



UHLS BOARD OF TRUSTEES
September 12, 2007
MINUTES

PRESENT: Erin Apostol, Cris Blanchard, Charles Diamond , LouAnne Lundgren, Mary Alice Molgard,, Mary Muller, Nancy Pieri, Paula Read, Pat Spohr, Hawley Zwahlen

EXCUSED: James Reilly, Lois Prenovost, Richard Young

ABSENT: Michael Borges

UHLS STAFF: Philip Ritter, Heidi Fuge

VISITOR: Mary Fellows

4:35 PM - meeting called to order by C. Diamond

I. LIBRARY PROMOS

M. Fellows showed two of the 8 television promos that were produced by Time Warner with funds from the LSTA Cooking Grant. Seven libraries and UHLS took part in the production. M. Fellows acknowledged the assistance of C. Diamond and L. Lundgren. The promos will be aired on cable-on-demand and the libraries will also have copies to use in any promotional efforts, including streaming video on their websites. M. Fellows reported that Time Warner will produce similar promos for any of the other libraries at a cost of \$2,500.

After viewing the promos for UHLS and Colonie, P. Read suggested that the UHLS video could be used as part of the orientation for new UHLS Board members.

II. NOMINATING COMMITTEE FOR BOARD OFFICERS

Report by P. Read in the absence of J. Reilly. The Committee proposed the following slate of officers:

President	LouAnne Lundgren
Vice-President	Mary Muller
Treasurer	Mary Alice Molgard
Secretary	Hawley Zwahlen

P. Read noted that since M. Molgard has served the maximum number of years in the Treasurer position, it will take a 2/3rds vote of the Board to allow her to continue in that capacity. That recommendation is included in the presentation of the slate.

MOTION: E. Apostol moved to accept the slate as presented, including the continuation of M. Molgard as the Treasurer. C. Blanchard seconded.
Unanimous.

There was a round of applause for C. Diamond in recognition of his work and dedication as the Board President. C. Diamond expressed his appreciation to the Board for all of their hard work and support. L. Lundgren thanked C. Diamond for his work, and good humor, during his term as Board President. She noted that she is honored to be given the opportunity to lead the group and thanked the other officers for their willingness to serve.

III. MINUTES

MOTION: P. Read moved acceptance of the August 8, 2007 Minutes. E. Apostol seconded. Unanimous.

IV. STAFF REPORT

P. Ritter highlighted features in his written report:

- he is currently reviewing the new Velocity courier contract and will have it ready for the Services Committee at their October meeting.
- the LSTA Customer Service workshop with Michael Sullivan was very successful. There were so many who wanted to attend (45) that the location had to be changed in order to accommodate them.
- Asian Arts has moved into their new space and seemed to be very satisfied with it. They are holding a Grand Opening this coming Saturday.
- There are 79 people signed up for the Trustee Workshop on Thursday, September 20th. The majority have selected the Building and Renovation breakout session.
- the ASC is working on a new UHLAN contract and will submit it to the Board for approval before the end of the year,

V. TREASURER'S REPORT

Report by M. Molgard. She reviewed the August Report and noted that the bulk of the State aid was received in August.

MOTION: M. Muller moved acceptance of the August 2007 Treasurer's Report. C. Diamond seconded. Unanimous.

VI. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the August Purchase Journal and Payroll totaling \$331,531.12.

The Committee briefly reviewed the proposed 2008 Budget and set the Public Hearing for 4:00 PM on Thursday, October 24th. Copies of the budget were distributed to the Board members for their review.

The Committee discussed the situation in regards to the Rensselaerville Library. The Library is currently without access to funds following the alleged embezzlement. Consensus by the Committee members to continue to carry the Rensselaerville expenses on the books and then re-visit the issue at the end of the year. The amount that Rensselaerville will owe UHLS will probably be about \$1,000. M. Molgard asked the UHLS staff to give the auditors a "heads-up" on the situation since they strongly recommend that all monies should be collected by the end of the calendar/fiscal year.

Next FINANCE COMMITTEE meeting: Wednesday, October 10th at 4:00 PM

Administration Committee

Report by P. Read in the absence of J. Reilly. She reviewed the Minutes from the September Committee meeting which were included in the Board packet of information.

MOTION: P. Read moved that the 2008 Annual Dinner meeting should be held at the Albany Country Club. E. Apostol seconded. Unanimous.

P. Read reported that the Committee will be looking into different types of evaluation forms and the evaluation process to see what is recommended and meaningful. E. Apostol noted that the New York State Association of Library Boards (NYSALB) has done some work on evaluation forms for Library Directors.

Next ADMINISTRATION COMMITTEE meeting: Monday, October 8th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. The Committee did not have a quorum at the September meeting. She reviewed the Construction grant applications that require Board approval. She noted that all of the libraries had assured P. Ritter that they would be able to accomplish their projects even if they did not receive the full 50% of funding from the state.

The grants for the \$14 million funds were presented in order of least-amount-requested to most-requested. The State requires that UHLS present the applications in a ranking order even though the funding being proposed by UHLS is on a same-percentage basis.

MOTION: M. Molgard moved the following Construction grant funding:

Cohoes	\$42,356	Troy	\$ 86,298
Altamont	\$44,287	Bethlehem	\$ 99,894
Guilderland	\$54,531	Albany	\$113,724

H. Zwahlen seconded. Unanimous.

The grants for the \$800,000 funds were also presented in order of least-amount-requested to most-requested.

MOTION: P. Read moved the following Construction grant funding:

Bethlehem	\$2,500	RCS	\$5,953
Albany	\$4,283	Sand Lake	\$8,077
Altamont	\$4,409		

H. Zwahlen seconded. Unanimous.

Next SERVICES COMMITTEE meeting: Wednesday, October 10th at 3:30 PM.

Automated Services Committee

No August meeting. No report.

VII. TRUSTEE REPORTS

- M. Muller (TROY) noted an article in the Monday, September 10, 2007 edition of the Troy Record. The article was an interview with Ginger Hewitt, Director of the Watervliet Library, in which she credits UHLS for an increase in library use and circulation.
- C. Diamond (WATERVLIET) reported that Ginger Hewitt has been a great addition to the Library. He also praised Albany Public for loaning them Ethel LaPier during the director search. He announced that the library will hold their annual Wine and Cheese Reception this coming Friday, and the event will include the dedication of the re-furbished Youth Services area to the memory of Dr. Edward C. Diamond.
- E. Apostol (ALBANY) reported that the H & M Architectural firm has been engaged to design the two new library branches. This firm has a national reputation and has designed libraries all over the country.

VIII. NEW BUSINESS

L. Lundgren made the following Committee appointments:

ASC - P. Ritter, Chair

Services

E. Apostol, Chair

Administration

M. Borges

J. Reilly, Chair

R. Jaquay

C. Diamond

M. Muller

C. Blanchard

L. Prenovost

P. Read

B. Nichols Randall

Finance

M. Molgard, Chair

N. Pieri

P. Spohr

R. Young

H. Zwahlen

MOTION: H. Zwahlen moved to adjourn the meeting. P. Read seconded. Unanimous. Meeting adjourned at 5:40 PM.

NEXT BOARD MEETING: Wednesday, October 10th at 4:30 PM

Heidi A. Fuge
9/13/07

**UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For August 2007**

September 12, 2007

Velocity Express – The four participating systems (Upper Hudson Library System, Mohawk Valley Library System, Southern Adirondack Library System, and Capital District Library Council) in our region-wide courier service are negotiating a continuation of the courier contract for the next three years beginning in January 2008. Velocity has worked to stay within the parameters that were established before they purchased CD&L last year. When there is a new driver, or when routes are changed, service suffers temporarily; but the necessary corrections are quickly made. They have made every effort to accommodate delivery to our libraries, and service has improved over time. We plan to have a proposed contract for consideration by the Board in October. We are also purchasing heavy-duty security ties for the libraries so that items will stay secure in transit.

PULISDO Conference – Philip Ritter, Jo-Ann Benedetti, and Mary Fellows attended this biennial conference of the **Public Library System Directors Organization** during **August 26-28, 2007**, at the Radisson Hotel in Utica. In addition to business meetings of the directors and the various specialists, we heard presentations on *Gaming in Public Libraries* by Dr. Scott Nicholson of Syracuse University, assessing the worth of public libraries by Kevin Verbese of the Suffolk Cooperative Library System, the small business development resources at the New York Public Library's Science, Industry and Business Library by Kristin McDonough, web-based training exercises to expand the staff's knowledge of Web 2.0 at the Public Library of Charlotte-Mecklenburg County by Helene Blowers, and an overview of the preliminary findings of the *2007 Public Library Funding and Technology Access Study* by Dr. Charles McClure of Florida State University. We also enjoyed a tour of the Saranac Brewery. There were over 100 people in attendance, and all of the New York Public Library Systems were represented.

Summer Reading Programs – The UHLS member libraries concluded their summer reading programs at the end of August. Many have been reporting record business. With the new approach this year using a national Collaborative Summer Library Program instead of a New York-specific program, we are eagerly awaiting feedback from our members, which is due next month.

(Continued)

UHLS – Executive Director’s Report – August, 2007 – page 2

Customer Service Training: Connecting Boys with Books – As part of its LSTA customer service grant, UHLS will be presenting this special program on Tuesday, **September 11**, 2007 from 9:00 a.m. until 4:00 p.m. at the William K. Sanford Town Library in Colonie. Attendees will learn how public libraries lose boys, and why, what the consequences are for boys, and what we as librarians can do to save boys from lives as non-readers. The presenter, **Michael Sullivan**, has more than 15 years of experience as a Children’s Librarian and Library Director, storyteller, chess teacher, and author of the books **Connecting Boys with Books** (ALA, 2003) and **The Fundamentals of Children’s Services** (ALA, 2005). He plans to share practical and proven suggestions on how to turn boys into life-long readers.

Database Trials – The Adult Services Advisory Council has set up trials for new databases to be considered for 2008. They are looking at the possibility of obtaining a genealogy database, a home repair database, and an automotive repair database. Librarians will review the choices through September and make a recommendation to the Central Library Advisory Council that will then make the necessary budgetary decisions regarding the online databases.

Parking Lots – We had our parking lots sealed and striped this month. They are now better protected from the elements and have a more finished appearance. The parking spaces are also more easily identified, and it is clear that we can accommodate up to 50 vehicles around the building in addition to parking on the other side of Essex Street.

Asian Arts Group – The space for this new tenant has been completed, and we are waiting for them to move. The lease is to begin no later than September 1st. They must install mirrors on the walls before they can use the space, and they have had some delays getting that done.

Philip W. Ritter
Executive Director