

# Board of Trustees

MINUTES OF THE May 10, 2000 MEETING

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## TRUSTEES

**Present:** Gordon Batcheller, Ed DeBerri, Philip Erlich, William Meredith, Melissa Palmer, Mary Ellen Schroder, Lynn Strnad, June Tyrrell, David Worden, Hawley Zwahlen

**Excused:** John Quinan

**Absent:** Charles Diamond, Michael Esposito

**UHLS STAFF:** Sara Dallas, Heidi Fuge, Claude Caesar

**DIRECTORS ASSOCIATION LIAISON:** Jeffrey Cannell

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

### I. MINUTES

**MOTION:** P. Erlich moved to accept the April 12, 2000 Minutes. D. Worden second. Unanimous.

### II. UHLS STAFF REPORT

**Report on the Central Library:** J. Cannell gave a report on the Central Library and the Central Library Development grant. He noted that Albany Public Library is the central reference and resource institution for the Upper Hudson System.

He gave a brief history of the development of central libraries: typically, the central library was the largest library in a system, serving many small libraries. This was before the rise of the large suburban libraries.

He explained that the Central Library Development Grant comes in two parts: Central Book Aid and Central Library Aid. The Central Book Aid is administered by Upper Hudson on behalf of the Central Library. For the year 2000, the Central Library Aid will be used as follows: \$85,390 in personnel costs; \$57,400 for subscription databases and \$321 in miscellaneous costs. J. Cannell noted that the Central Library Aid is used to make Albany Public Library more responsive to the needs of the other member libraries.

J. Cannell also reported on Albany's newest project: the Cybermobile. The Cybermobile is an up-dated version of the Bookmobile and will function as a mobile branch library. It will include traditional services as well as computer services. The Cybermobile will cost \$249,000 to purchase and \$100,000 per year to maintain. He noted that this is part of the services provided by the Albany Public Library, not part of the Central Library function.

**Interim Director's Report:** S. Dallas noted the following:

- ! There is an additional \$5 million in the State budget (legislative add-on) for public libraries. At this point, the allocation formula is unknown.
- ! There has been no increase in the \$25,000 in construction funds.
- ! Any extra construction funds will be in the form of member items and most of the member item amounts have probably already been allocated.
- ! The Adult Literacy grants are due at DLD by May 19<sup>th</sup>. To date, no grants have been sent from UHLS member libraries.
- ! May 18<sup>th</sup> is the deadline for response to the invitation to attend an informational grant writing workshop sponsored by the Gates Foundation. No one knows what formula was used to allocated Gates funds. The following libraries are currently eligible for these grants: Albany, Berne, Cohoes, Rensselaer, Troy, Watervliet, Pine Hills and Howe.
- ! On June 5<sup>th</sup>, three people from UHLS will attend the Gates workshop to learn how to apply for the grants. Eligible libraries will receive computer equipment, training, support, documentation and the waiving of software licensing fees.
- ! The Gates Foundation will also be offering partial building grants to those libraries not eligible for the full grant. These partial grants will help bring computer equipment into the libraries.

III. OATH OF OFFICE

W. Meredith administered the Oath of Office to G. Batcheller (from Petersburg) and appointed him to fill David Flint's term which expires in 2002. He will be placed on the ballot for the Annual Meeting in June.

IV. TREASURER'S REPORT

L. Strnad reviewed the April 30, 2000 Report. She noted that the Reserve funds are being depleted while waiting for the State Budget to be passed. Report accepted for filing.

V. COMMITTEE REPORTS

**Finance Committee**

Report by L. Strnad, Chair. She reviewed the April Purchase Journal with the Board.

**MOTION:** L. Strnad moved that the President be authorized to sign the April Purchase Journal totalling \$132,903.78. P. Erlich second. Unanimous.

L. Strnad reported that the Committee had reviewed the amended 2000 Budget. She noted the following changes:

Income

- decrease in budgeted amount for UHLAN fees due to change in port fees
- addition of \$4300 for the e-rate rebate
- addition of \$4500 for the sale of one of the vans
- increase of \$3,000 in the interest income

Expenses

- the funds unused due to the unfilled positions have been moved to the automation account

**MOTION:** L. Strnad moved acceptance of the Amended 2000 Budget. D. Worden second. Unanimous.

**NEXT MEETING: Wednesday, July 12<sup>th</sup> at 3:30 PM**

**Building and Grounds Committee**

No report

**NEXT MEETING: Wednesday, July 12<sup>th</sup> at 3:30 PM**

**Administration Committee**

M. Palmer, Chair, reviewed the Committee's written report from the May 1<sup>st</sup> meeting. (copy filed with the original Minutes. P. Erlich pointed out that he was NOT at the meeting). She reported that the Trustee of the Year Awards will go to Michael Poost from East Greenbush and Sue McLaren from Poestenkill. The Awards will be presented at the June 14<sup>th</sup> Annual Meeting.

The Committee reviewed the COLA information gathered by S. Dallas and recommends a 3% COLA for the 2001 Budget.

The Committee reviewed the Staff Manual and recommends that the Sick and Bereavement Leave should be available when employment starts. Further discussion of the Manual will take place at the June meeting.

**NEXT MEETING: Monday, June 5<sup>th</sup> at 3:00 PM**

**Services Committee**

Report by S. Dallas in the absence of J. Quinan, Chair. She reviewed the written report from the May 9<sup>th</sup> meeting (copy filed with the original Minutes). The Committee reviewed the Central Library Grant application.

**MOTION:** D. Worden moved approval of the Central Library grant. M. Palmer second. Unanimous.

The Committee reviewed a summary of the Incentive grant applications from the 28 eligible libraries.

**MOTION:** D. Worden moved that the \$800 Incentive grant payments should be sent to the eligible libraries. J. Tyrrell second. Discussion. D. Worden amended the motion to include the note that the payments will be made following receipt of the System's state aid. J. Tyrrell accepted the amendment. Unanimous.

**NEXT MEETING: Tuesday, May 13<sup>th</sup> at 4:30 PM**

**Automated Services Committee**

Report by D. Worden, Chair. He reviewed the written report from the May 2<sup>nd</sup> meeting (copy filed with the original Minutes). He noted that Dr. Saffady has submitted an excellent and thorough report. He was very candid about the problems and good features of the different automation systems. The main point of the report is that it is time to think about change because the equipment is old and UHLS is not getting the services that we should from our current vendor. It will be necessary to migrate to a new system whether it's DRA's TAOS or some other vendor. D. Worden noted that an informal discussion has taken place with CDLC - their automation vendor is Innovative.

The final report will be discussed at the May 23<sup>rd</sup> meeting.

He noted that it has been a pleasure working with the members of the Automated Services Committee: they are a hardworking, knowledgeable group of people.

**NEXT MEETING: Tuesday, May 23<sup>rd</sup> at 9:00 AM**

**Search Committee**

Report by P. Erlich, Chair. The Committee finished the interview process and recommends the selection of Philip Ritter for the Director position. W. Meredith has been in contact with P. Ritter and has been negotiating the position with him. UHLS is offering funds for moving and house-hunting expenses. The Search Committee will reconvene six months after the new director takes the position and will act as an evaluating group.

P. Erlich noted that P. Ritter is an excellent candidate from a remarkable pool of individuals and the Committee unanimously recommends his acceptance.

**MOTION:** P. Erlich moved that Philip Ritter be offered the position of Director of the Upper Hudson Library System. D. Worden second.

Discussion. E. DeBerri opposed acceptance of the candidate. He felt that the Board had overstepped its powers in allowing the Search Committee to offer the position to P. Ritter. He pointed out that in the UHLS By-Laws it is the Board's responsibility to appoint the Director. He did not feel that the responsibility can be delegated to a Committee. D. Worden noted that the candidate knows that his hiring depends on the pleasure of the Board and he didn't think that it was correct to suggest that the Search Committee moved too quickly.

W. Meredith noted that he has been aggressive in pursuing the candidate - it was understood that he was looking at other positions and W. Meredith didn't want UHLS to lose him. He apologized for sending the acceptance letter in advance of the Board meeting.

P. Erlich noted that all trustees had been invited to attend any or all Committee meetings. They had also been invited to go to the UHLS office to review the resumes of the candidates.

**POINT OF ORDER:** E. DeBerri opposed the Motion and called for a Point of Order. W. Meredith ruled that the vote on the original motion should continue. D. Worden called the question. 7- yea 1-opposed. Motion carries.

**MOTION:** E. DeBerri moved to compliment P. Erlich on the diligence of the Search process. D. Worden second. Unanimous.

**MOTION:** E. DeBerri moved that P. Ritter and his wife should be invited to attend the UHLS Annual Meeting with the expenses for the trip to be covered by UHLS. D. Worden second. Unanimous.

**Nominating Committee**

W. Meredith appointed the following to a Nominating Committee for Board officers. The Committee will report at the July 12<sup>th</sup> Board meeting. M. Esposito, Chair. M. Palmer and L. Strnad.

VI. TRUSTEE REPORTS

J. Tyrrell reported on her attendance at the Regents Commission hearings on April 26<sup>th</sup>. She attended both the morning and afternoon sessions. She noted that there were more than just public library representatives at the sessions. In the afternoon, S. Dallas spoke about the need for more funding for all urban libraries. Following the afternoon session, she and S. Dallas made a trip to the Legislature to speak with Senator Bruno - he wasn't there so they spoke

with an aide.

P. Erlich reported that Rensselaer received \$1,000 from the Hudson River Bank and Trust Co.

M. Schroder reported that Valley Falls and Schaghticoke (Diver) have succeeded in putting a proposition for library funding on the school district ballots.

L. Strnad reported that Altamont is undertaking a Capital Fund campaign to build a new library. The Village Board has indicated their support.

S. Dallas reported that the Town of Poestenkill has voted to fund the renovations to their library building.

D. Worden reported that Guilderland raised the money needed to purchase a grand piano for the library. There was a gala fundraiser on Saturday May 6<sup>th</sup> that was very successful.

D. Worden announced his resignation from the Guilderland Board of Trustees and from the UHLS Board of Trustees. He noted that it had been a pleasure serving on the UHLS Board with such competent people. He pointed out that the libraries are fortunate to have such an exceptionally good group of Directors and he commended them to the Board of Trustees.

#### VII. DIRECTORS LIAISON

J. Cannell noted that the Directors are delighted with Dr. Saffady's report. They appreciate the fact that UHLS was willing to fund his report and visits.

The Directors thank S. Dallas for all of her work. In her short tenure as Interim Director, she has dramatically improved customer service and this has been universally noted, remarked on and appreciated.

J. Cannell apologized to P. Erlich for any grief he caused by his passionate actions on the Search Committee - he meant well. He also apologized for any offensive personal remarks that he made during the course of the Search.

**MOTION:** at 6:03 PM J. Tyrrell moved to adjourn the meeting. D. Worden second. Unanimous.

**NEXT MEETING: Wednesday, July 12<sup>th</sup> , 2000.**

Heidi Fuge  
5/15/00