



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## Board of Trustees

March 11, 2009

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, Charles Diamond, Ronald Ginsburg, Brian Hartson, Anne Kuthy, Mary Alice Molgard, Mary Muller, Nancy Pieri, Lois Prenovost

ABSENT: James Reilly, Janet Ivory

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

### I. NEW BOARD MEMBERS

**MOTION:** N. Pieri moved to approve the appointment of William Colgan to the Board as a representative from a medium-sized Rensselaer County library. He will be put on the ballot at the June Annual Meeting to complete Cris Blanchard's term which expires in 2013. E. Apostol seconded. Unanimous.

L. Lundgren appointed him to the Finance Committee. P. Ritter reported W. Colgan was on vacation and would not be available for meetings until April.

### II. MINUTES - February 11, 2009

**MOTION:** M. Muller moved acceptance of the Minutes of February 11, 2009 as presented. M. Molgard seconded. Unanimous.

### III. STAFF REPORT

P. Ritter reviewed his written February report and added the following information:

- **Riverway Storytelling Festival:** he handed out the new brochures listing the activities in the Festival. Mary Fellows informed the Finance Committee that there was enough income to cover all of the expenses.
- **State Annual Reports:** all of the reports were submitted prior to the State deadline of March 1<sup>st</sup>.
- **Fit for Life Project:** Libraries for the Future went out of business and therefore UHLS will not receive the full amount of the \$25,000 grant. We have received \$18,750. A portion of the balance will be made up with funds from the Adult Services program line and the carried-over 2008 Outreach funds. Every library participating in the grant will still get the \$750 they were promised. The things that were cut out were all of the giveaways and the printed promotional materials.
- **Black Belt Librarians Workshop:** this workshop on March 4<sup>th</sup> was attended by

60 people and went very well. The evaluations submitted at the conclusion were almost unanimously favorable.

- **Summer Reading Planning Workshop:** This workshop, held in Schenectady and co-sponsored by UHLS and MVLS was very successful.
- **Lobby Day:** there were over 1,000 in attendance on Tuesday, March 10<sup>th</sup>. UHLS had about 35 representatives and the day went very smoothly.
- **Construction Workshop:** to date, there are only 17 people signed up for the workshop. The registration deadline is March 20<sup>th</sup>. P. Ritter encouraged trustees to talk to their Boards and urge anyone interested in library planning, construction, and “green” buildings to attend.
- **NYSALB Workshop:** The annual NYSALB Workshop for Trustees will be held on May 1<sup>st</sup> and 2<sup>nd</sup> in Syracuse.
- **DLD Construction Workshop:** DLD will be presenting several workshops on “green” buildings and also on the State Construction grant process. Jo-Ann Benedetti and P. Ritter will each attend a workshop.
- **Gates Foundation Grants:** The next series of Gates grants will be slated to improve broadband access. None of the member libraries, or UHLS, will be eligible to apply for these grants.
- **Stimulus Program:** These are Federal funds which will be re-distributed by the State. They will go primarily to shovel-ready school projects. The funds allocated to public libraries will go to expanding and improving broadband access. Neither UHLS or the member libraries will be eligible for any of these funds.

#### IV. TREASURER’S REPORT

Report by M. Molgard. She noted the receipt, during the month, of the remainder of the 2008 funds plus some of the Riverway funds.

**MOTION:** E. Apostol moved acceptance of the February 2009 Treasurer’s Report. M. Muller seconded. Unanimous.

#### V. COMMITTEE REPORTS

##### Finance Committee

Report by M. Molgard, Chair. She reported that the Finance Committee reviewed and approved the February Purchase Journal and Payroll totaling \$126,615.96.

The Riverway Storytelling Festival will have sufficient income to cover its expenses, thanks to a \$5,000 Arts Funds grant. The hotel sponsor for the Festival this year is the Century House.

**NEXT Finance Committee MEETING: Wednesday, April 8<sup>th</sup> at 4:00 PM**

##### Administration Committee

No meeting. No report.

**NEXT Administration Committee MEETING: Monday, April 6<sup>th</sup> at 4:00 PM**

Services Committee

Report by E. Apostol, Chair. She reported that the Committee reviewed the Summer Reading Program mini-grant application for \$12,000 and recommended Board approval. The 2009 grant will function in much the same way as the 2008 grant - as a competitive program among the participating libraries to encourage marketing of library services. The libraries will receive from \$150 to \$450 based on the extent of marketing in which they engage. P. Ritter noted that M. Fellows initiated this tiered-approach to the grant in 2008. The Division of Library Development was very impressed with the results and allowed UHLS to copy it for the 2009 grant program.

**MOTION:** M. Molgard moved to authorize the President to sign and submit the Summer Reading Program mini-grant application for 2009. C. Diamond seconded. Unanimous.

E. Apostol reported that the State is requiring a second approval of the *Explore Your Shore* LSTA Grant, Part 2 even though the Board has already approved the entire grant application.

**MOTION:** M. Muller moved to authorize the President to sign and submit the *Explore Your Shore* Part 2. M. Molgard seconded. Unanimous.

**NEXT Services Committee MEETING: Wednesday, April 8<sup>th</sup> at 3:30 PM**

Automated Services Committee

Report by P. Ritter. He noted that he does not include much automation information in his written report since that is all in the ASC Minutes. He urged the Board members to consider the ASC Minutes as an integral part of his report.

Starting in July, UHLS will begin a new meeting schedule. The schedule will be based on a survey done of the staff of the member libraries. An overwhelming majority indicated a preference for UHLS meetings to be held on Friday mornings. Therefore, the preliminary schedule will be to hold Directors Association on the first Friday, Youth Services on the second Friday and ASC on the third Friday. The rest of the meetings are yet to be determined.

**NEXT ASC MEETING: Tuesday April 28<sup>th</sup> at 4:00 PM**

Nominating Committee

No report.

**VI. TRUSTEE REPORTS**

- L. Prenovost (Brunswick): the library is going to start renovation work on the new building as soon as it receives the State Construction grant funds. The Capital Campaign is getting underway and Team Leaders have been selected to lead the campaign.

- C. Diamond (Watervliet): there were 180-190 people at the recent I LOVE MY LIBRARY dinner which netted about \$5,000. Ron Canestrari was one of the attendees.
- L. Lundgren (Poestenkill): the author, Xujun Eberlein will be at the library to give a presentation. She writes about the Cultural Revolution in China.
- L. Prenovost asked what criteria were used to award Castleton the title of Best Small Library in the Feb. 15<sup>th</sup> issue of Library Journal. P. Ritter explained that the designation is based primarily on the statistics gathered via the State Annual Reports and disseminated by Bibliostat Connect. The libraries were categorized by budget and the award was largely based on a per capita program figure. Castleton showed a 14.1 per capita program figure, which was almost double that of the second-best library in that budget category. L. Lundgren noted that Darlene Miller, the library director, has a very impressive list of programs that she conducts throughout the year. She offered to send a congratulatory note to Darlene on behalf of the UHLS Board of Trustees.

## VII. NEW BUSINESS

M. Muller reported that the Troy Library has had to close both of its branches - Sycaway and Lansingburgh. However, a vocal group of library friends asked the Troy Library Board to allow the Lansingburgh Boys & Girls Club to be used as a temporary drop-off and pick-up site for patrons who requested library materials. The Horizon software would be loaded onto a computer at the Club and several volunteers would be designated to take care of the materials. A locked room would be set aside to store the items until the patrons came to pick them up. UHLS courier service would deliver to the site on Mondays. She reported that the Troy Board of Trustees voted in favor of this proposal although the Library Director eloquently opposed it. The Board felt that it would be a good move to accommodate seniors in the Lansingburgh area who are avid library users and supporters.

**MOTION:** E. Apostol moved to designate the Lansingburgh Boys & Girls Club as a temporary pick-up and drop-off site for library materials. In order to use this site, the Horizon software would be loaded onto a non-library computer and volunteers would handle the material exchange. M. Molgard seconded.

Discussion. P. Ritter explained his reasons for opposing this proposal: Horizon is proprietary software and loading it onto a non-library computer has serious confidentiality implications; the handling of the library materials will be done solely by volunteers with no oversight by someone trained in library procedures; this site would be used primarily to deliver items requested from other libraries; and it would be a precedent-setting situation.

E. Apostol suggested that giving a temporary library location to people who voted against the library budget would be rewarding them and would not encourage them to vote for the library budget in the next election. If they are such avid library users,

there are other options and other libraries available to them.

R. Ginsburg asked if a library employee could be placed at that location to oversee the materials and if the area patrons who wanted the site so badly could be asked to fund the cost of an employee. M. Muller responded that no employees were considered for that, especially since the library had already been forced to release seven employees due to the funding situation. The Board did not want to add to the workload of the remaining employees.

N. Pieri expressed concern about the security of the materials, the security of the automation system, and the confidentiality of patron records. She noted that there was extensive training necessary to work at the circulation desk and that this was not something that a volunteer could do without supervision. She suggested some libraries might refuse to allow their materials to be sent to such a location.

N. Pieri called the question. The motion was reiterated:  
*“to designate the Lansingburgh Boys & Girls Club as a temporary pick-up and drop-off site for library materials. In order to use this site, the Horizon software would be loaded onto a non-library computer and volunteers would handle the material exchange.”*

In Favor: 1, Opposed: 9, Abstention: 1      **Motion failed.**

**MOTION:** Y. Caldwell moved to adjourn. N. Pieri seconded. Unanimous.  
Meeting adjourned at 5:55 PM.

Heidi A. Fuge  
3/12/09

## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For February 2009

March 11, 2009

**America's STAR Libraries** – *Library Journal* has introduced a new national rating of public libraries. The *LJ Index of Public Library Service* has studied **7,115** public libraries and identified **256 STAR** libraries. The top libraries in each budget group get five, four, or three Michelin Guide-like stars. All libraries in the study are encouraged to learn from their peers and improve service to their communities. It should be noted that New York has 34 STAR libraries, the most of any state. **Most notable to UHLS is that the Castleton Public Library received five stars and is rated the highest of all public libraries in the United States with a budget of \$50,000-\$99,999.**

**Courier Delivery Service** – The UHLS delivery service remained very steady this month with our couriers picking up and delivered an average of 300 bins or totes per day. This translates into our moving about 7,500 books or items each day this month through the courier service.

**LSTA Explore Your Shore Grant** – This month **Mary Fellows** visited seven libraries (ALTM, EGRN, BERN, WSTR, RVLL, GUIL, and MEND) in support of this grant. She reinforced the responsibilities of the grant, offered encouragement and ideas, and answered questions. Most libraries have expressed an interest in doing the anchor project as a result of seeing the prototype. Staff and youth patrons will be working with a local artist and making a three-foot paper mache anchor that will be decorated to reflect their community. These anchors will be displayed around the community, including at local arts events. The deadline for libraries to have them completed is June 1.

**Riverway Storytelling Festival** – The Festival is in good shape financially. (See the updated list of funding attached to this report.) There is enough funding in hand to hold the Festival and even add a few extras, like a small advertising budget for those outlets (like the Spectrum Theater's slide show) that will not negotiate a sponsorship. The brochure is at the printer.

**Annual State Reports** – The deadline for submission to UHLS of this annual library report was **February 17<sup>th</sup>**. By that date there were only four UHLS libraries that had not submitted their reports: Berlin, Rensselaerville, Stephentown, and Voorheesville. The UHLS Report was submitted to the State on February 18<sup>th</sup>.

(Continued)

**UHLS – Executive Director's Report – February 2009 – page 2**

*PubMed for the Rest of Us* – This fourth of five training sessions on consumer health reference services was held at UHLS on **February 20<sup>th</sup>** with a class of 16 people. It was designed to teach public librarians how to do medical research on **PubMed**, THE database of professional medical literature. **Arpita Bose** from the **National Network of Libraries of Medicine** taught the class.

*Fit for Life Grant* – This grant was awarded last year to UHLS by a national organization named **Libraries for the Future (LFF)**. Unfortunately, UHLS recently received word that LFF had closed their office and ceased operation. We were originally awarded **\$25,000** but have received to date only **\$18,750** (i.e. 75% of the award). LFF has informed us that they cannot fulfill the rest of their obligation. All activities for this grant are now on hold. There is a national conversation going on via email about this situation among the 17 libraries that were awarded grants.

*Black Belt Librarians* – This all-day workshop by **Warren Graham**, a nationally renowned expert on day-to-day public library security procedures, is sponsored by UHLS and will be presented on **March 4<sup>th</sup>** at the **Guilderland Public Library**. The workshop will cover all aspects of dealing in a safe manner with difficult situations and problem patrons. We have over 60 people registered for the workshop to date.

*Summer Reading Program Planning Workshop* – In cooperation with the Mohawk Valley Library System, UHLS will again sponsor a program for librarians who are planning activities for the Summer Reading Program 2009. This all-day workshop will be held on **March 5<sup>th</sup>** at the **Schenectady Public Library**. There are 36 participants registered so far to attend. There will be a variety of performers presenting mini-showcases suited to all aspects of the Summer Reading Program. The themes this year are ***Express Yourself @ Your Library*** for teens and ***Be Creative @ Your Library*** for children.

*NYLA Library Lobby Day 2009* – The annual day for librarians to visit their representatives in the New York State Legislature is **March 10<sup>th</sup>**. Appointments have been made with the five Assemblymen and two Senators that represent the area served by the Upper Hudson Library System. All Member Library Directors and Trustees are encouraged to attend this event.

*Case Studies in Consumer Health* – This fifth of five training sessions on consumer health reference services will be held at UHLS on **March 20<sup>th</sup>**. It will be taught by **Jo-Ann Benedetti**, and 17 people are registered for the workshop.

**(Continued)**

**UHLS – Executive Director’s Report – February 2009 – page 3**

Creating the 21<sup>st</sup> Century Library: An Introduction to Building, Renovating, or Expanding Your Library – Arrangements have been made with **Frank X. Craine**, AIA, Partner, and **Diane Abate**, Senior Architectural Designer, in **Peter Gisolfi Associates** of Hastings-on-Hudson, NY, to present this workshop for trustees and library directors on what to consider when planning a major project such as a renovation, expansion, or new building. This workshop will be during 5:00 – 9:30 p.m. on Tuesday, **March 24<sup>th</sup>**, at the **Guilderland Public Library**.

***Urban Fiction*** – A workshop on “*street lit*” or “*gansta*” fiction, written by and for African Americans, will be presented at UHLS in the morning of **March 26<sup>th</sup>** by **Scott Jarzombek** of the Albany Public Library.

**Financial Review** – The annual review of the 2008 UHLS finances is scheduled for the week of April 20<sup>th</sup>.

---

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