

# Board of Trustees

MINUTES OF THE August 11, 1999 MEETING



## TRUSTEES

Present: Pam Daves, Charles Diamond, Philip Erlich, David Flint, William Meredith, Melissa Palmer, John Quinan, Mary Ellen Schroder, Excused: Michael Esposito, Lynne Strnad, Joseph Wilkinson, David Worden

Absent: Hawley Zwahlen

UHLS STAFF: Hemwatie Jaipershad, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Deborah Canzano

VISITORS: Frank Van Zanten, former Director of the Mid-Hudson Library System

President W. Meredith convened the meeting at 4:35 PM

### I. OATH OF OFFICE

Trustee Oath administered to M. Schroder by W. Meredith.

### II SPECIAL PRESENTATION

W. Meredith introduced F. Van Zanten to give a brief presentation of the difference and similarities between serving as a System trustee and a local library trustee.

F. Van Zanten noted that UHLS Trustees have a two-pronged responsibility: to serve as local library trustee and System trustee. He pointed out that System trustees, when conducting System business, should try and disassociate themselves from their individual libraries and think in terms of library service as a whole. The Board serves best if members remember that they are there to serve all libraries and all people of the System service area.

H. Jaipershad distributed informational materials on Trustee responsibilities. P. Daves suggested that creating and monitoring the Long Range Plan should be included in the Trustee Job Description.

F. Van Zanten noted that at his Library Board meetings, they set aside 15 minutes for discussion about some aspect of Trustee work and responsibilities. One entire meeting a year is set aside for review of the Board Manual and for informal discussions among the Board members.

### III MINUTES

Minutes of the July 14, 1999 meeting accepted as presented.

### IV CORRESPONDENCE

W. Meredith reported on the letters sent to Troy and Cohoes rescinding letters that notified them of a service cut-off if the long-standing interest on their UHLAN bills wasn't paid. W. Meredith noted that the issuing of the original letters was an unfortunate accident and spoke

strongly against discontinuing services to any member library.

#### V DIRECTOR'S REPORT

H. Jaipershad highlighted features in her written report. (see pages 5 and 6 of these Minutes) She noted that the major portion of the State aid has been received. There is still 10% in Local Services Support Aid (LSSA) and 10% in Local Library Services Aid (LLSA) outstanding. However, the System will pay the libraries 100% of the LLSA.

To date, the UHLS Consultant staff have brought in \$102,450 in grants and \$36,465.56 in Erate discounts - all for the member libraries.

The UHLS staff is currently discussing how to link the collections at the dial-in libraries.

UHLS' highly successful "Training Net Trainers" program, funded by a 1998 LSTA grant, is being copied by the State of Idaho.

#### VI TREASURER'S REPORT

Report by C. Diamond in the absence of L. Strnad.

MOTION: P. Daves moved that the Report be accepted for filing. M. Palmer second. Unanimous.

#### VII COMMITTEE REPORTS

##### Finance

Report by C. Diamond in the absence of L. Strnad. He presented the July Purchase Journal for reviewing noting that it was a typical month.

MOTION: C. Diamond moved that the President be authorized to sign the July Purchase Journal totalling \$103,549.90.

##### **Administration**

Report by M. Palmer, Chair. The personnel matter is in the hands of the UHLS attorney. The Committee discussed the Early Retirement Incentive being offered through the New York State Retirement System and recommends its adoption. Even if no UHLS staff take the Incentive, at least the opportunity should be offered to the eligible employees.

MOTION: *BE IT RESOLVED* that the Board of Trustees of the Upper Hudson Library System does hereby elect to provide the benefits of Chapter 70 of the Laws of 1999, commencing on October 1, 1999 for all eligible employees who retire with an effective date of retirement set during the ninety day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Chapter 70. M. Palmer so moved. P. Daves second. Unanimous.

The Committee reviewed the UHLS Performance Evaluation forms and made changes in the rating system (Doc. #1) The Committee also reviewed and is recommending the adoption of a Longevity payment plan for employees (Doc. #1).

MOTION: M. Palmer moved acceptance of the new Performance Evaluation forms and the Longevity proposal. P. Daves second. Unanimous. The changes will be incorporated into the UHLS Personnel Manual.

### Services

Report by J. Quinan, Chair.

MOTION: J. Quinan moved that the Board move to Executive Session to discuss a service issue impacting on UHLS personnel. C. Diamond second. Unanimous.

At 5:30 PM Board moved to Executive Session. At 5:40 PM the Board returned to regular session with no action taken.

MOTION: J. Quinan moved that UHLS enter into a contract with Corporate Express to provide courier services starting January 1, 2000. P. Daves second. Unanimous.

### Building and Grounds

Report by H. Jaipershad in the absence of J. Wilkinson. The new floor tiles in all of the public areas have been installed and will be sealed and waxed on Saturday, August 14<sup>th</sup>. New fiber optic cables are being installed in the UHLS areas to replace the category 3 wiring.

### Automation Services

Report by D. Flint, co-Chair. He reviewed the Minutes from the July 27<sup>th</sup> meeting. One issue of consideration was the request for member library IP address and domain names. R. Cheng will investigate and report at the September Committee meeting.

At the July meeting, G. Sacco (Voorheesville) demonstrated the new graphical interface to UHLAN. The interface is in a trial phase and the WIZ Committee is asking for suggestions for improvement. P. Erlich has tested the interface and noted that it is confusing to select one library's records and get all of the records for all of the libraries.

Delinquent UHLAN payments were discussed. There was a consensus in the Committee to take strong action to pay bills and interest promptly. D. Flint noted that there is some ambiguity in the motion to take action on the delinquent bills and apologized for the misunderstandings that followed the Committee's motion. It is not clear in the UHLAN contract how this situation should be handled - the contract needs to be clarified in several areas, reviewed by the UHLS attorney and returned to the ASC for discussion.

P. Daves noted that the ASC needs to understand that any action it recommends needs to be overseen by the UHLS Board.

In the future, if there are problems with a particular library, W. Meredith has asked H. Jaipershad to alert the UHLS trustee associated with the library to the situation. H. Jaipershad noted that David Worden, the Chair of the ASC, and the library directors involved were alerted to the arrears problem a long time ago, as was J. Quinan, UHLS Board President and President of the COHS library Board. She had been in contact with the Director at TROY in an attempt to rectify the delinquent situation.

P. Daves noted that the member libraries have contractual obligations for UHLAN services and that a number of people failed to realize that there is a set of procedures that should be followed for handling difficult situations. The libraries should be notifying UHLS if they are

having difficulty paying their UHLAN bills.

Extensive discussion regarding how to handle the payment situation. P. Erlich suggested changing or modifying the 2% interest charge. M Palmer suggested a maximum yearly amount that would be charged in arrears. W. Meredith felt strongly that no services should be discontinued to a library. It was suggested that a library might cede its rights to state monies to UHLS in the UHLAN contract, to cover any delinquent payments. This would have to be incorporated into the revised UHLAN contract.

MOTION: M. Palmer moved that the Board move to Executive Session to discuss a legal matter. P. Daves second. Unanimous.

At 6:20 PM the Board moved to Executive Session. At 6:30 PM the Board returned to regular session with no action taken.

#### VIII OTHER BUSINESS

C. Diamond noted that he would like to amend the Finance Committee report (page 2) to include the fact that H. Jaipershad gave the Committee an in-depth presentation of the proposed 2000 Budget.

W. Meredith noted that due to the lateness of the hour he would skip the Trustee Reports but that they will take place at later meetings - either written or oral.

**NEXT BOARD MEETING: 4:30 PM SEPTEMBER 15<sup>TH</sup> AT Wm. K. SANFORD TOWN LIBRARY (COLONIE). FINANCE AND BUILDING AND GROUNDS COMMITTEE WILL HOLD THEIR USUAL MEETINGS AT COLONIE ALSO.**

6:30 PM Meeting adjourned

Heidi A. Fuge  
Trustees/Minutes/99/August

## DIRECTOR'S REPORT – AUGUST, 1999

### LEGISLATION AND FUNDING:

- State aid, at the same level as in 1998, has been coming in now that a state budget has been passed. Payments for CBA, CLDA, LLSA and Incentive Programs etc. are being made to the member libraries;
- UHLS staff brought in \$102,450 in grants for programs and materials for member libraries in 1999, **plus**, \$36,465.56 in Erate discounts for member libraries.

### MEMBER LIBRARIES:

- Altamont's request to charter the Town of Knox, and the unserved portion of the Town of Guilderland was rejected by the State;
- Valley Falls' request to include Pittstown in their chartered to serve area is pending. They did receive an "excuse of default" to keep Bobbi Crowther as Director;
- Hoosick Falls' request to expand their charter from the village to the Town of Hoosick Falls was approved;
- 8,193 items (print and non-print items) for children and adults circulated to member libraries during July;
- Rensselaerville, Schaghticoke and Valley Falls are sending their new holdings to be entered into UHLAN;
- weeding has begun at Rensselaer and Schaghticoke. It is completed at Castleton and arrangements are being considered to begin linking its collection after summer;
- linking continues at Berne and Stephentown with plans for circulation early in the new year;
- currently 24 member libraries and 6 branches circulating on UHLAN system;
- authority control processing is being scheduled for Fall. Date to be set by DRA;
- several new directors at member libraries: Carol Gailliard at Hoosick Falls, Nancy McGrath at Poestenkill and Jyna Shereen at Schaghticoke. Karen Schneider has left Brunswick;
- master puppeteer Bernd Ogrodnik wowed huge audiences (700+) in seven performances at member libraries. While Wm.K. Sanford and Voorheesville paid for their programs, the other five programs (Nassau, Rensselaerville, Stephentown, Sand Lake and Poestenkill) were paid by grants from the Albany and Rensselaer League of Arts. This program is worth repeating at other member libraries, grant funds, permitting next year. It was unfortunate that only 2 Youth Services Librarians attended the workshop presented by Mr. Ogrodnik at UHLS;
- sixteen Form 486's were filed for 1999 Erate discounts on behalf of member libraries;
- NB: two up coming programs for trustees and member library staffs: ***"Planned Giving", September 30, 7-9:00 p.m. at Bethlehem and three System workshop "New Connections, New Directions", September 30, 9:00 a.m. at Schenectady County Public Library;***
- now that state aid has been received orders are in place for pool collection materials, using the Directors' recommendations as a guide;

- among reference questions answered were patron records, maintenance issues of bibliographic records, UHLAN Reports and Statistics, library policy files, space planning and reorganization, DRA Request (ILL) System, construction aid, special district legislation, school/public library ballot, pool collection, borrowers' registration, training/continuing education opportunities for member library staffs, courier services, Books by Mail, Erate applications and funds for 1998 and 1999, UHLAN user names and passwords, video loans and purchases, job descriptions, preparing to automate a small library, linking and barcoding collections, summer reading program, storytelling programs in the future;
- meetings attended by UHLS staff: BOCES, CDLC, Directors' Association planning for Fall Institute, Long Range Plan Implementation, Community Foundation Demonstration of Zoom Text Extra for the OPACS for the vision-impaired, Planning Workshops for UHLAN Reports and understanding Web 2 Interface;
- UHLS's *Training Net Trainers (TNT) Program* (FY 1998 LSTA) project is being used in Idaho as a sample project for staff training.

### **ADMINISTRATION:**

- no new information on the *Gates Library Initiative* in NYS. Training workshops have been scheduled for System staff ( 9/21 and 9/22) and for library directors, but we have not been notified if any UHLS member qualifies for Gates equipment grants;
- tiling of all hallways underway as is fiber installation in the building to replace the category 3 wiring;
- Director and Consultant staff met to assign tasks and begin implementation of action steps in Long Range Plan;
- job descriptions of UHLS support staff are being revised, with tasks rotated to meet existing needs. Some retraining is needed and is being considered;
- schedule of meetings and programs for the balance of 1999 and into 2000 is being prepared. This will include special continuing education programs, Work Teams' and Interest Groups' meetings, System meetings, activities to implement Long Range Plan action steps, etc.

### ***DATES TO REMEMBER:***

1. Administration Committee, **Monday, September 13, 4:00 p.m. at UHLS**
2. Automated Services Committee, **Tuesday, September 28, 9:00 a.m. at UHLS. NO AUGUST MEETING IS SCHEDULED**
3. Services Committee, **Tuesday, September 14, 4:30 p.m. at UHLS**
4. Finance Committee, **Wednesday, September 15, 3:30 p.m. at Wm. K. Sanford (Colonie)**
5. UHLS Board Meeting, **Wednesday, September 15, 4:30 p.m. at Wm. K. Sanford**