

**Board of Trustees**  
**November 11, 2009**

PRESENT: LouAnne Lundgren, Mary Muller, Ronald Ginsburg, Mary Alice Molgard, Brian Hartson, James Reilly, Lois Prenovost, Anne Kuthy, Yolanda Caldwell, Nancy Pieri

EXCUSED: William Colgan, Janet Ivory, Erin Apostol, Charles Diamond

UHLS Staff: Philip Ritter

4:32 PM – Meeting called to order by L. Lundgren.

(In the absence of Heidi Fuge and Charles Diamond, Philip Ritter took notes and prepared the Minutes.)

**I. MINUTES**

**MOTION:** M. Muller moved and J. Reilly seconded that the Minutes of the October 21, 2009 meeting be approved as written.  
Unanimous.

**II. STAFF REPORT**

In addition to his written report, P. Ritter highlighted the following:

- There were 22 people in attendance at the Directors Association Conference on November 6<sup>th</sup> at the Albany Marriott.
- Heidi Fuge had been very ill and in the hospital during the last two weeks. During her stay in the hospital, her father (George Fuge) passed away. She is currently with her mother and family and will be away from work for at least the next week.
- There was an article in the Times Union recently, reporting on James Reilly's visit with his son on the USS Ronald Reagan.
- SirsiDynix recently hand-delivered three letters to P. Ritter regarding the Horizon Integrated Library System. Copies of these letters were distributed to the members, and they were asked to contact P. Ritter if they had any questions or concerns.
- There are still four libraries (Berlin, Cohoes, North Greenbush, and A. E. Diver) that have not yet approved the UHLAN contract amendment. P. Ritter will be contacting these libraries after December 1<sup>st</sup> and requesting that they complete this task or report why they have chosen not to do so. However, because 25 of the 29 UHLS member libraries have approved the contract amendment, P. Ritter announced that he will immediately begin holding meetings of the Automated Services Committee six times per year.

### III. TREASURER'S REPORT

Report by M. Molgard, Treasurer. Explained that the Treasurer's Report for October 2009 was not available because of the lack of the appropriate financial information from the bank and the absence of Heidi Fuge.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. Explained that the Purchase Journal for October 2009 was not available because of the lack of the appropriate financial information from the bank and the absence of Heidi Fuge.

The Committee reviewed Draft #4 of the proposed 2010 Budget. The major change was the elimination of funding for Trustee Training (line 50350AM) from the expenses as approved by the Board at the October 21<sup>st</sup> meeting. A public hearing was held on Draft #4 on October 29<sup>th</sup> and was attended by N. Pieri, P. Ritter, and H. Fuge. No one from the public attended, and there has been no input from the public regarding this proposed budget. The Committee recommends that Draft #4 of the proposed 2010 Budget be approved as presented.

**MOTION:** M. Muller moved and N. Pieri seconded that Draft #4 of the proposed 2010 Budget be approved as presented. Unanimous.

**NEXT FINANCE COMMITTEE MEETING: Wednesday, December 9<sup>th</sup> at 4:00PM**

#### Administration Committee

Report by J. Reilly, Chair.

- The draft of a Conflict of Interest Policy was discussed, but it was agreed to defer it to the next meeting.
- The Committee voted to have the 2010 annual dinner meeting at the Albany Country Club and to request that the new State Librarian, Bernie Margolis, be invited to speak on his experiences since assuming the position in New York.
- The Evaluation of the Executive Director for 2009 was postponed until the December meeting because only 7 of the 14 evaluations from the Board members had been received. J. Reilly urged everyone to submit their evaluations to him as soon as possible.
- The adoption of the Goals and Objectives for 2010 for the Executive Director was also postponed until after the completion of the evaluation process.
- The Committee voted to change its regular meeting day to the Tuesday prior to the second Wednesday of each month in which there is a scheduled Board meeting and to make this change effective next month.

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

**Services Committee**

Report by M. Muller. The Committee reviewed the 14 grant applications and letters of funding request that Mary Fellows had sent out during October and November. They are all related to funding for the Riverway Storytelling Festival to be held in April 2010. The Committee requested that they all be approved by the Board.

**MOTION:** J. Reilly moved and M. Molgard seconded that the grant applications and letters for funding request to the following 14 organizations be approved:

First Niagara Bank  
 Hudson River Bank & Trust Co. Foundation  
 Friends of Bethlehem Public Library  
 Friends of the Library of the William K. Sanford Town Library  
 Friends of East Greenbush Community Library  
 Friends of the Troy Public Library  
 Friends of the Guilderland Public Library  
 New York State United Teachers  
 Austin & Co. Inc.  
 Stewart's Shops  
 Hanser and Associates  
 Ten Thousand Villages  
 Honest Weight Food Co-op  
 Hannaford Supermarkets.

Unanimous.

**NEXT SERVICES COMMITTEE MEETING: Wednesday, December 9<sup>th</sup> at 3:30 PM**

**Automated Services Committee**

No meeting, No report

**NEXT AUTOMATED SERVICES COMMITTEE MEETING: Friday, November 20<sup>th</sup> at 9:30 AM**

**V. TRUSTEE REPORTS**

- L. Lundgren (POES): Poestenkill Library now has a Town Supervisor that supports the library. The library has new employee who likes to do programming, and she recently had a pizza tasting program that was very popular.
- M. Molgard (BERN): Berne Library has a new Town Supervisor who wants to make progress on a new library. The library recently had a haunted hayride and raised \$1,500.

- N. Pieri (BETH): Bethlehem Library had its third annual Tech Fair where vendors showed all their new technology.
- B. Hartson (GUIL): Guilderland Library continues to plan for a new addition. The first focus group wanted a new building and more services but was reluctant to pay for it.
- L. Prenovost (BRUN): All aspects of the Brunswick Library was improving since the move to a new building. They recently had a presentation by a local author, Elizabeth Brundage, who spoke on the trials and tribulations of becoming a published author.
- R. Ginsburg (ALTM): Altamont Library is now on Facebook.
- J. Reilly (VOOR): Voorheesville Library is moving slowly on its plans for a new facility, and they received recently an unsolicited gift of \$500.
- A. Kuthy (COLN): The Colonie Library has finally approved the hiring of a full-time technology person and is dealing with all of the construction around the building.

There was a discussion regarding the December 9<sup>th</sup> meeting, and it was the consensus that the Board should have a social hour with pizza and soda after the meeting as they had done last year.

**MOTION:** M. Molgard moved to adjourn and R. Ginsburg seconded.  
Unanimous.

The meeting was adjourned at 5:10 p.m.

**NEXT BOARD OF TRUSTEES MEETING: Wednesday, December 9<sup>th</sup> at 4:30 PM**

Philip Ritter  
11/16/2009

## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT

For October 2009

November 11, 2009

**Summer Reading Program 2009** – While the overall total of program attendance and club participation was down slightly (36,253 in 2009 versus 37,035 in 2008), the numbers showed an increase in programs for teens. Since that has been an emphasis during the past year, it is gratifying to see that the training and encouragement that has been offered motivated our member libraries to better serve this group. There was a mixed response to the use of the online SRP registration program. Several member libraries readily embraced the program, went paperless, and had a good experience. Those with some interest but concerns used the online system and concurrently used paper sign-ins. Some libraries did not follow through and use the system. As we move towards a statewide (and more powerful and complex) system next year, the challenge will be to help all of our libraries see the advantages and to make the effort to use the online system.

**Albany River Rats Reading Challenge** – Eighteen of the UHLS libraries participated in this program. Four libraries also received player visits. This has not been a “natural” partnership for our libraries – library systems and professional hockey teams do not have many commonalities – but it was still a good experience. Our member libraries received a fairly attractive program that was free, and the visits from team members attracted a different type of young person to the programs.

**Online Databases** – The **Central Library Advisory Council** met on **October 6<sup>th</sup>** to decide which online databases would be provided through UHLS for 2010. Because of the reduction in State Aid, it was decided that only the following three databases would be purchased for next year: **Reference USA, Gale Legal Forms, and Testing and Education Reference Center.**

**NYLA Conference 2009** – **Philip Ritter** and **Jo-Ann Benedetti** represented UHLS at the annual meeting of the New York Library Association that was held during **October 14-17** in Niagara Falls, NY. There were about 600 attendees. The Conference in 2010 will be in Saratoga Springs, NY.

**Email Domains** – **Rawdon Cheng** is working on a project to move email accounts from *uhls.lib.ny.us* to library-specific domains (e.g. *colonielibrary.org*). This is a very complicated and time consuming project, but so far all the problems have been solved. This service is available to any member library that wants to obtain specific email domains.

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**E-rate Applications** – UHLS has begun submitting the e-rate applications for the 2010-2011 fiscal year, and the libraries that wish to participate must provide the necessary information at this time in order to be eligible next year. **Jo-Ann Benedetti** has been contacting the libraries that are currently participating in the e-rate program, but many have not yet provided her with the information that she needs. If they do not meet the necessary deadlines, they will be dropped from the program next year.

**Storytime Skills Workshop** – UHLS and Mohawk Valley Library System are cooperating to present this special workshop on **November 5<sup>th</sup>** at the **Schenectady County Public Library**. There are already 35 people registered to attend this session that will focus on a traditional storytime tool – flannel board stories – but will also include early literacy skills and sensory storytimes for children with autism, among other topics.

**Directors Association Conference** – The UHLS member library directors are presenting a workshop from 9 a.m. until 4 p.m. on **November 6<sup>th</sup>** at the **Albany Marriott**, and the major expenses of this program have been underwritten by UHLS. In the morning, **Carol Sheffer**, Past President of the Public Library Association, will present a workshop on communicating with your board, your staff, and your community. In the afternoon, **Rob McGee**, of RMG Associates, will help us evaluate the strengths and weaknesses of the Horizon Integrated Library System. **Bernie Margolis**, State Librarian, will join us for lunch. The cost is \$50 per person, and all member library directors and their management staff are invited to attend.

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