

Board of Trustees September 9, 2009

PRESENT: Erin Apostol, Yolanda Caldwell, William Colgan, Brian Hartson, Ronald Ginsburg, Anne Kuthy, Mary Alice Molgard, Mary Muller, Nancy Pieri, Lois Prenovost, James Reilly

EXCUSED: Janet Ivory, LouAnne Lundgren

ABSENT: Charles Diamond

UHLS Staff: Philip Ritter, Heidi Fuge

Meeting called to order at 4:35 PM by M. Muller, Vice-President, in the absence of L. Lundgren

I. APPOINTMENT OF COMMITTEE CHAIRS

M. Muller asked all current Committee Chairs if they were willing to continue to serve and therefore made the following appointments:

Administration Committee	-	J. Reilly, Chair
Finance Committee	-	M. Molgard, Chair
Services Committee	-	E. Apostol, Chair
Automated Services Committee	-	P. Ritter, Chair

II. MINUTES

MOTION: J. Reilly moved acceptance of the August 12, 2009 Minutes as presented. E. Apostol seconded.

AYES: 10 ABSTENTION: 1 Motion passed.

III. STAFF REPORT

P. Ritter noted that UHLS had received an email from L. Lundgren's daughter saying that she was in the hospital. We have no further information at this time.

He reported on the following:

- **State Construction Grants - Sand Lake:** Grace Kelly at DLD denied the grant submitted by Sand Lake asking for funds to purchase a circulation desk. This was denied because it is not a renovation or construction project and cannot be linked to another project but must be a stand-alone. The requested amount of \$9,853 will be added to the funds awarded to Albany Public Library.
- **State Construction Grants - Brunswick:** Grace Kelly denied the \$325 requested in the Brunswick grant for a telephone system for their new building. She approved the rest of the Brunswick grant. The \$325 amount will be added to the Albany Public Library funds.

- **State Construction Grants - Albany:** Albany will receive an additional \$10,178 which will bring their funded amount to \$322,699. for the John J. Bach branch project.
- **Courier service:** there has been an increase in the circulation of materials in almost all of the member libraries and this has translated to an ever-increasing volume in the delivery.
- **“Show Me the Money:”** this workshop will be held on September 10th and has eight participants signed up for it.
- **“Twens” workshop:** scheduled for Sept. 17th and co-sponsored by MVLS has 25 people registered and more are expected.
- **Trustee Workshop:** scheduled for Sept 24th and at this time there are only 4 people registered. Discussion regarding the possibility of canceling the Trustee Workshop - consensus to continue with it in spite of the low registration since there is a financial penalty for canceling at the Marriott. N. Pieri suggested that if we continue to offer two options at the Trustee Workshop, one of them should always be a new trustee orientation. P. Ritter noted that if we don't have at least 75 people attending, then we should re-consider offering it in the future.
- **UHLS Open House:** scheduled for all day on Wednesday, Sept. 30th . Trustees are invited to attend.
- **NYLA:** P. Ritter and J. Benedetti are the only UHLS staff members attending the NYLA Conference in Niagara Falls.

IV. TREASURER'S REPORT

Report presented by N. Pieri. She noted that UHLS finally received the Basic State Aid, however we are still waiting for Central Book Aid, Central Library Development Aid, Local Library Support Aid (all of which are pass-through funds) and Local Services Support Aid.

MOTION: W. Colgan moved to accept the Treasurer's Report for the months ending August 31, 2009. E. Apostol seconded.
Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by N. Pieri. She noted that the Committee reviewed and approved the August Purchase Journal and Payroll totaling \$101,298.60.

The Committee discussed the Proposed 2010 Budget and W. Colgan proposed that instead of a 4% COLA in 2010, there should be a 2.5% COLA retroactive to January 2009 added to this year's budget and then a 2.5% COLA in the 2010 Budget. He noted that going one year without a COLA is a cumulative hit to staff salaries and the retroactive COLA would be an acknowledgment of the staff work and support. Consensus that H. Fuge should work up the figures related to this and present them, another amended 2009 Budget, and another draft 2010 Budget at the October Finance Committee meeting. Following a discussion it was the consensus of the Board to add in the retroactive increase for J. Koppel, the employee who resigned at the end of July. The COLA would only apply to his salary for January through July.

P. Ritter noted that on Tuesday, September 15th at 9:00 AM, we have scheduled a meeting with our Investment Manager from First Niagara Bank. He invited any interested trustees to this meeting. H. Fuge reported that this meeting had been scheduled because she was concerned at the low interest that was being earned on the UHLS brokerage accounts. In 2008, the highest interest rate had been 2.56% this declined to .46% in 2009. In a telephone conversation with the Investment Manager, he noted that there were some other options that might earn more interest, however the UHLS Investment Policy was quite restrictive in listing allowable investments.

NEXT Finance Committee MEETING: Wednesday, October 21st at 4:00 PM

Administration Committee

No meeting. No report.

NEXT Administration Committee MEETING: Monday, October 19th at 4:00 PM

Services Committee

No meeting. No report.

NEXT Services Committee MEETING: Wednesday, October 21st at 3:30 PM.

Automated Services Committee

No meeting. No report.

NEXT Automated Services MEETING: Friday, October 16th at 9:30 AM

VI. TRUSTEE REPORTS

E. Apostol (ALBANY):

- The APL Board voted to accept the ASC's request to modify the current UHLAN contract and lower the number of required meetings per year. However, at the time the vote was taken one of the APL Trustees voiced concerns about other areas of the contract that needed to be re-negotiated. P. Ritter noted that the current contract expires at the end of 2011. Discussions for the next contract will begin in mid-2010.
- All of the branch renovations are on schedule and some of them are coming in below budget. Several of the branches will open by the end of this year. An \$80,000 landscaping project was being discussed for the Delaware branch.
- The new APL Director is very interested in meeting with community leaders and groups.

M. Muller (TROY):

- A special election has been set for September 29th to vote on the library budget and establishing a special district. There will be a chicken dinner held at the Lansingburgh branch prior to the election.
- As part of the election process, telephone banks have been established, there is a Facebook page and an email list, and the Board has offered to pick up and drive

people to the polls.

- The Board contracted with the League of Women Voters to run the special election.
- A contingent from the library will be marching in the Uncle Sam Parade.
- M. Molgard noted that the publicity in the Albany Times-Union has been very supportive of the establishment of the special district.

L. Prenovost (BRUNSWICK):

- The library is going ahead with its move into the new building and held a very successful book sale to weed the collection and make the move easier.
- The library will be closed from Sept. 13th to the 25th. A Grand Opening will be held on September 26th.

Y. Caldwell (BETHLEHEM):

- The library's parking lot is still being worked on but is close to completion.
- The library participated in the *Bethlehem Voyage 400* to celebrate the Henry Hudson Quadricentennial, and had about 1,200 people.

W. Colgan (EAST GREENBUSH):

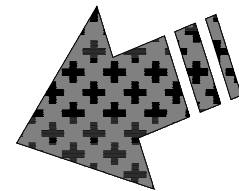
- The library's budget will be put to a vote on September 10th. The budget includes family health insurance for the library staff for the first time.

M. Molgard (BERNE):

- The current Town Supervisor is not running again and it is therefore possible that someone might be elected who would be more sympathetic to the library.

MOTION: J. Reilly moved to adjourn. W. Colgan seconded. Unanimous. Meeting adjourned at 5:25 PM.

NEXT Board MEETING: Wednesday, October 21st at 4:30 PM



Heidi A. Fuge
9/10/09

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For August 2009

September 9, 2009

State Construction Grant Applications – After approval by the UHLS Board of Trustees, all the grant applications for 2009-2012 were delivered to Grace Kelly at the Division of Library Development on **August 13, 2009**.

E-Rate – Reimbursement forms were submitted on behalf of 23 member libraries and UHLS for FY2008-09 (which ended 6/30/09), and it is anticipated that these libraries will receive total reimbursements of about **\$21,000**. Form 486 (Receipt of Service Confirmation) were submitted on behalf of 23 member libraries and UHLS for FY2009-10.

Control Is Not a Dirty Word: Effective Meeting Management – This practical workshop was offered to **14** participants at UHLS during 9:30 a.m. – 12:00 p.m. on Thursday, **August 20**, by **Mary Fellows**. In this workshop, attendees learned how to: *1) determine when to hold a meeting, 2) design a meeting to get the outcome you want, 3) keep the meeting on track by managing difficult personalities, conflicts, and interruptions, and 4) positively influence the productivity of meetings you are attending but not running.*

New York Alliance of Library Systems (NYALS) 2009 Retreat – This annual workshop was attended by **Philip Ritter** on **August 20-21** at the Castleton Comfort Inn & Suites. Representatives from the Public Library Systems, School Library Systems (BOCES), and 3R's Systems in New York State were included in the 49 people in attendance. The purpose of this meeting was to work together to influence those individuals and entities that have the power to enhance programs and services for our members.

Courier Delivery Service – UHLS has completed the first year of courier service with **ALDS**, and this essential service to the member libraries continues to run very smoothly with **no lost items** and only seven **(7) damaged items** since August 2008. The volume has also been steadily increasing in recent months with the drivers sorting and moving an average of **334 totes per day during July**, as opposed to **298 totes per day during April**.

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Interlibrary Loan (ILL) – Since UHLS has recently taken over our own ILL from CDLC, the volume has gone up ten-fold, especially on the lending side. In July 2008 all of the UHLS member libraries loaned a total of 5 books to libraries outside of the ten counties in the Capital District, as opposed to loaning 49 books in July 2009.

Show Me the Money – Mary Fellows and **Jo-Ann Benedetti** are again presenting this successful grant writing workshop to UHLS members from 9:00 a.m. until 12:00 p.m. on Thursday, **September 10**. Participants will learn about how to find money and how to maximize their chances of success in the grant application process. Board members are encouraged to attend. For additional information and to register, please contact Jo-Ann Benedetti at 437-9880 x225 or at jo-ann@uhls.lib.ny.us.

Love Those T(w)eens! Delivering Great Service Whatever Your Resources – Mary Fellows is working with **Sue Rokos** of the Mohawk Valley Library System to present this workshop from 9:00 a.m. until 1:00 p.m. at the **Guilderland Public Library** on Thursday, **September 17**.

Fourth Annual UHLS Trustee Workshop – UHLS has scheduled this popular workshop for member library trustees again this year. It will be held on Thursday, **September 24**, at the Albany Marriott. There will be two concurrent presentations from 5:30 to 7:30 p.m., and they will be followed by a buffet dinner from 7:30 to 9:00 p.m. **Advocacy 101** will be presented by **Kathy Miller**, Executive Director of the Rochester Regional Library Council, and **Jennifer Morris**, Director of the Pioneer Library System. ***The Best Defense is a Good Offense: Crafting a Successful Campaign for Library Support*** will be presented by **Libby Post**, President of Communication Services.

UHLS Open House – The UHLS staff will conduct an open house for the staff and trustees of our member libraries on Wednesday, **September 30**, from 9:30 a.m. until 12:00 p.m. and from 2:00 until 4:30 p.m. Everyone is invited to attend presentations on the services of UHLS and a tour of our facilities. The schedule of activities in the morning will be repeated in the afternoon.

Philip W. Ritter
Executive Director