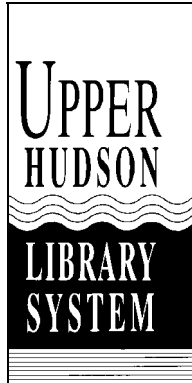


Board of Trustees

MINUTES OF THE October 13, 1999 MEETING



TRUSTEES

Present: Charles Diamond, Philip Erlich, Michael Esposito, David Flint, William Meredith, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynn Strnad, Joseph Wilkinson, David Worden. Hawley Zwahlen

UHLS STAFF: Sara Dallas, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

VISITORS: June Tyrrell (Brunswick)

President W. Meredith convened the meeting at 4:30 PM

I. INTRODUCTION OF VISITORS

W. Meredith introduced J. Tyrrell, Trustee Emerita from the Brunswick Community Library. She will be joining the UHLS Board of Trustees.

II. MINUTES

Minutes from the September 15, 1999 meeting accepted as presented.

III. STAFF PRESENTATION - S. Dallas

S. Dallas gave an illustrated overview of the UHLS *Intranet*. She noted that the Intranet was the brainchild of H. Jaipershad who wished to make information more available to the member libraries. Access to the *Intranet* is restricted only to those computers that are connected to the UHLAN network. The *Intranet* is a valuable communication tool for UHLS - all of the important information is clearly and simply organized and presented in one easily-accessed area. It will also serve as a searchable archive of UHLS history.

Some examples of the type of information available on the Intranet include: the UHLS Directory, training manuals, Minutes from all of the various meetings, Reports for the libraries (previously sent out in hard copy) and self-guided tutorials on a variety of topics.

The information on the Intranet is continually updated by Noralee Itchoak, the UHLS Webmistress.

IV. DIRECTOR'S REPORT (see pages 5 and 6)

Prior to the Report by S. Dallas, W. Meredith noted that H. Jaipershad was unable to attend the meeting. He also noted that R. Cheng was in Hong Kong due to the death of his father. He wished to extend special thanks to S. Dallas for handling all of the responsibilities extremely well in H. Jaipershad's absence. He noted that it was a pleasure to work with S. Dallas.

S. Dallas highlighted features in her written Report (copy filed with the original Minutes). She reported that:

- the retroactive rent has been received from DEA.
- three UHLS libraries will be receiving "grant-in-aid" funds totaling \$82,000
- the Construction survey forms were returned by 11 libraries with a total projected need for over \$16.5 million dollars
- to-date over 67,200 items and 1,140 rotating collections circulated from the Pool Collection
- the Summer Reading Program was very successful
- the Planned Giving Workshop coordinated by Rachel Baum and held at the Bethlehem Library was very successful. W. Meredith noted that it was a very worthwhile program; H. Zwahlen concurred.
- G. Ramson is working on the problem with the UHLAN email
- power outages in the building have been a problem. Niagara Mohawk has been contacted and a complaint has been registered with the Public Services Commission
- UHLS staff and representatives from Corporate Express will visit member libraries in the beginning of November to discuss the new delivery service

V. TREASURER'S REPORT

Report presented by L. Strnad. She pointed out that the \$1,132,012.44 figure at the bottom of page 1 represents the majority of the operating funds that UHLS will have available until the State Aid is received in the Summer of 2000. She also noted that the amount in the Automation Upgrade account will be increased in October by \$70,000 from the 1999 Budget.

September Treasurer's Report accepted for filing.

VI. COMMITTEE REPORTS

Finance

Report by L. Strnad, Chair. She noted that a subcommittee from the Directors Association is working on recommendations for the 2000 Budget. J. Cannell stated that the subcommittee will try to get the information to UHLS in advance of the November meeting.

The Committee reviewed the September Purchase Journal.

MOTION: L. Strnad moved that the President be authorized to sign the September Purchase Journal totaling \$146,781.00. M. Palmer second. Unanimous.

NEXT MEETING: Wednesday, November 10th, 3:30 PM at the TROY PUBLIC LIBRARY

Building and Grounds

Report by J. Wilkinson, Chair. His written report was distributed and a copy filed with the original Minutes. No issues requiring Board action.

NEXT MEETING: Wednesday, November 10th, 3:30 PM at the TROY PUBLIC LIBRARY

Administration

Report by M. Palmer, Chair. She noted that the written report (copy filed with the original Minutes) contained an error in the statement regarding the current travel reimbursement policy for member libraries. It should state that "This (reimbursement) is offered to libraries serving populations of 5,000 or less." - not "8,999 or less."

MOTION: M. Palmer moved that an exception to the vacation time carry-over policy should be made in the case of Hemwatie Jaipershad in order to allow her to carry over her current vacation time into 2000 even though the amount is larger than stated in the personnel policy. The normal policy will go back into effect for 2000-2001. P. Erlich second. Unanimous.

NEXT MEETING: Monday, November 1st, 3:00 PM at UHLS

Services

Report by J. Quinan, Chair. His written report was distributed and a copy filed with the original Minutes. No issues requiring Board action.

NEXT MEETING: Tuesday, November 9th, 4:30 PM at UHLS

Automated Services

Report by D. Worden. His written report was distributed and a copy filed with the original Minutes. No issues requiring Board action.

NEXT MEETING: Tuesday, November 26th, 9:00 AM at UHLS. NOTE: October meeting canceled.

VII. DIRECTORS' ASSOCIATION

Report by J. Cannell. He reported that there are Directors Assoc. Subcommittees working on the 90.3 Plan and on recommendations for UHLS' 2000 budget.

He commended UHLS for the establishment of the UHLS Intranet. He noted that this is exactly the direction in which the organization should be moving. The Intranet

serves as a virtual Bulletin Board and filing cabinet.

He reported on the 2nd Annual Directors Association Conference held in October at the Rensselaerville Institute. There were 25 participants from the member libraries and it was extremely successful. The Conference consisted of workshops and panel discussions on strategies for supervision, dealing with change and planning for the future.

Albany Public Library is planning a Grand Re-Opening on November 17th.

VIII. OTHER BUSINESS

W. Meredith distributed a survey for feedback from the libraries, via the UHLS trustees, on what they like and do not like about UHLS services. He asked the Board members to discuss these questions with the libraries that they represent and hand in the results to either W. Meredith or P. Erlich at the November Board meeting. Library names are not required on the survey but he would like to know the size of the responding library. The Administration Committee will review the survey results and prepare a summary for the Board.

NEXT BOARD MEETING: Wednesday, November 10th, 4:30 PM
at the Troy Public Library.

5:25 PM Meeting adjourned

Heidi A. Fuge

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DIRECTOR'S REPORT – October, 1999

LEGISLATION AND FUNDING

- Received back rent from DEA for the rent increase retroactive to June 1997. As per our lease agreement, the money will be used to cover the cost of the new rug and tile in the DEA area.
- Received final payment for the Voyage of Life. Grant now complete.
- Three libraries will receive “grant-in-aid” funds via UHLS; East Greenbush - \$35,000; Petersburg \$22,000; Poestenkill \$25,000.
- Eleven libraries responded to a “Summary of Library Construction Projects in Need of State Aid in 2000 and Beyond”. Total projected costs exceed \$16.5 million dollars.
- Director’s Association and UHLS staff subcommittee is working on revising the 90.3 Free Direct Access Plan. The document will be placed on the Intranet and distributed for discussion. The final plan is due to the state by December 31, 1999.
- Director Association’s subcommittee is working on suggestions for the year 2000 UHLS Budget.
- E-rate update – 40+ BEAR forms have been submitted to vendors; continued to pursue funds from 1998 and 1999.
- Regents Commission on Library Services reported on the meeting held in September 1999. The Commission formally endorsed the proposal for a statewide virtual library and statewide e-library card (NOVEL – New York Online Virtual Electronic Library). The commission will continue to refine ten other areas including: promotion of public library districts; provide aid incentives to help libraries meet Commission goals; funds for library construction; support and advance a highly skilled workforce; enhance library systems; strengthen the role of the New York State Library; and establish a statewide advocacy program.

MEMBER LIBRARIES

- Jan 1, 1999 – September 30, 1999: 67,216 pool items have circulated and 1,240 collections have been sent to the member libraries
- Jane Minotti has been named Director of the Sand Lake Town Library.
- Margie Morris has been named Director of the Poestenkill Library.
- Summer reading club statistics: 5,297 children participated; 28,802 books were read; 25,615 hours were spent reading; 25 member libraries participated in the program. The William K Sanford Town Library had the greatest participation (927) followed closely by Albany Public (634) and Guilderland (607).

- “Planned Giving” workshop was presented at the Bethlehem Public Library. Twelve directors and trustees attended this well received workshop.
- Workshop on Patron Registration issues is scheduled for October 21, 1999. Sixteen people have registered to-date.
- Times Union Webpage workshop is scheduled for October 19, 1999. Eight people have registered to-date.
- Carol Hamblin, Director of the Guilderland Public Library is working with Unique Management Services, member libraries and UHLS staff regarding library material recovery

ADMINISTRATION

- Gates Library Initiative in NYS has been postponed and some of the focus has changed. NY libraries serving populations of over 300,000 will be getting Gates funding. In the Spring, Division of Library Development will hold training workshops for other NYS libraries if they qualify for additional Gates funds.
- There have been problems with the email. George Ransom is working with UHLS automation staff to resolve the problem.
- UHLS has experienced three brief power outages in the past three weeks. Electrician has checked our wires and connections and it is not an internal problem. Niagara Mohawk has been contacted and is working on the problem and a complaint has been registered with the Public Service Commission.
- UHLS staff will visit the member libraries during the week of November 8, 1999 with representatives of Corporate Express to explain the new delivery services for 2000 and answer questions.

DATES TO REMEMBER

- Automated Services Committee , **Monday, November 1, 9:00 AM at UHLS**
- Administration Committee, **Monday, November 1, 3:00 PM at UHLS**
- Services Committee Meeting, **Tuesday November 9, 4:30 PM at UHLS**
- Finance and Building and Grounds Committee Meetings **Wednesday, November 10, 3:30 PM at Troy Public Library.**
- UHLS Board Meeting, **Wednesday, November 10, at 4:30 at Troy Public Library**

UHLS closed November 25 and 26 for Thanksgiving.