

**Board of Trustees**  
**November 12, 2008**

PRESENT: LouAnne Lundgren, Cris Blanchard, Yolanda Caldwell, Charles Diamond, Ronald Ginsburg, Brian Hartson, Mary Alice Molgard, Nancy Pieri, Lois Prenovost, James Reilly, Mary Muller

EXCUSED: Erin Apostol,

ABSENT: Nikki Caruso, Richard Young

Meeting called to order at 4:30 PM by L. Lundgren.

**I. MINUTES - October 8, 2008**

Discussion - it was noted that the Minutes had been taken by C. Diamond at the October meeting. Consensus that they were very well written.

**MOTION:** N. Pieri moved acceptance of the Minutes of the October 8, 2008 meeting. J. Reilly seconded. Unanimous.

**II. STAFF REPORT:**

P. Ritter drew the Trustees' attention to several items in their Board packet:

- revised list of Trustees with address, telephone, Committee assignments and libraries represented.

Two changes to this list were noted:

M. Molgard has a new cell number: 728-5296

L. Prenovost has an email address: lprenovost@nycap.rr.com

- a copy of the newly-amended UHLS By-Laws
- the meeting and holiday schedule for 2009

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

- **Snow Days:** UHLS does not close for snow days. If an employee feels that the driving is difficult and they can't make it in to work, they have the option to take a vacation day
- **Winter Delivery:** if the Albany City Schools are closed, then there will not be any delivery; otherwise, delivery takes place as scheduled
- **Courier Service:** the deliveries are going very well and there are no major problems. We can guarantee a one-day turnaround on items. The drivers usually finish sorting and loading by 5:00 PM. We have ordered 400 new bins because they seem to just disappear when sent out to the libraries.
- **NYLA Rally:** the Rally on Nov. 18<sup>th</sup> will be held in the Well of the Legislative Office Building. Since there are going to be many other organizations there, along with library representatives, it is going to be chaotic. P. Ritter is offering to provide transportation from UHLS to the Rally and back again.

- **Governor's Budget proposal:** P Ritter reviewed the Paterson budget priorities with the Trustees. At this point it appears that the cuts are a one-time feature. It also appears that any unreceived funds (i.e. the remainder of the LLSA, the full LSSA and the Jail Grant) will probably be part of the cut and therefore we can expect not to receive them this year.
- **Playaways:** P. Ritter demonstrated the newest item. These are very popular with library patrons. Playaways are small devices with an audiobook loaded onto them. They are circulated by UHLS as part of the Rotating Collections.

### III. TREASURER'S REPORT

Report by M. Molgard. She noted that on page 3 of the October Report, under the Income section at the top part of the page, Trustees would be able to see the amount of funds that have not yet been (and probably won't be) received from the State: 10% of the LLSA, the full amount of the LSSA and the full amount of the Jail Grant. These total approximately \$143,000.

**MOTION:** J. Reilly moved acceptance of Treasurer's Report for the months ending October 31, 2008. M. Muller seconded. Unanimous

### IV. COMMITTEE REPORTS

#### Finance Committee

Reported by M. Molgard, Chair.

- The Committee is delaying the Proposed 2009 Budget pending news about the State funds for next year.
- The Committee had several recommendations for ways in which the 2009 budget could be balanced if the State funds are significantly reduced:
  1. Discontinue the printing and mailing of the UHLS newsletter. This would save about \$10,000. The information in the newsletter would still be available on the UHLS website. Y. Caldwell asked how people would be notified that the newsletter would no longer be mailed.

**MOTION:** M. Muller moved, as a cost reduction measure, to cease creating and printing the UHLS newsletter beginning with January 2009. C. Blanchard seconded. Unanimous.

2. Consensus that funds from the Building and Retirement restricted accounts could also be used to balance the budget if needed.

**NEXT FINANCE COMMITTEE MEETING: Wednesday, December 10<sup>th</sup> at 4:00 PM**

#### Administration Committee

Reported by J. Reilly, Chair.

- The Committee's November meeting was almost entirely devoted to working on the Executive Director's Evaluation and the Goals and Objectives. The Executive Director will report to the Committee on a interim basis regarding progress on meeting the

Goals. When the process has been finalized the Committee, the Board members will also be asked to participate in the evaluation process. He reminded the Trustees that most of them represent more than one library and they should be in contact with those libraries over the course of the year.

**NEXT ADMINISTRATION COMMITTEE MEETING: Monday, December 8<sup>th</sup> at 4:00 PM**

**Services Committee**

Reported by M. Muller in the excused absence of E. Apostol, Chair.

- The Committee reviewed the Variance Request submitted by the Brunswick Community Library for 2008. This is the 8<sup>th</sup> year that the Library has submitted a Variance Request. There was extensive discussion at the Committee meeting regarding this. In consideration of their greatly-improved circumstances, the Committee is recommending that this Variance be approved.

**MOTION:** J. Reilly moved to approve the Variance Request from the Brunswick Community Library and submit it to the Division of Library Development. R. Ginsburg seconded. Unanimous.

- The Committee reviewed the Construction Grant funds that were an additional allocation to 4 UHLS member libraries. The funding allocations were proposed by Grace Kelly at the Division of Library Development. UHLS can either accept her allocations or reject them but cannot change them. P. Ritter noted that he does not know what guidelines DLD uses in determining which libraries should get the additional funds. He pointed out that for three years in a row, DLD has come back to UHLS with additional construction funds for some of the libraries. This is the first year that there has been substantial controversy regarding the allocations. He also noted that DLD accepted all of the Committee's original Construction grant recommendations. Discussion regarding the fact that the only way that these additional funds could come to the UHLS libraries is that there were several libraries that were not recommended for the full 50% funding. If the criteria that the Committee uses changes to 50% funding then DLD would not be able to give our libraries any additional funds in future.
- The Committee is continuing to work on the UHLS Guidelines for funding the Construction Grants. N. Pieri noted that, based on the forgoing discussion, she would amend her response to Richard Naylor regarding the grant guidelines and would suggest making the allocations less than 50% in order to allow for flexibility should there be extra funds in future years. M. Muller noted that the Committee is considering funding ranging from 35% - 50%, which would allow for the flexibility of extra funds, with a cap on the amount that may be requested, however no official decisions have yet been made regarding that. She also noted that the discussion would be completely moot if the \$14 million in Construction funds are not available in 2009 or future years.

**NEXT SERVICES COMMITTEE MEETING: Wednesday, December 10<sup>th</sup> at 3:30 PM**

**Automated Services Committee**

Reported by P. Ritter, Chair.

- AquaBrowser and WebFeat have been ongoing problems and have been one of the factors delaying the rollout of the new UHLS website.
- There was extensive discussion at the last ASC meeting regarding the lack of participation by the member libraries in ASC meeting attendance. There were some suggestions to change the way in which the ASC functions, however this cannot be done at this time since the current *modus operandi* is part of the UHLAN contract for 2009-2011. He asked the Trustees to encourage their libraries to participate more fully in the ASC meetings.

**NEXT AUTOMATED SERVICES COMMITTEE MEETING: Tuesday, December 16<sup>th</sup> at 9:00 AM.**

**V. TRUSTEE REPORTS**

- M. Muller (TROY): the election results were mixed. The voters in Troy approved a new special library district, but voted against the library budget. The library is looking into holding a special election, maybe in January 2009, for another budget vote. The vote to establish the district passed by a wide margin. The vote for the budget failed by only a very small majority.
- C. Diamond (WATERVLIET): the OctoberFest was very well attended and raised approximately \$3,000 for the library. It was a great success and people really seemed to enjoy it.
- L. Lundgren (POESTENKILL): the Library's new computers, purchased with special legislative discretionary funds, are now up and running. The computers were delivered directly to UHLS so that they could be loaded with the correct programs before being set-up in the Library. Rawdon Cheng, at UHLS, was very instrumental in getting the computers up and running.
- Y. Caldwell (BETHLEHEM): the new roofing project has been completed. The Library had standing room only for the Jeffrey Deaver presentation.

**MOTION:** Y. Caldwell moved to adjourn. M. Molgard seconded. Unanimous.  
Meeting adjourned at 5:45 PM.

**NEXT BOARD MEETING: Wednesday, December 10<sup>th</sup> at 4:30 PM.**

Heidi A. Fuge  
11/13/08

## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For October 2008

November 12, 2008

**Courier Delivery Service** – The courier service itself is going extremely well, and we have received many compliments from the member library staff. Our attempt to purchase additional totes has been more difficult. The company that we used last time can no longer provide the totes because of an equipment malfunction. We found another supplier, but that company could not imprint our logo on the totes. The order of 400 totes is due the first week of November.

**Summer Reading Program** – This year's program saw a **19%** overall increase in participation. Last year's total of registration and program attendance was 30,519, while the 2008 figure is **37,035**. Program attendance by teens increased dramatically. The best news is that this participation figure makes UHLS eligible again next year for the higher SRP mini-grant amount, which this year was \$12,000 compared to the \$6,000 we received in 2007. This mini-grant money was used to provide a **PR/Marketing Challenge** to our member libraries. We used a tiered approach to make the challenge possible on some level for all libraries, including the small and short-staffed. Fifteen libraries chose to participate. Eight achieved the first level, three achieved level two, one achieved level three, and three achieved the top level.

**Family Literacy and Programming: You can Do It!** – This daylong workshop was presented on **September 29<sup>th</sup>** by **Sue McCleaf-Nespeca**, noted presenter and Ohio children's literature consultant. This training attracted 24 people and will satisfy a requirement of the **LSTA Explore Your Shore** grant. It focused on incorporating parental presence and involvement, interactive literacy components, and parent education into programming.

**Beyond an Apple a Day: Providing Consumer Health Information Center in the Public Library** – This first of five training sessions on consumer health reference services was presented by **Jo-Ann Benedetti** on **October 17<sup>th</sup>** at the Albany Public Library to 16 member library staff. It provided information on a core reference collection, databases, and newsletters/periodicals. It covered the reference interview, disclaimers, and privacy as well as networking with medical librarians. The class introduced the students to the Medical Library Association and described ways to market this service in a community. It should be noted that the registration for all five training sessions in the **Fit for Life Grant** is totally full. The next class will be **Prescription for Success: Consumer Health Information on the Web** on **November 21<sup>st</sup>**.

(Continued)

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NYLA Conference – The annual meeting of the **New York Library Association** will be held during **November 5<sup>th</sup>-8<sup>th</sup>** in Saratoga Springs. Over 1,000 people are expected to attend, and UHLS will be represented by **Mary Fellows, Jo-Ann Benedetti, and Rob Carle**.

**Storytime Skills Workshop** – UHLS and the Mohawk Valley Library System will present this half-day program at the William K. Sanford Town Library on **November 14<sup>th</sup>**, and it will cover all aspects of storytime in the public library. Experienced and/or inexperienced staff or volunteers should all find something useful in this program. There will also be a presentation on picture books by regional author/illustrator, **Jeff Mack**.

**NYLA Rally for Library Funding** – The New York Library Association will sponsor a rally on Tuesday, **November 18<sup>th</sup> at 1:00 p.m.**, the day of the scheduled Special Legislative Session in Albany. NYLA has reserved the **East Capitol Park/Steps** to hold the rally. All concerned individuals are encouraged to attend this rally. UHLS will provide transportation to and from this event. Please contact **Philip Ritter** for further information.

**Outreach Minigrant Applications** – This information will be sent to member library directors and posted on the UHLS Intranet on **December 1, 2008**. In 2009 libraries will be competing for **\$14,000** earmarked for services to one of the eight target populations. Anyone interested should contact **Jo-Ann Benedetti** for further information.

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**Philip W. Ritter**  
**Executive Director**