

Board of Trustees

MINUTES OF THE July 12, 2000 MEETING



TRUSTEES

Present: Gordon Batcheller, Philip Erlich, Michael Esposito, William Meredith, Melissa Palmer, John Quinan, Mary Ellen Schroder, June Tyrrell, Hawley Zwahlen

Excused: Charles Diamond

Absent: Ed DeBerri, Lynne Strnad

UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: absent

VISITORS: James Carr (GUIL)

W. Meredith convened the meeting at 4:30 PM

I. NOMINATING COMMITTEE REPORT

Report by M. Esposito, Chair. The Committee asked the current officers if they would remain in their positions during this transition period with a new UHLS Director. All accepted.

MOTION: M. Esposito moved to accept the following slate of officers: President - W. Meredith; Vice President - P. Erlich; Treasurer - L. Strnad; Secretary - M. Palmer. H. Zwahlen second. Unanimous.

II. VISITORS

W. Meredith introduced J. Carr, Trustee from Guilderland. He will be appointed to finish David Worden's term on the UHLS Board.

III. MINUTES

MOTION: G. Batcheller moved to accept the Minutes of the May 10, 2000 meeting as presented. P. Erlich second. Unanimous.

IV. DIRECTOR'S REPORT

P. Ritter noted the following:

- ! the June Annual Meeting had the second largest attendance in UHLS history.
- ! the narrative Annual Report was distributed at the Meeting and sent to the libraries. Anyone wishing extra copies should contact H. Fuge.
- ! Bernd Ogrodnik, puppeteer, is performing at Troy, Petersburg, Brunswick, Hoosick Falls, Berlin, Valley Falls and Grafton. His program is very impressive.
- ! UHLS staff have attended the Gates Foundation Workshops and are prepared to assist the eligible member libraries in filing grant applications.
- ! the Annual Reports were filed with the State and we have been notified of only a few minor corrections.

- ! S. Dallas is working on a partnership with the **Troy Music Hall** to bring violinist Mark O'Connor into the local libraries.
- ! the **New York Council on the Humanities** has approved the UHLS grant request entitled *Fabric of Freedom: Explorations in Slavery and Liberation*.
- ! graphical email training is ongoing. To-date, seven libraries have requested classes for their staff.
- ! UHLS is continuing to link materials from Rensselaerville, Rensselaer, Schaghticoke and Valley Falls.
- ! patron email notices of overdues and requests are now possible through UHLAN. These notices will be sent directly to the patrons without printing and copies can be sent to the libraries as well.
- ! *Publishing Day* will be held at the Bethlehem Public Library on August 5th from 11:00 AM - 4:00 PM. This event was made possible by UHLS through the **Literary Horizons** program of **Poets and Writers**.
- ! **DRAGNET 2000**, a DRA Conference, was held at Utica College on June 19-20 and was attended by over 60 people from several states. Two UHLS staff members attended and participated in panel discussions.

IV. TREASURER'S REPORT

Reports ending May 31, 2000 and June 30, 2000 accepted for filing.

V. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen. He explained that M & T Bank has notified us that there is \$88,000 in interest on the Earnings Fund that had not been properly applied to the account. UHLS can use that money toward a payment on the principle or toward interest payments in 2001. Consensus that H. Fuge should contact the UHLS auditors and attorney and ask for an opinion on how these funds should be handled.

MOTION: H. Zwahlen moved that the President be authorized to sign the May Purchase Journal totalling \$114,527.13 and the June Purchase Journal totalling \$108,620.47. P. Erlich second. Unanimous.

NEXT MEETING: Wednesday, September 13, 2000 at 3:30 PM at UHLS (note August meeting canceled)

Administration Committee

Report by P. Erlich. He reviewed the Committee's written report from the June 5th meeting (copy filed with the original Minutes).

MOTION: P. Erlich moved that the UHLS staff policy be changed to allow Personal Leave to be taken in hourly increments. G. Batcheller second. Unanimous.

MOTION: P. Erlich moved that a \$3500 annual salary be attached to the Deputy Director position. He explained that the Deputy Director is selected by the UHLS Director. The Deputy Director position can only be assigned to a UHLS Consultant. J. Quinan second. Unanimous.

NEXT MEETING: Monday, August 14th at 3:00 PM at UHLS

Services Committee

Report by J. Quinan. He reviewed the Committee's written report from the June 13, 2000 meeting (copy filed with the original Minutes).

MOTION: J. Quinan moved acceptance of the three LSTA grants to be submitted by UHLS: "Ebooks for Everyone," "Numbers Tell the Story," and "From Pandora's Box.." P. Erlich second. Unanimous.

MOTION: J. Quinan moved acceptance of the Albany Public Library's Adult Literacy Grant and recommended that it be ranked #1 and the proper paperwork submitted to Library Development. M. Palmer second. Unanimous.

NEXT MEETING: Tuesday, September 12th at 4:30 PM at UHLS (note August meeting canceled)

Automated Services Committee

P. Erlich accepted Chairmanship of the Committee. Written reports from the May 23rd and June 27th meetings were distributed and copies filed with the original Minutes.

NEXT MEETINGS: July 18th and August 22nd at 9:00 AM at UHLS

VI. TRUSTEE REPORTS

G. Batcheller reported that his family attended a performance at Petersburg by Bernd Ogrodnik and enjoyed it very much.

M. Palmer reported that Bethlehem is proceeding with their construction plans. They are hoping for a bond issue in December. While the construction is underway, the library plans on moving into another facility.

J. Tyrrell reported that Bernd Ogrodnik's performance at Brunswick drew a larger-than-capacity crowd; it was a great program. She also noted that the Library Board has formed a committee to work on putting the library on the school budget ballot.

J. Tyrrell asked, on behalf of her library's staff, if barcodes could be placed on the overdue notices? P. Ritter will check with Karen Nuckolls.

VII. OTHER BUSINESS

MOTION: J. Tyrrell moved that P. Ritter should be designated as the UHLS representative to the CDLC Board of Trustees. J. Quinan second. Unanimous.

W. Meredith appointed G. Batcheller to the Services Committee.

Discussion regarding the August meeting schedule. Consensus that the following meetings would be canceled: Services Committee, Finance/Building and Grounds Committees and the Board of Trustees. The Administration Committee will be moved from August 7th to August 14th.

MOTION: at 5:10 PM, P. Erlich moved that the meeting be adjourned. H. Zwahlen second. Unanimous.

NEXT BOARD MEETING: Wednesday, September 13th at 4:30 PM at UHLS

Heidi A. Fuge
7/14/00