

# Board of Trustees

MINUTES OF THE September 14, 2000 MEETING

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## TRUSTEES

**Present:** Ed DeBerri, Philip Erlich, Michael Esposito, William Meredith, Melissa Palmer, Mary Ellen Schroder, Lynne Strnad, June Tyrrell

**Excused:** Gordon Batcheller, Charles Diamond, John Quinan,

**Absent:** Hawley Zwahlen

UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

W. Meredith convened the meeting at 4:35 PM

## I. MINUTES

**MOTION:** J. Tyrrell moved to accept the Minutes of the July 12, 2000 meeting as presented. P. Erlich second. Unanimous.

## II. DIRECTORS REPORT

P. Ritter updated his written Report:

! we are still working on correcting all of the Annual Reports - there is one left.

! it will be a minimum of 6-8 weeks before we can expect to see any money from the State. There were technological and personnel problems at DLD that have delayed release of the money.

! the automation RFP is on our Intranet for comment and revision by the members. It is a topic on the agenda for the September 26<sup>th</sup> Automated Services Committee meeting

## III. TREASURER'S REPORT

Reports ending July 30, 2000 and August 31, 2000 were accepted for filing. L. Strnad noted that UHLS received its Basic State Aid in July. The August payroll was larger than July because August was a three payweek month.

## IV. COMMITTEE REPORTS

### Finance Committee

Report by L. Strnad, Chair. She reviewed the July and August Purchase Journals, noting that the July Purchase Journal contained grant payments to the libraries from the UHLS operating funds.

**MOTION:** L. Strnad moved that the President be authorized to sign the July Purchase Journal totalling \$208,684.87. M. Palmer second. Unanimous

**MOTION:** L. Strnad moved that the President be authorized to sign the August Purchase Journal totalling \$138,081.90. M. Schroder second. Unanimous.

Discussion regarding the M&T Bank Earnings Fund. The Board members reviewed the letters from Michael Zovistoski, CPA and James Tuttle, attorney.

**MOTION:** L. Strnad moved that the Board apply the Earnings Fund balance against the bonds that mature on May 1, 2007, as proposed as Option #2 in the letter from M. Zovistoski. M. Palmer second. Unanimous. H. Fuge is authorized to contact M&T Bank and inform them of this decision.

L. Strnad outlined the 2001 budget preparation process:

- ! Oct. 11<sup>th</sup>, the draft budget will be presented to the Finance Committee. When the Committee is satisfied with the draft it will be posted on the Intranet
- ! Oct. 25<sup>th</sup> at 9:00 AM there will be a public hearing on the Budget at UHLS
- ! Nov. 8<sup>th</sup> the revised budget will be submitted to the Finance Committee and if there are no further revisions it will be submitted to the Board for their approval

#### Building and Grounds Committee

Report by E. DeBerri, Chair. He submitted a Draft Work Plan for 2000-2001 (copy filed with original Minutes).

**MOTION:** E. DeBerri moved that the Board adopt the concept of his Draft Work Plan. M. Esposito second. Unanimous.

#### Services Committee

Report by J. Tyrrell. She reviewed the LSTA Construction grant applications - there were four applications (Arvilla E. Diver-Schaghticoke; Albany Public; Nassau and Wm. K. Sanford-Colonie). The first three can be funded at the appropriate 50% level and the remaining funds could be granted to Colonie.

**MOTION:** J. Tyrrell moved the following Construction Grant allocations:

Arvilla E. Diver Library (Schaghticoke)	to receive	\$ 1,458.00
Albany Public Library	to receive	\$10,925.00
Nassau Free Library	to receive	\$ 1,566.00
Wm. K. Sanford Library (Colonie)	to receive	<u>\$11,896.00</u>
Second by L. Strnad.	Total	\$25,845.00

**MOTION:** P. Erlich moved to amend the above motion by noting that if the necessary information is not forthcoming from the Albany Public Library, the money allocated to Albany would be added to the amount granted to Colonie. M. Palmer second. Unanimous.

**MOTION:** E. DeBerri moved to accept the original Motion as amended by P. Erlich. M. Palmer second. Unanimous.

P. Ritter reported on the Services Survey distributed to the Board members. 28 out of 29 libraries returned the Survey. He commended Sara Dallas for preparing the Survey and Rachel Baum for compiling the result. The results will be used in preparing the 2001 Budget

and Plan of Service. Following acceptance of the Survey by the Board, it will be sent by courier to the members and mounted on the Intranet.

**MOTION:** J. Tyrrell moved to accept the Services Survey results and authorize P. Ritter to transmit them to the member libraries. E. DeBerri second. Unanimous.

P. Ritter reported on the LSTA grant applications: “Numbers Tell the Story” was approved at a reduced level and “Pandora’s Box” was approved at the level requested. “Ebooks for Everyone” was denied and Rachel Baum is searching for alternate funding.

A Trustee Training Workshop form and a Continuing Education Survey form will be sent to the member libraries.

#### Administration Committee

Report by M. Palmer. The Committee initially selected Franklin Plaza for the site of the Annual Dinner meeting with Wolferts Roost as the back-up. New information at the time of the Board meeting indicates that Franklin Plaza might be too expensive. M. Esposito volunteered to look into the Sunset House in Troy. H. Fuge will contact Franklin Plaza to see if they can provide a buffet which might be less expensive. Several other locations were suggested including Sterup Square in Pittstown and the Troy Country Club.

The Committee reviewed a proposal to allow unused Sick leave to qualify for service credit under the Retirement System.

**MOTION:** M. Palmer moved that UHLS hereby elects to provide the additional pension benefits of Section 41 (j) of the Retirement and Social Security Law effective September 29, 2000. E. DeBerri second. Unanimous.

**MOTION:** M. Palmer moved that the UHLS staff be given the opportunity to participate in the Unum Voluntary Long Term and Short Term Disability policies. These policies can be available on a payroll deduction basis and the participating staff members will pay the full cost. Each policy has a minimum participation level. E. DeBerri second. Unanimous.

**MOTION:** M. Palmer moved the following to be effective immediately:

1. all references to “Interim or Initial Service Period” should be removed from the Staff Manual.
2. a statement should be added to the Staff Manual stating that “new employees will be evaluated by the Director or an immediate supervisor no later than six months after date of hiring.”
3. the policies should be changed so that vacation, sick and personal leave may all be used as earned. i.e. new employees will no longer have to wait before being allowed to use vacation, sick or personal leave.

E. DeBerri second. Unanimous.

M. Palmer noted that as soon as the new job description has been prepared, P. Ritter will begin advertising the Youth Services position.

### Automated Services Committee

Report by P. Erlich. He reviewed the Minutes of the July and August meetings and noted that the RFP for the new automation system will be the principal topic of discussion at the September 26<sup>th</sup> meeting.

#### V. DIRECTORS ASSOCIATION LIAISON

P. Nonamaker, Vice-President of the Directors Association, will be the new liaison to the UHLS Board. She reported that the Directors Conference scheduled for October 20<sup>th</sup> workshop topics will include: Problem Patrons, Crisis Management, Meeting Room Use and a presentation by P. Ritter on the ethics situation he faced in Greenville, SC.

Several libraries are unhappy with the way their press releases are being handled by the Albany Times-Union. R. Jaquay will set up a meeting with a Times-Union editor to discuss the situation.

Discussion regarding the drop-box concept being initiated by Rensselaerville. Directors expressed concern regarding the safety of materials that they loan to Rensselaerville. E. DeBerri reported that the library is going ahead with this project, the two lock boxes will be available only to library cardholders. P. Nonamaker noted that as cooperation among the libraries increases, Boards need to be aware that their decisions can sometimes affect libraries beyond their own; Rensselaerville might find it difficult to borrow materials from other libraries.

#### VI. OTHER BUSINESS

P. Ritter reported on his attendance at a press conference with Senator Schumer held at the Albany Public Library.

W. Meredith reminded Board members that they should turn in their Trustee Profile Sheets.

W. Meredith reported that the Democratic caucus in the Albany County Legislature has proposed a \$.50 per capita one-time allocation for the libraries in Albany County. He urged trustees to contact their Albany County legislators, both Democrat and Republican to encourage favorable action on the proposal. He also noted that libraries should use the money in a way that would result in publicity for the legislators. There is a possibility of permanent funding in the future.

#### VII. PRIVILEGES OF THE FLOOR

M. Palmer reported that if the construction referendum passes, the Bethlehem library will move into temporary quarters in the True Value building. Construction on the library should take about 18 months.

J. Tyrrell reported that the Brunswick library mailing has now been included in the Town Board mailing and has resulted in a tremendous cost saving for the library and much wider distribution.

E. DeBerri asked that, in the future, surveys such as the Services Survey should be sent to the Board Presidents as well as the Library Directors. He suggested that a discussion of the

Survey results as they pertain to the UHLS Board of Trustees should be planned for the October Board meeting. He thanked W. Meredith for spearheading the work on the Albany County funding and also urged Trustees to contact their legislators.

**MOTION:** At 6:00 PM, P. Erlich moved to the adjourn the meeting. E. DeBerri second. Unanimous.

Heidi A. Fuge  
September 15, 2000