

Board of Trustees

MINUTES OF THE December 8, 1999 MEETING



TRUSTEES

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

Excused: John Quinan

Absent: June Tyrrell

UHLS STAFF: Hemwatie Jaipershad, Karen Nuckolls, Claude Caesar, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

VISITORS: Harry Howansky, Trustee Emeritus

President W. Meredith convened the meeting at 4:32 PM

I. INTRODUCTION OF VISITORS

W. Meredith introduced H. Howansky, UHLS Trustee Emeritus - a past President, Treasurer and active Committee member for many years.

II MINUTES

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

III. UHLS STAFF REPORT

Director's Report

H. Jaipershad highlighted features in her written report (copy filed with the original Minutes) See pages 7-8.

- ! Valley Falls, Hoosick Falls and Castleton are re-chartering which means that many of the unchartered areas are now going to be served by libraries
- ! 4 libraries received Construction funds from the State
- ! no information yet on the new software for the State Annual Reports. UHLS has not yet set the deadline for Reports since the State has not set their deadline.

Automation Report

H. Jaipershad introduced K. Nuckolls, Head of Automation Services. She commended K. Nuckolls for her database maintenance work and noted that UHLS is the first public consortia in her experience. W. Meredith praised K. Nuckoll's article in the December newsletter.

K. Nuckolls gave an overview of the authority control processing which was completed in September with the tapeload complete in December. She noted that authority control processing allows easier access to information and provides a structure that helps to steer patrons through the database. She gave the example of the author Jean Plaidy who wrote under several different names: authority control processing provides the cross-referencing to those other names. The Cataloging Advisory Committee discusses the authority records

and the libraries have been asked for suggestions for cross-references since they are familiar with what patrons want and how they ask for it. K. Nuckolls will add the new cross references that libraries suggest.

H. Howansky asked if the UHLAN database could be accessed from home computers. K. Nuckolls demonstrated the access through the UHLS website. She noted that when she logs on in the morning she frequently sees log ins by “guest” i.e. from outside the system.

IV. H. JAIPERSHAD’S RESIGNATION

MOTION: P. Erlich moved that H. Jaipershad’s letter of resignation should be accepted with great regret. D. Worden second. Unanimous

H. Howansky joined the Board when UHLS was still located in 161 Washington Ave. He noted that each phase in UHLS’ development has been a real challenge - there have been headaches and hard work in moving forward. First in separating from APL, purchasing a new building and finally in bringing the libraries together under a new automation system. He praised H. Jaipershad for the improvements in the last six years. At the time that she took over, there was a great deal of tension and acrimony - the situation has improved immensely. In his opinion, H. Jaipershad has been the best and most professional Director UHLS has ever had. She accomplished more in a short time than anyone before her.

P. Erlich first joined the Board just prior to UHLS’ move to Essex St. He was Board President when H. Jaipershad was appointed Interim Director and when she was subsequently hired as the Director. He noted that she rose from a large group of applicants as the person most suitable to lead UHLS. He praised her integrity and honesty and noted that during her directorship she had to overcome some hardships inherent in the position: poor communication with the member libraries and low staff morale - both of which she improved.

J. Wilkinson noted that as the Chair of the Building and Grounds Committee, he has had an opportunity to see other facets of H. Jaipershad’s abilities. She did not hesitate when it came time to climb onto the building roof to oversee improvements or to be raised in a cherry picker to examine the new paint job and repairs. He considers her a true professional and a good friend.

D. Worden praised H. Jaipershad’s work in helping the libraries’ gain confidence in the System and her ability to shepherd them through the creation of UHLAN.

MOTION: M. Palmer moved the following Resolution, L. Strnad second. Unanimous:

“Whereas, Hemwatie Jaipershad has served as the Director of the Upper Hudson Library System for the past six years. During that time her work has been distinguished by professionalism, an honest and straightforward approach to problem-solving, a grasp of both the major and minor issues of System operations and an ability to inspire the UHLS staff. She led by example and has a fine sense of the balance between service to the member libraries and concern for each UHLS staff person and,

Whereas, under her leadership UHLS took a major step forward in the purchase and installation of an automation system to serve the member libraries. And in a few short years, twenty- three of twenty-nine members are now connected to and using the system and,

Whereas, her primary focus and concern has always been on providing the best possible services to the member libraries.

Therefore, be it resolved that for all of these reasons and more, the UHLS Board of Trustees expresses its regret in accepting her resignation and expresses its appreciation for her unending hard work to advance library services in Albany and Rensselaer Counties."

IV. TREASURER'S REPORT

L. Strnad presented the Report dated November 30, 1999. She noted that the budgeted amounts have been added to the Automation Account. She also pointed out that the bank statements had not yet been received and the Report is unadjusted to account for any monthly interest or bank fees. Report accepted for filing.

V. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair.

MOTION: L. Strnad moved that the President be authorized to sign the November 1999 Purchase Journal totaling \$220,182.26 M. Palmer second. Unanimous

MOTION: L. Strnad moved acceptance of the Draft 2 version of the UHLS 2000 Budget. D. Worden second. Unanimous.

J. Cannell asked if anything discussed at the last Board meeting had been included in the budget. H. Jaipershad noted that

- the incentive monies have been reinstated
- a Consultant is being investigated to review the automation system
- an order has been placed for the software needed to make APL the first site for interlibrary loan
- the 3% COLA has been retained
- the newly proposed UHLAN fees have not been included but will be in any future amendments

NEXT MEETING: January 12th at 3:30 PM at UHLS

Building and Grounds Committee

No report.

NEXT MEETING: January 12th at 3:30 PM at UHLS

Administration Committee

Report by M. Palmer, Chair.

MOTION: M. Palmer moved acceptance of the revised travel and meeting reimbursement policy. Reimbursements are now open to all libraries. L.

Strnad second. Unanimous.

D. Worden pointed out that we must make sure that the libraries understand that the reimbursement line in the budget is a fixed amount and when it has been used up in the budget year, no more funds will be available.

MOTION: M. Palmer moved the appointment of Sara Dallas as Interim Director with a temporary 8% salary increase for the term of the appointment. Appointment effective December 30, 1999. D. Worden second. Unanimous.

MOTION: M. Palmer moved that Rawdon Cheng should be allowed to carry over his extra vacation days (beyond the maximum stated in the Staff Manual) into 2000 - with the understanding that he will not be allowed to carry over any extra days at the end of 2000. D. Worden second. Unanimous.

D. Worden noted that R. Cheng is a very hard worker and certainly deserved this extra consideration from the Board.

MOTION: M. Palmer moved that “unused floating holidays” should be added to the list of days not payable upon separation from the Upper Hudson Library System. L. Strnad second. Unanimous.

MOTION: M. Palmer moved that H. Jaipershad should be compensated for 28 accrued vacation days above the maximum allowed in the Staff Manual. L. Strnad seconded, with pleasure. Unanimous.

NEXT MEETING: January 3rd at 3:00 PM at UHLS

Services Committee

Report by D. Worden in the absence of J. Quinan, chair. He highlighted points in the Minutes from the 12/7/99 meeting.

MOTION: D. Worden moved acceptance of the delivery service contract with Corporate Express with the proviso that UHLS will look at the contract again if Corporate Express wants any changes following review by their attorney. P. Erlich second. Unanimous.

D. Worden noted that the new delivery schedule will consist of 5-day (Monday-Friday) daily deliveries to all libraries unless they request otherwise. M.E. Schroder asked what will happen in the winter on the days when libraries are closed - what about unshoveled steps and sidewalks, had the libraries considered that?

MOTION: D. Worden moved acceptance of the UHLS 90.3 Free Access Plan. M. Palmer second. Unanimous.

D. Worden noted that this Plan had been sent to all library directors and Board Presidents and had been approved by a majority. It will now be sent to the State by the December 1999 deadline. The intent of the Plan is to provide service to every resident in the two-

county area without burdening any one library. The Plan defines the hardship percentage and the median per capita support (\$9 per capita). He noted that sixteen libraries don't meet the per capita criteria.

NEXT MEETING: January 11th at 4:30 PM at UHLS

Automated Services Committee

Minutes from the 11/23/99 meeting were distributed.

NEXT MEETINGS: December 28th and January 25th at 9:00 AM at UHLS

VI. DIRECTORS ASSOCIATION

Report by J. Cannell, President. At their last meeting, the following took place:

- the Directors are deciding on who to send to the DRA Conference in 2000
- a subcommittee is working on the proposal for a consultant to review the automation system
- the Directors expressed their appreciation to UHLS for being so responsive to the delivery process
- the Directors expressed their concern regarding UHLS' Y2K preparedness and wish to be assured that R. Cheng is looking into obtaining a generator
- the Directors expressed their appreciation to H. Jaipershad for her services

VII. CORRESPONDENCE

11/23/99 resignation letter from H. Jaipershad accepting the Early Retirement Incentive.

12/7/99 letter to Michael Mellinger, CEO at DRA requesting changes in the prioritization of service calls and expressing concerns regarding DRAs understanding of the situations in public libraries.

VIII. PRIVILEGES OF THE FLOOR

P. Erlich, Chair of the Search Committee, reported that he will be activating the Committee soon. He has asked the Chairs of the Board Committees to serve on the Search. He has also asked for three directors, one each from a small, medium and large library and 2 UHLS staff members to join the Committee. All meetings will be open except those where applications are being considered from individuals who have not notified their employers that they are leaving. An organizational meeting will be held at UHLS at 3:00 PM on Wednesday, December 15th.

H. Jaipershad thanked the UHLS Trustees, past and present and the UHLS staff for all of their hard work. She was honored that she had been trusted with the guidance of the organization and was given their confidence to get the job done.

IX. TRUSTEE REPORTS

W. Meredith reported that the "Book Cellar" at APLM is doing well. He invited everyone to visit and distributed coupons for free books for children.

MOTION: At 5:55 PM, C. Diamond moved that the meeting be adjourned.
J. Wilkinson second. Unanimous.

NEXT MEETING: January 12th at 4:30 PM at UHLS

Heidi A. Fuge
12/10/99

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SEE NEXT PAGE FOR DIRECTOR'S REPORT

DIRECTOR'S REPORT – DECEMBER, 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;
- Full text of 1st draft report from the Regents' Commission on Libraries 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:

- Congratulations to the Cheney Library on the approval of their charter change to serve the Town of Hoosick Falls (population 6,696) from a charter that served the Village of Hoosick Falls (population 3,490);
- LSTA funded program – **Basic and Beyond** – for basic computer training for member library staffs, trustees and volunteers have begun;
- Erate applications and follow-up requirements for 1998, 1999 and 2000 is one continuous project. It dominates a good part of Rachel's time every day;
- **Babies need Books** is also underway with two planning workshops scheduled for December, booklists and promotional materials have been prepared;
- Youth Services Consultant participating in the community wide initiative to educate young people about issues on “peace and living peacefully”. Activities are to take place during two weeks in February, 2000. A video and book list has been prepared for sharing with the planning group;
- entertainment lawyer Paul Rapp will speak to the AV Interest Group on December 10 about video copyright and fair use. This is a “pro bono” service from the lawyer;
- loading of authority control tapes into UHLAN is complete, a little later than scheduled in the Long Range Plan;
- changes in members' UHLAN Policy Files and Calendars for 2000 are complete;
- data base maintenance staff continues to link the collections of current dial-in libraries: RVLL, SCHG, CAST, RENS and VAFL. Berne and Stephentown will be ready for circulation by late winter while Rensselaer will be online as soon as possible in the new year. Castleton is next in line for automation;
- beginning December 1, all UHLAN reports, except overdues and reserves, are available electronically. Karen Nuckolls will be in touch with member library directors to ensure that they can access these electronic reports;
- several UHLS staff have been working on reorganization of the Intranet for easier access to the information available there. The initial plan will be shared with the members for their input;
- S several training courses on automation-related issues are being scheduled. Patron Database Maintenance and Web2 have already taken place. A few others such as “Helping Patrons Place Requests Online” and “Implementing Pin Numbers” for remote access to UHLAN are underway;
- S Consultant staff has assured that they will provide all the necessary training for the next libraries to be automated. Requests for a lot of “hand holding” for those one-staff libraries and their volunteers;
- S training session on use of Zoom Text software and CCTV (for visually-impaired) conducted for member library staff;

- S Sara Dallas is working on a project to bring violinist Mark O'Connor in concert at 10 member libraries;
- S Sara and subcommittee comprised of member library directors have successfully developed a Free Direct Access Plan (90.3), which the majority of the members support. This is an amendment to the UHLS current Plan of Service and will be sent to the State shortly;
- S Sara working very hard for the smooth transition of daily courier services to all members. Many details to be ironed out. Appreciate members' patience during the month of January;
- S Initial information shared with membership via Circulation/ILL Workteam re. preparation of 1999 Annual Reports. An on-time report to UHLS is a prerequisite to participating in the 2000 Incentive Program. Please note that a date for this **has not** been set yet, pending information from the state;
- S among reference questions dealt with are erate, grant obligations, charter changes, becoming automated, costs of automating, grant opportunities for library construction, evaluation of library director, dealing difficult staff issues, gift policies, Send Item List, What was the movie "Sling Blade" based on? Children's books that teach kindness and respect;
- S among meetings attended: Directors' Association, CIRC/ILL Workteam, Troy Music Hall for Mark O'Connor's Concerts.
- S **Unfinished business/problems:** UHLS staff working on plan of how and what services will be provided to member libraries during 2000. Sara Dallas will serve as Interim Director and with two librarian positions vacant, tasks will have to be prioritized. This plan will be shared with the Executive Committee of the Directors' Association before presentation to the Administration Committee at their January 3 meeting.

DATES TO REMEMBER:

1. UHLS Annual Audit will be done during the last week of January
1. Administration Committee, **Monday, January 3, 2000, 3:00 p.m. at UHLS**
2. Automated Services Committee, **Tuesday, December 28, 1999 9:00 a.m. at UHLS**
3. Services Committee, **Tuesday, January 11, 2000, 4:30 p.m. at UHLS**
4. Finance and Building Committees, **Wednesday, January 12, 2000, 3:30 p.m. at UHLS**
5. UHLS Board Meeting, **Wednesday, January 12, 2000, 4:30 p.m. at UHLS**
6. Directors' Association meeting, **Friday, January 7, 2000, 9:00 a.m. at GUIL**
7. 1999 Annual Report to UHLS – **date to be set**
8. Nomination deadline to UHLS for 1999 Trustee and Program of the Year Awards, **Friday, March 31, 2000**
9. 2000 Incentive Award Reports due at UHLS on **Friday, May 5, 2000**
10. UHLS Annual Meeting, **Wednesday, June 14, 2000** at Wolfert's Roost, Menands