

Board of Trustees

MINUTES OF THE November 10, 1999 MEETING
Held at the Troy Public Library

TRUSTEES

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

Excused: Melissa Palmer

UHLS STAFF: Hemwatie Jaipershad, Carol Dratch-Kovler, Claude Caesar, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

VISITORS: Paul Hicok

President W. Meredith convened the meeting at 4:40 PM

I. INTRODUCTION OF VISITORS

W. Meredith introduced P. Hicok, Director of the Troy Public Library. P. Hicok welcomed the Trustees to the Troy Library.

II NEW TRUSTEE

MOTION: H. Zwahlen nominated J. Tyrrell to fill P. Daves' vacancy until the elections in June 2000. D. Worden second. Unanimous.

W. Meredith administered the Oath of Office to J. Tyrrell.

III. MINUTES

Minutes from the October 10, 1999 meeting accepted as presented.

IV. UHLS STAFF REPORT

Director's Report

H. Jaipershad thanked the Trustees for their card and concerns while convalescing. She then highlighted features in her written report (see pages 6 through 8)

! planning for the new State budget has started. Trustees were urged to contact the Governor and ask for improved funding for libraries

! the Regents Commission on Libraries has issued a draft of their report. Full

- text is available online at www.nysl.nysed.gov/rcols
- ! she congratulated the Castleton Public Library on their dramatic increase in funding from their municipalities. The Library will now be able to automated in 2000.
 - ! she also congratulated the Rensselaer Library on their decision to automate in 2000.
 - ! she thanked Sara Dallas and all of the staff for handling UHLS business during her absence.

Report by Carol Dratch-Kovler

H. Jaipershad introduced C. Dratch-Kovler, the UHLS Youth Services/AV Consultant and C. Caesar the UHLAN support staff member.

She noted that C. Dratch-Kovler is a creative, multi-talented individual who has won many awards in the Young Adult and Youth Services field.

C. Dratch-Kovler summarized the LSTA "Safenetting" grant that she coordinated from Oct. 1, 1998 to Sept. 30, 1999. Fourteen UHLS member libraries participated in the grant. The project drew together 79 School Media Specialists and Youth Services librarians. A ListServ (an automatic messaging center) was created for all of the participants to facilitate immediate communication. Thirty-nine workshops were held to educate parents and children on using the Internet - over 1,100 people participated. Two Web Pages were created with special links to help children and parents navigate the Internet. With the assistance of C. Caesar, C. Dratch-Kovler demonstrated the two sites: www.uhls.org/kids and www.uhls.org/ya

V TREASURER'S REPORT

Report presented L. Strnad. She noted that the budgeted amount of \$75,000 had been added to the Automation account for upgrades to the system. Report accepted for filing.

VI COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She noted that the October Purchase Journal is larger

than normal due to the following: \$75,000 automation transfer (a budgeted expense); \$82,000 in pass-through monies to three libraries; \$23,640 for authority control processing (a budgeted expense).

MOTION: L. Strnad moved that the President be authorized to sign the October Purchase Journal totalling \$264,270.91. H. Zwahlen second. Unanimous.

NEXT MEETING: Wednesday, December 8th at 3:30 PM at UHLS

Building and Grounds Committee

Report by J. Wilkinson, Chair. The Task Force - one of the UHLS tenants - has requested permission to remove a wall between two offices, at their own expense.

MOTION: J. Wilkinson moved approval of the Task Force request with the notation that the work should be done "to the satisfaction of UHLS." D. Worden second. Unanimous.

NEXT MEETING: Wednesday, December 8th at 3:30 PM at UHLS

Administration Committee

Written report distributed and a copy filed with the original Minutes. No issues requiring Board action.

NEXT MEETING: Monday, December 6th at 3:00 PM at UHLS

Services Committee

Report by W. Meredith. The Services Committee considered several issues from the Directors Association regarding:

- ! the future of the DRA system
- ! staff raises and salaries
- ! Consultant positions
- ! UHLS ownership of a building
- ! port fees
- ! Send Item list software
- ! mileage reimbursement
- ! incentive grants

MOTION: L. Strnad moved that a maximum of \$15,000 from the Automation Upgrade account should be used to hire an independent consultant to review the current

DRA/UHLAN automation system and make recommendations for its improvement and/or change. D. Worden second. Unanimous.

D. Worden noted that he visited a library in Rochester, Minnesota that was using the most current version of the DRA system. The Library seemed very satisfied with its service. He noted that if the end result is a change in system vendor it should be understood that this will be a long-term process.

W. Meredith has directed the UHLS Administration Committee to begin reviewing the COLA for the 2001 budget.

W. Meredith has directed H. Jaipershad to hold open the Youth Services position (vacated at the retirement of C. Dratch-Kovler) for six months in 2000 while the need for that position can be evaluated by the Directors Association and UHLS. D. Flint noted that Rensselaer County librarians have told him that they value, very highly, working with the UHLS Consultants. M.E. Schroder asked what would happen if it became obvious that someone was needed for the position before the six month moratorium ended. W. Meredith responded that the money could certainly be found to hire someone earlier if necessary. D. Worden noted that there are monies held in reserve to fund UHLS operations each year prior to receipt of the state funds - perhaps some of that could be used to hire a Consultant if needed earlier than June 2000. P. Erlich noted that any delay in hiring a new consultant should be monitored in order to make sure that services are not jeopardized and that it should be clearly understood what can and cannot be done by the remaining Consultants. D. Worden pointed out that it should be clear what effect this delay will have on the workload of the other Consultants.

The UHLS Administration Committee has been directed to review the financial feasibility of the continued housing of UHLS at 28 Essex Street. The Committee will consider if the building should be sold and UHLS seek office space in another rental or purchase location.

Discussion regarding the UHLAN port fees which are projected, in the 2000 Budget, at \$1100 for the first port and \$440 for all other ports. Consideration should be given to equalizing the cost of the ports.

MOTION: D. Worden moved that the port fees be changed to \$440 per port beginning January 1, 2000. P. Erlich second. Unanimous. D. Worden noted that it should be understood that there is no time length attached to this new fee. Any increases in fees must be communicated to the libraries one year in advance.

C. Diamond suggested that a port survey should be conducted to determine if the new fee structure will lead to any increase in the number of ports - this will be necessary in order to ensure that UHLS has purchased enough user licenses.

Discussion regarding the purchase of software that will make the Central Library the first source for interlibrary loan. Initially the funds were budgeted to come from the Central Library grant but the Advisory Committee recommended using the money elsewhere. D. Flint questioned the advisability of spending the money if there was any possibility that UHLS might be changing to another automation system. D. Worden noted that such a change, if it did happen, would take several years.

MOTION: D. Worden moved that \$5,000 should be taken from the Automation Upgrade account and used to purchase the software to make the Central Library the first source for interlibrary loans. P. Erlich second. Unanimous.

Discussion regarding the Firewall security for the UHLAN automation system. D. Worden noted that the security report has been completed and is under discussion in the Automated Services Committee. The Committee will deal with the firewall issue at its November 23rd meeting.

Discussion regarding the mileage reimbursement policy. J. Quinan pointed out that this is currently under consideration by the Administration Committee.

NEXT MEETING: Tuesday, December 7th at 4:30 PM at UHLS

Automated Services Committee

No report. The Committee did not meet in October.

NEXT MEETING: Tuesday, November 23rd at 9:00 AM at UHLS

VII. DIRECTORS ASSOCIATION LIAISON

J. Cannell thanked the Board for their attention to the issues raised by the Directors Association. He noted that the Association members expect to be consulted on UHLS matters more than they have in the past. He noted that since the Regents Commission is working on re-defining library services that this is the time that UHLS should also be evaluating and re-defining its services.

VIII. PRIVILEGES OF THE FLOOR

J. Wilkinson reported that one of the Berne library trustees passed away recently and, without soliciting it, the library has already received \$1,000 in donations in that individual's memory.

MOTION: J. Tyrrell moved to adjourn the meeting. H. Zwahlen second. Unanimous.

Adjourned at 5:55 PM

NEXT MEETING: Wednesday, December 8th at 4:30 PM at UHLS

Heidi A. Fuge

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DIRECTOR'S REPORT – NOVEMBER, 1999

LEGISLATION AND FUNDING:

- planning for the 2000 State Budget has begun. Message is the same – contact the Governor for improved support for library aid. NYLA Legislative Committee asks for support of Libraries 2000;
- Regents' Commission on Libraries (RCOL) has issued 1st draft of their report. Two suggestions are going to move forward in the 2000 legislative session, viz., the introduction of the NY Online Virtual Electronic Library (NOVEL) and linking learning standards, state aid incentives and the Commission's goal of ensuring that all students are information literate. Other proposals in the 1st draft pertinent to libraries are adopting service areas coterminous with school district boundaries and enacting a public vote for library budgets and trustees, recognizing and rewarding high-quality library services, support for library construction, and strengthening library systems so that they can support and enhance the delivery of 21st century library services. The full text of this 1st draft report is available on the Commission's website at www.nysl.nysed.gov/rcols. If you need a hard copy please let me know.

MEMBER LIBRARIES and SERVICES:

- hearty congratulations to Castleton on their funding request from the town of Schodack and their special gift of \$5,000 from Assemblyman Casale. They are now seeking a change of their charter from Village of Castleton to Town of Schodack Library and plan to automate in 2000. I will attend their Board meeting on November 18
- congratulations too to Rensselaer which has committed to automation in 2000;
- current linking libraries are Berne and Stephentown, while we are adding the holdings of Schaghticoke, Valley Falls and Rensselaerville;
- Erate continues to be very demanding and time consuming work. While 1998 issues are still being cleared up, 1999 applications are being completed and work is beginning on 2000 application. Rachel has written appeal letters to the SLC on behalf of WTVT and SNLK whose 1999 applications were denied;
- all three federal FY 2000 grants are underway: comprehensive schedule of training sessions have been published for the *Basic and Beyond Grant*; "Bookstart" training will take place on 12/17 at Wm. K.Sanford Town Library as part of *Babies need Books*;
- fine tuning of the **Global Niche, Voyage of Life, Teen Land and Kid's Corner** websites are taking place, as is maintenance of the UHLS Home Page;
- Rachel coordinated region-wide conference on Distance Learners on 11/8 at Wm.K.Sanford;
- Karen is entering Year 2000 calendars into UHLAN. All but five libraries are done;
- By December 1, all reports from UHLAN will be available electronically, except for

the three part overdue and reserve request notices;

- Authority load will take place during November. It will take several days to be completed because of the large number of files and re-indexing the whole database. Also this project takes place after hours, and in between times that daily transaction backups are done;
- Karen working on request of member library directors for a DRA canned report to change items listed in "local request only";
- Karen moderated NYS DRA Users' meeting at NYLA. Apparently other DRA users have some of the same problems we are experiencing with DRA;
- UHLAN experienced Email and Web 2 problems during October. Resolved after lengthy trouble shooting periods;
- Continuing growth of websites on UHLS Homepage is increasing workload of Automation Department staff. This will be reviewed along with other issues;
- all FY LSTA 1999 reports have been sent to DLD and will be posted on the Intranet as requested by member library directors;
- contract with Corporate Express being finalized for delivery to member libraries to begin in January, 2000;
- Sara will be visiting member libraries to explain the new service and address their concerns;
- Refresher workshops on patron registration, circulation and Send Item conducted by Rachel, Sara and Karen at several member libraries and at UHLS;
- among reference questions responded to: chartering and charter changes, automation, cataloging, Healthy Capital District Initiative (HCDI) a community partnership to educate young people about non-violence and coordinate such activities for the community during the month of February; erate, filters, Send Item List, UHLAN Reports, delinquent patrons, authority load, statistics from automation system, DRA manuals;
- Sara and Rachel attended NYLA conference in Buffalo and were both presenters.
- Sara attended, by special invitation from DLD, a training program titled "Managing for Results". Reps. from several eastern states were present and Sara had a chance to share with them some of the projects with which UHLS and member library staffs are involved.

ADMINISTRATION:

- **I am deeply grateful to Sara Dallas and the rest of the UHLS staff who all chipped in to take care of UHLS Business during my absence;**

- Mike Ferguson and Carol Dratch Kovler will be leaving UHLS Service;
- Directors' Association has named liaisons to all Board standing Committees;
- Julie Stump (VOOR) and Michael Farley (BETH) have volunteered to be in charge of the AV Interest Group until the Youth Services/AV Consultant and other Consultants' positions have been reviewed and filled;
- **Unfinished business/problems:** revision of UHLAN Contract, Ill Interest Group has not met since Spring (December meeting scheduled), reports and notices late to some automated libraries (internal procedure revised so that when an Automation Department staff is out, another will handle this), weeding at Rensselaer not complete (will continue shortly), reviewing and resolving problems in Automation Services Department (staffing, work flow, etc.), discounted plan for online Times Union articles still being worked on by the TU.

DATES TO REMEMBER:

1. Automated Services Committee, **Tuesday, November 23, 9:00 a.m. at UHLS**
2. Administration Committee, **Monday, December 6, 3:00 p.m. at UHLS**
3. Services Committee, **Tuesday, December 7, 4:30 p.m. at UHLS**
4. Finance Committee, **Wednesday, December 8, 3:30 p.m. at UHLS**
5. UHLS Board Meeting, **Wednesday, December 8, 4:30 p.m. at UHLS**