

# Board of Trustees

MINUTES OF THE March 8, 2000 MEETING

---



## TRUSTEES

**Present:** Ed DeBerri, Philip Erlich, Charles Diamond, Michael Esposito, William Meredith, Melissa Palmer, Mary Ellen Schroder, Lynn Strnad, David Worden

**Excused:** John Quinan, June Tyrrell, Hawley Zwahlen

UHLS STAFF: Sara Dallas, Heidi Fuge, Rachel Baum

DIRECTORS ASSOCIATION LIAISON: absent

VISITORS: Warren Reich (GUIL); Hal Mandel and Michael Zovistoski (Urbach, Kahn & Werlin)

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

### I. VISITORS

W. Meredith introduced Ed DeBerri, President of the Board of Trustees of the Rensselaerville Library and Warren Reich, Trustee from the Guilderland Library.

### II. TRUSTEES

**MOTION:** M. Palmer moved to accept, with regret, D. Flint's resignation. P. Erlich second. Unanimous. W. Meredith noted that D. Flint did a very effective job representing the small libraries in Rensselaer County; he could always be depended upon to know how the libraries were doing and what were their most pressing needs.

W. Meredith appointed E. DeBerri to the unexpired term held by J. Wilkinson. E. DeBerri will serve until the elections at the June Annual Meeting at which time he will be eligible to be elected to complete the term which expires in 2001. W. Meredith administered the Oath of Office to E. DeBerri.

### III. MINUTES

**MOTION:** L. Strnad moved to accept the February 9, 2000 Minutes with a correction - M. Esposito should have been listed as Excused. P. Erlich second. Unanimous.

### IV. AUDITORS' REPORT

H. Mandel and M. Zovistoski from Urbach, Kahn & Werlin presented the audit report for the year ending 12/31/99.

M. Zovistoski noted that this is the earliest that the audit has ever been conducted and this was possible because of the good preparatory work done by Joe Sherry and Heidi Fuge as well as excellent bookkeeping by J. Sherry throughout the year. Conducting the audit at this

time is especially effective because the year is still fresh in everyone's mind.

M. Zovistoski and H. Mandel noted the following:

- , there were no journal entry adjustments and that indicates to the Board members that the monthly financial reports they have been receiving are accurate and that the staff is handling the books in a competent manner.
- , the audit contains a "qualified opinion" due to the lack of any figures for post retirement health care costs but that this would require hiring an actuary to develop these figures and is an expensive and complicated procedure.
- , 1999 is the last full year for the depreciation of the UHLAN computer equipment and this will result in a \$69,000 decrease in assets in the 2000 audit report.
- , the System is in good financial shape and is staying within the static funding level even though there have been overall cost-of-living increases in expenses.

S. Dallas pointed out that the maintenance of the financial health of the organization in 1999 can be attributed to the good work done by Hemwatie Jaipershad, Joe Sherry and Heidi Fuge.

#### **V. UHLS STAFF REPORT**

S. Dallas reminded the Board members that March 14<sup>th</sup> is Library Legislative Day. She pointed out the Advocacy Handbook that was included in the board materials. Increased funding for library construction needs will be one of the major topics discussed with legislators. Hillary Clinton will be addressing Leg. Day attendees at 11:30 AM.

Dr. William Saffady, the Consultant conducting the automation study, attended the Feb. 29<sup>th</sup> ASC meeting. He will be interviewing staff members in sixteen libraries.

As of March 7<sup>th</sup>, all of the Annual Reports from the member libraries had been received and S. Dallas is reviewing them and working with the libraries on corrections.

#### ***Report on the LSTA Grant: Basic and Beyond***

R. Baum, Adult and Information Services Consultant, reported on the highly successful *Basic and Beyond* grant. The grant grew out of a meeting in which the member libraries indicated the need for more training in software and troubleshooting PCs.

The grant supports a variety of training workshops and accommodates a spectrum of abilities. The workshops are held in the Training Center run by Computer Visions.

155 people registered for the workshops which began in December 1999 and will continue through April 2000. The classes were so popular and over-subscribed, that the grant was amended to add three more classes. The classes were free and were open to staff members, trustees and volunteers in the member libraries.

R. Baum will write another LSTA grant for more training as it is obvious that it is needed and wanted by the membership.

#### **VI. TREASURER'S REPORT**

L. Strnad presented the Report for the month ending February 29, 2000. She pointed out

that until the state aid is received, the System will be operating on its reserve funds. She noted the carryovers for Central Book Aid and the Outreach grant: these were for funds not fully expended in 1999 or for items ordered but not yet received. The Report was accepted for filing.

## VII. COMMITTEE REPORTS

### **Finance Committee**

Report by L. Strnad, Chair.

**MOTION:** L. Strnad moved that the President be authorized to sign the February Purchase Journal totalling \$74,826.09. C. Diamond second. Unanimous.

The Finance Committee will review the Amended 2000 Budget at its May meeting and a first Draft of the 2001 Budget in July or August.

### **Nominating Committee**

W. Meredith appointed M. Esposito, Chair of the Nominating Committee which will develop a slate of candidates to be presented at the June Annual Meeting.

### **Administration Committee**

M. Palmer, Chair, reviewed the Committee's written report from the March 6<sup>th</sup> meeting. (copy filed with the original Minutes). No Board action required.

### **Services Committee**

Report by D. Worden in the absence of J. Quinan. He reviewed the written report from the March 7<sup>th</sup> meeting (copy filed with the original Minutes).

**MOTION:** D. Worden moved the appointment of Ann Gainer to the Outreach Advisory Council. P. Erlich second. Unanimous.

**MOTION:** D. Worden moved that the amount for the Outreach Mini-grants should be increased to \$10,300. P. Erlich second. Unanimous.

**MOTION:** D. Worden moved approval of the list of Outreach Mini-grants with funding levels recommended by the Outreach Advisory Council. P. Erlich second. Unanimous.

D. Worden noted that the full amount of the grants will be paid to the libraries. In the past, they were paid 90% with 10% following receipt of their final report. The Committee has decided that any libraries that do not submit a final report on their Outreach Mini-grant will not be eligible to apply for the grant in 2001.

### **Automated Services Committee**

Report by D. Worden, Chair. He reviewed the written report from the February 29<sup>th</sup> meeting (copy filed with the original Minutes). Dr. William Saffady has been hired to study the automation system, most of the group at the February meeting seemed to be pleased with him.

A more strongly worded second letter was sent to Mike Mellinger, CEO at DRA expressing our dissatisfaction with certain facets of the DRA system including their Help Desk. This letter resulted in a telephone call to S. Dallas from M. Mellinger. UHLS is one of the largest of the DRA customers.

S. Dallas will report at the April ASC meeting on her conversation with M. Mellinger. She asked for a conversation between M. Mellinger and W. Saffady.

**Search Committee**

Report by P. Erlich, Chair. 15 applications have been received and 4 were weeded at the March 6<sup>th</sup> meeting because they didn't meet the experience requirements. The Committee will meet on March 15<sup>th</sup> to finish screening the resumes.

**VIII. DIRECTORS' ASSOCIATION**

No report.

**IX. CORRESPONDENCE**

W. Meredith noted the card received from Mrs. Wilkinson thanking the Board for their donation to the Berne Library in memory of her husband, Joe.

**X. TRUSTEE REPORTS**

P. Erlich attended several of the *Basic and Beyond* workshops. They were well-presented and people seemed to be enjoying them. He saw both staff members and volunteers at the classes.

D. Worden announced that the Guilderland Library has a new grand piano partially purchased with funds from the Friends of the Library. The Library will hold "Second Sunday" concerts for the next several months.

W. Meredith commended R. Baum and S. Dallas for the creation of the Advocacy Handbooks. They are well-done and very useful.

**MOTION:** at 5:40 PM P. Erlich moved to adjourn the meeting. D. Worden second. Unanimous.

**NEXT MEETING: Wednesday, April 12, 2000.**

Heidi Fuge  
3/10/00