

Board of Trustees

MINUTES OF THE January 12, 2000 MEETING



TRUSTEES

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

Absent: David Flint, Joseph Wilkinson (deceased)

UHLS STAFF: Sara Dallas, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

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

I. INTRODUCTION OF VISITORS

W. Meredith introduced P. Nonamaker representing the Directors Association.

W. Meredith acknowledged the passing of J. Wilkinson. Several trustees attended his memorial service - a celebration of his life. L. Strnad will collect donations from the UHLS Trustees and will give them to the Berne Library in his memory.

W. Meredith noted that UHLS will need a new trustee for small libraries in Albany County and he also asked for a volunteer to chair the Building and Grounds Committee.

II MINUTES

Minutes from the December 8, 1999 meeting accepted as presented.

III. UHLS STAFF REPORT

W. Meredith commended S. Dallas and the rest of the UHLS staff for the work that has been accomplished so far.

Interim Director's Report

S. Dallas highlighted the following features in her written report (see pages 4-5).

- < Library Legislative Day is March 14, 2000. The "Books, Bricks and Bytes" proposal is asking for an additional \$10 million for library construction;
- < The Governor is proposing a new department that would incorporate the State Museum, State Library, State Archives under the NYS Council for the Arts;
- < An Advocacy Workshop is scheduled for UHLS on February 8, 2000;
- < Hemwatie Jaipershad and Carol Dratch-Kovler have retired;
- < The UHLS staff mourns the death of J. Wilkinson and extends sympathy to his family. He was well known and well liked by the staff;
- < The revised UHLAN contract has been mounted on the UHLS Intranet for review

- < prior to the next Automated Services Committee meeting on January 25, 2000;
- < The new daily delivery services through Corporate Express appear to be working even better than anticipated;
- < The new software has been installed that will make APLM the first stop for all interlibrary loan requests. An extra afternoon pick-up at APLM has been added to the delivery schedule in order to accomodate their increased work load;
- < The *Basic and Beyond* computer workshops have been extremely well attended and there is a waiting list for several of the sessions;
- < The UHLS staff thanks the Board of Trustees for the 3% COLA;
- < S. Dallas thanked the UHLS staff for all of their help and support.

Developing a Staff Manual

H. Fuge gave an overview on developing a Staff Manual for an organization with at-will employees. The presentation generated numerous questions and was very well received. B. Meredith complimented H. Fuge on a job well done.

IV. TREASURER'S REPORT

L. Strnad presented the Report dated December 31 1999. She noted that the year-end statements are unaudited. The annual audit will be conducted the week of January 17th. The Report was 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 December 1999 Purchase Journal totaling \$124,931.30 D. Worden second. Unanimous

NEXT MEETING: February 9th at 3:30 PM at UHLS

Building and Grounds Committee

No report.

NEXT MEETING: February 9th at 3:30 PM at UHLS

Administration Committee

No report.

NEXT MEETING: February 7th at 3:00 PM at UHLS

Services Committee

Report by D. Worden. He highlighted points in the Minutes from the 1/11/2000 meeting.

MOTION: D. Worden moved that S. Dallas be appointed as the UHLS representative to the CDLC Board of Trustees until a new UHLS Director is hired. J. Quinan second. Unanimous.

Discussion regarding the Action Plan presented by S. Dallas at the Services Committee

meeting. W. Meredith noted that S. Dallas did an excellent job in preparing the Plan.

S. Dallas noted that following consultation with several library directors, the initial Plan was amended, prior to presentation to the Services Committee, to include the Continuing Education portion.

D. Worden noted that the Plan organizes the jobs to be done, including placing Rachel Baum as a full-time employee. These are all within the administrative prerogative.

A posting will be placed on the Intranet for an administrator for the *Babies Need Books* grant. S. Dallas will review the applications and make the selection.

NEXT MEETING: February 8th at 4:30 PM at UHLS

Automated Services Committee

Minutes from the 12/28/99 meeting were distributed. D. Worden, Chair, noted that the UHLAN contract was revised at that meeting and will be discussed at the January ASC meeting.

NEXT MEETING: January 25th at 9:00 AM at UHLS

Search Committee

Minutes from the 1/7/2000 meeting were distributed. P. Erlich, Chair, noted that the meeting was held in conjunction with the Directors Association meeting and was well-attended and very worthwhile. The job vacancy notice was posted as of 1/12/2000. Applications will be sent to his home address. He thanked Rachel Baum and Heidi Fuge for all of their assistance.

VI. DIRECTORS ASSOCIATION

Report by P. Nonamaker. 90% of the January Directors Association meeting was spent in discussion with the Search Committee regarding the skills, attributes, qualities and experience that should be part of the qualifications for the new UHLS Director. She felt that there was a good exchange of ideas and the opportunity to be part of the process was well appreciated.

VII. CORRESPONDENCE

W. Meredith acknowledged the letter from Hemwatie Jaipershad thanking the Board for their consideration upon her retirement.

MOTION: At 5:45 PM, P. Erlich moved that the meeting be adjourned. D. Worden second. Unanimous.

NEXT MEETING: February 9th at 4:30 PM at UHLS

Heidi A. Fuge

1/19/2000

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INTERIM DIRECTOR'S REPORT – January 2000

LEGISLATION AND FUNDING

NYLA Library Legislative Day is March 14, 2000 in Albany, NY. Trustees and staff from UHLS and Member libraries are urged to attend to voice support for Books, Bricks and Bytes. Proposal to Governor and Legislators includes asking for \$10 million annually for public library construction.

Governor Pataki is proposing the creation of a new Office of Cultural Resources (OCR) to promote recognition and visibility of the important cultural programs administered by the State Museum, the State Library and the State Archives. Funding for the operations of the OCR and related grant programs would be transferred from SED and budgeted under the Council for the Arts. SED staff would be transferred with no anticipated staff reductions.

No response to date from the State Education Department, the Regents, Assemblyman Silver or Senator Bruno.

Trustees and staff from UHLS may wish to consider attending ALA Day in Washington DC on May 1, 2000.

An Advocacy Workshop is scheduled on Feb. 8, 2000 (9-11 AM) at UHLS. Mary Berman and Bob Bellinger will cover: the advocacy message, developing advocacy goals and objectives, creating good library success stories and how to tell them effectively, writing letters and what actions are legal in advocacy.

ADMINISTRATION

Hemwatie Jaipershad and Carol Dratch-Kovler retired. Their system staff colleagues miss them.

UHLS staff mourns the passing of UHLS Trustee, Joe Wilkinson.

UHLS will begin its financial audit during the week of January 17, 2000. This is the earliest time that an audit has ever been done in system history.

No problems occurred as a result of Y2K. Internet access was temporarily unavailable due to CDLC staff error. Steps were taken to make sure this would not be repeated.

Draft of Automation Contract is on the Intranet. Final adoption is expected at the next ASC meeting on January 25, 2000.

New delivery service began on Jan. 3, 2000. Member libraries are pleased with the daily delivery. Concerns and problems are resolved as quickly as possible.

Software was loaded that places the Central Library as the first to receive requests. Delivery schedule has been amended to accommodate increased demand on APLM.

A proposal to review the UHLS Automation Department was sent to four consultants. To date, one positive response has been received.

Relinking continues for RVLL, SCHG, STEP and VAFL. Relinking has begun for RENS.

Basic and Beyond workshops continue to be well attended. Thirty-four classes are scheduled with one hundred forty four people registered.

What We Know, an adult poetry writing workshop funded by Poets and Writers, Inc. will be held during National Library Week (April). Eight libraries are participating. Rachel Baum is coordinating this program.

UHLS staff is working with consultants from Mid-York Library System to implement PIN numbers and ability for patrons to place their own requests. Training and information workshops will be held in January for member library staff.

An Action Plan was developed. Recommendations were made at the UHLS Services Committee.

UHLS Coordinated Outreach Minigrant applications were distributed to the member libraries.

Annual report packets have been distributed to the member libraries. Completed reports are due back to UHLS by February 16, 2000.

DATES TO REMEMBER

- I. Automated Services Committee , **Monday, January 25, 9:00 AM at UHLS**
- II. Administration Committee, **Monday, February 7, 3:00 PM at UHLS**
- III. Services Committee Meeting, **Tuesday, February 8, 4:30 PM at UHLS**
- IV. Finance and Building and Grounds Committee Meetings **Wed., Feb. 9, at 3:30 PM**
- V. UHLS Board Meeting, **Wednesday, February 9, at 4:30**

UHLS closed January 17, 2000 Martin Luther King Jr. Day
UHLS closed February 21, 2000 President's Day