progress.

MOTION: E. Apostol moved that the Board send a letter, signed by C. Diamond, to the Brunswick library. The letter would state that the Variance Request is being approved, however the Board is concerned about the lack of progress in meeting the Standard; and that this is the last year in which a Variance will be approved. The Board is also requesting quarterly updates on the library's progress in finding a new site. The UHLS Board of Trustees and staff are available to work with the library in resolving this situation.

The Board will also send a letter, signed by C. Diamond, to the Stephentown library. The letter would state that the Variance Request is being approved and that the Board is pleased with the progress that the library is making and hopes that this progress will continue since this is the last year that the Variance will be approved. The Board requests quarterly updates from the library on their building progress.

Motion seconded by B. Hartson. Unanimous.

NEXT Services Committee MEETING: Wednesday, December 13th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the automation system is running very smoothly and that any problems are solved quickly. The Committee will not be meeting in December.

VII. OLD BUSINESS

MOTION: P. Read moved approval of the application for the Riverway Art\$ Grant. C. Blanchard seconded. Unanimous.

P. Ritter reported on the status of the Construction grants. At this time he has not received any applications but has heard from several libraries who will be applying. November 15th is the deadline for submission of the applications to UHLS. The Services Committee will review the grants at their December 13th meeting and will make recommendations to the Board at that meeting. He noted that due to the approval of the Construction grant applications and the 2007 Budget, the December meeting will be very important and urged Board members to make every effort to attend.

C. Diamond acknowledged the "thank you" letter from the Castleton Public Library, which expressed the library's appreciation of the \$729 supplemental grant.

VII. TRUSTEE REPORTS

P. Read (BETH) reported that Rachel Baum was inaugurated as the NYLA President at the NYLA Annual Conference in Saratoga Springs. She has a very impressive agenda, including a blog to keep libraries informed as she travels around the state.

M. Muller (TROY) reported that the Nassau Library's budget passed the referendum vote.

M. Molgard (BERN) reported that the Berne Board President is going to the Town Board to ask for additional funding to help match the Construction grant. Rough estimates for the construction of the shell of the new library, a 4,000 square foot building, range around \$800,000.

MOTION: C. Blanchard moved to adjourn. P. Spohr seconded. Unanimous.

Meeting adjourned at 5:45 PM.

Heidi A. Fuge
11/9/06

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For October 2006

November 8, 2006

The Big Read – UHLS has been awarded a grant of **\$20,000** to implement this program during 2007 in our service area. It is an initiative from the **National Endowment for the Arts** to respond to a study showing that literary reading is declining rapidly in America. **The Big Read** provides citizens with the opportunity to read and discuss a single book within their communities. The initiative includes innovative reading programs in selected cities and towns, comprehensive resources for discussing classic literature, an ambitious national publicity campaign, and an intensive Web site providing comprehensive information on authors and their works. Each community event lasts approximately one month and includes a kick-off event to launch the program locally, ideally attended by the mayor and other local luminaries; major events devoted specifically to the book (panel discussions, author reading, and the like); events using the book as a point of departure (film screenings, theatrical readings, and so forth); and book discussions in diverse locations and aimed at a wide range of audiences. We plan to launch our program during National Library Week, April 15-21, 2007. The book that UHLS has selected is ***Their Eyes Were Watching God*** by Zora Neale Hurston. The Writer's Institute has agreed to partner with us to promote this event in Albany and Rensselaer Counties. The Coordinator of this program, Jo-Ann Benedetti, will be attending a workshop during November 8-9 in Washington, D.C., for orientation to the program.

"Get Ready for the New Year" Rummage "Sale" – UHLS is disposing of some office supplies, equipment, and books. The member libraries are to join us on Tuesday, December 5th, through Friday, December 8th, between 9:00 a.m. and 4:00 p.m., to make their selections. The libraries will be invited to cart away all of the FREE items that are available, such as easels, whiteboards, desk pads, letter trays, rolodex boxes, binders, and a variety of desk and file organizers. We will also have large print, adult fiction, and juvenile books available. To make the "shopping" experience more enjoyable, on kickoff day, December 5th, UHLS will offer cider and doughnuts to the "shoppers."

NYLA Annual Conference 2006 – UHLS will be represented at this conference during November 1-4, 2006, in Saratoga Springs by **Jo-Ann Benedetti, Mary Fellows, and Rob Carle.**

(Continued)

UHLS – Executive Director’s Report – October – 2006 – page 2

Renting of Vacant Space – Heidi Fuge and Philip Ritter met on October 17th with our realtors from T L Metzger and Associates regarding the possibility of renting a portion of our vacant space to the New York State Coalition Against Sexual Assault (NYSCASA). Follow-up meetings were held with an architect and a contractor in order to obtain cost estimates for the proposed renovation of the vacant space. This information will be presented to the Administration Committee on November 6th for their consideration.

Health Insurance – Heidi Fuge and Philip Ritter will meet in November with a representative from Austin and Company to discuss our employee health insurance for 2007. Various options were discussed that will enable UHLS to maintain appropriate health insurance at a reasonable cost for its employees and retirees.

Philip W. Ritter
Executive Director