

Board of Trustees

MINUTES OF THE February 9, 2000 MEETING



TRUSTEES

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

Absent: Charles Diamond, David Flint

UHLS STAFF: Sara Dallas, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: absent

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

I MINUTES

MOTION: J. Quinan moved that the Minutes from the January 12, 2000 meeting should be accepted as presented. M. Schroder second. Unanimous.

II. UHLS STAFF REPORT

W. Meredith highly commended S. Dallas for the work she has accomplished so far. S. Dallas noted that it couldn't have been accomplished without the assistance of the rest of the UHLS staff.

Report on Outreach Mini-grants:

S. Dallas gave the Board an illustrated presentation on the mini-grants that have been funded in past years.

- < She noted that these competitive grants allow libraries to provide more services in the areas of: Aging, Family Literacy, Blind and/or Physically Handicapped, Educationally Disadvantaged, Institutionalized and Geographically Isolated.
- < the maximum award is \$1,000 per library
- < the program began in 1995 and since that time have received 64 applications, 51 of which have been funded.
- < the Outreach Advisory Council is the grant-review agency and the decisions are based solely on the merits of the project. The members of the Council are people who are involved in the field and also include one Director from an Upper Hudson library.
- < S. Dallas, as the Outreach Consultant, assists the libraries in grant preparation. She does not make decision regarding application funding.
- < She highlighted some of the more exceptional programs that have been funded in the past four years.

Interim Director's Report:

- ! March 14, 2000 is Library Legislative Day. S. Dallas noted that simple stories about libraries and their need for funds are the best way to approach the legislators. She suggested that the need for construction monies should be especially highlighted. D. Worden asked which legislators would be visited - S. Dallas noted that it would be those most useful to UHLS and the libraries.
- ! S. Dallas explained NYLA's *Books, Bricks and Bytes* proposal: \$10 million for library construction and \$12 million for library databases. She noted that libraries are among the Board of Regents' top five priorities.
- ! the new Gates funding proposal means that all UHLS libraries will be eligible to apply for monies.
- ! in the future, S. Dallas will try to include her Interim Directors Report in the packet of materials mailed to the Trustees in advance of the Board meetings.

III. TREASURER'S REPORT

L. Strnad presented the Report dated January 31, 2000. The Report was accepted for filing. L. Strnad noted that expenses will exceed income for a while until the state funds come in; at this time, are working off the operating reserve account.

The Committee discussed and approved the changing of the Depreciation account to a broad-based equipment account.

IV. COMMITTEE REPORTSFinance Committee

Report by L. Strnad, Chair.

MOTION: L. Strnad moved that the President be authorized to sign the January 2000 Purchase Journal totaling \$91,499.55 P. Erlich second. Unanimous

MOTION: L. Strnad moved that the Trust Account currently listed on the Treasurer's Report as "Depreciation" should be converted to "Equipment". M. Palmer second. Unanimous. P. Erlich noted that this should be understood to be broad-based, non-UHLAN equipment.

S. Dallas noted that the audit was completed in three days and congratulated Joe Sherry and Heidi Fuge on their thorough preparation.

NEXT MEETING: March 8th at 3:30 PM at UHLS

Building and Grounds Committee

No report.

NEXT MEETING: March 8th at 3:30 PM at UHLS

Administration Committee

Report by M. Palmer, Chair.

MOTION: M. Palmer moved acceptance of the job description for the UHLS Director as amended by the Committee on Feb. 7, 2000. D. Worden second.

Unanimous.

MOTION: M. Palmer moved acceptance of the new Personnel File Access policy approved by the Committee on Feb. 7, 2000. D. Worden second. Unanimous. P. Erlich noted that he reviewed it with an attorney in his office who saw no problems with the policy. The policy had also been reviewed by an employee in the Human Resources division of the NYS Department of Labor.

NEXT MEETING: March 6th at 3:00 PM at UHLS

Services Committee

Report by J. Quinan, Chair. The Committee discussed the fact that there was only one positive response to the RFP for the Automation system survey. The respondee was the candidate that was acceptable to the majority of the ASC members when the RFP was discussed.

MOTION: J. Quinan moved that the Automation system survey contract be offered to Dr. Saffady and the original timeline waived. D. Worden second. Unanimous.

MOTION: J. Quinan moved that the following three people be appointed to the Outreach Advisory Committee: Nancy Lerner, Barry Finley and Jeff Cannell. J. Tyrrell second. Unanimous.

NEXT MEETING: March 7th at 4:30 PM at UHLS

Automated Services Committee

Report by D. Worden, Chair. As per the instructions at the Committee's last meeting, the UHLAN contract was reviewed by the UHLS attorney who made only minimal changes/corrections.

MOTION: D. Worden moved acceptance of the UHLAN contract with the changes made by the UHLS attorney. P. Erlich second. Unanimous.

NEXT MEETING: February 29th at 9:00 AM at UHLS

Search Committee

Report by P. Erlich, Chair. So far, eight applications have been received (he was hoping for more) and only one is obviously not acceptable according to our requirements.

No date has been set for the next Committee meeting.

V. DIRECTORS ASSOCIATION

No report

VI. TRUSTEE REPORTS

P. Erlich reported that the Rensselaer Library is now connected to UHLAN.

VII. NEW BUSINESS

W. Meredith reported that D. Flint will be resigning from the UHLS due to publishing commitments. No letter has been received at this time.

VIII. PRIVILEGES OF THE FLOOR

L. Strnad reported that she sent the money collected in memory of Joe Wilkinson to the Berne library.

MOTION: At 5:35 PM, D. Worden moved that the meeting be adjourned. P. Erlich second. Unanimous.

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

Heidi A. Fuge

2/11/00

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KEEP SCROLLING DOWN FOR INTERIM DIRECTOR'S WRITTEN REPORT

INTERIM DIRECTOR'S REPORT – January 2000

LEGISLATION AND FUNDING

NYLA Legislative Day is March 14th, 2000

- Very important to be heard and seen this year - Libraries are more visible than in the past due to the Governor's suggestion to move libraries to the Office of Cultural Resources, the Regents proposal, Libraries 2001 and it is election year.
- Regarding Governor's proposal, DLD wishes to stay with State Education Department, NYLA recommends staying out of the discussion until more facts are available.
- NYLA Legislative Committee suggests that libraries support Books, Bricks and Bytes. Both Libraries 2001 and Books, Bricks and Bytes contain:
 - 10 million for public library construction compared to previous \$800,000.
 - NOVEL - 12 million for electronic databases
 - 6 million in electronic databases
 - 6 million to library systems (broad language will allow systems to purchase equipment, staff, training opportunities)
 - "E-Card" is a PR tool to promote the program. An E-card is a library card.
- Advocacy Workshop held on Feb 8, 2000. Twenty people attended the workshop which was evaluated as good to excellent.

Filtering Laws

- Senator McCain has a bill tying filtering software to E-rate funds. Libraries will need to have filtering software to get E-rate funds.
- Senator Santorum has a softer approach - filtering software OR local policy in place.

E-Rate

- Increase demand for E-Rate for year 3 - asking 4.72 billion. Last year, funding was 2.4 billion - cap placed by the FCC.

Gates Funding

- Purpose is to provide equipment and software to libraries where the poverty level is 10% - allow all people access to the Internet.
- All UHLS libraries will probably receive either cash or discount for computers and software.
- Workshops scheduled for June or July 2000.
- Equipment should be in place by Jan 1, 2001.

TRUSTEE HANDBOOK

- Mid-York Library System has revised the Trustee Handbook. UHLS will purchase and distribute the handbook to all member library trustees.

SYSTEM SERVICES

- Basic and Beyond computer training has 151 people registered. Demand is great and a budget amendment has been sent to DLD to add three additional classes.
- Polly-Alida Farrington has accepted the position of Coordinator of the Older Adults Grant.
- Ann Gainer has accepted the position of Coordinator of the Babies Need Books Grant.
- Reference Interest group met and developed with Rachel Baum, a NYS Council for the Humanities project, Fabric of Freedom. Grant will submitted March 1, 2000.
- After a month of service, there is high customer satisfaction with the Delivery service. Delivery was cancelled once due to poor road conditions.
- UHLS joined Albany Agency Executives Association (part of Council of Community Services of NYS).
- UHLAN contract has been reviewed by UHLS attorney who made minor changes. Contract will be reviewed at the February ASC meeting.
- Intranet and UHLS webpage currently being updated and will include usage statistics.
- Stephentown connected to UHLAN on 2/16/00; Rensselaer connected on 2/8/00. Stephentown will begin circulating on March 15, 2000.
- UHLAN was down at Guilderland due to a faulty CSU/DSU. Rawdon Cheng installed a new unit at Guilderland. Downtime 4 hours.
- Diane Berry from Mid-York Library System ran three Request Workshops for approximately seventy-five people. Workshop covered instructions on working with online requests and PINs. Workshops were held at Guilderland, Sand Lake and UHLS.
- Richard Naylor and Karen Nuckolls will attend the DRA Users Conference.
- Circulation and Interlibrary Loan, Cataloging Advisory Committee (CAC) workteams and AV, Youth Services, and Reference Interest Group all met.
- Member Library Annual reports are due back at UHLS by Feb. 16, 2000. Three reports received to date.
- Outreach Minigrant applications are due back at UHLS by Feb. 11, 2000. Five applications received to date.
- One applicant interested in consulting on the Automation project, three letters were received expressing no interest in the project.

DATES TO REMEMBER

- Automated Services Committee , **Tuesday, Feb. 29, 9:00 AM at UHLS**
- Administration Committee, **Monday, March 6, 3:00 PM at UHLS**
- Services Committee Meeting, **Tuesday, March 7, 4:30 PM at UHLS**
- Finance and Building and Grounds Committee Meetings, **Wednesday, March 8, 3:30 PM**
- UHLS Board Meeting, **Wednesday, March 8, at 4:30**

UHLS closed February 21, 2000 President's Day