

Board of Trustees

MINUTES OF THE October 11, 2000 MEETING



TRUSTEES

Present: Charles Diamond, Philip Erlich, William Meredith, John Quinan, Mary Ellen Schroder, June Tyrrell, Hawley Zwahlen

Excused: Gordon Batcheller, Ed DeBerri, Michael Esposito, Melissa Palmer,

Absent: Lynne Strnad

UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

W. Meredith convened the meeting at 4:35 PM

I. MINUTES

MOTION: P. Erlich moved to accept the Minutes of the September 11, 2000 meeting as presented. H. Zwahlen second. Unanimous.

II. DIRECTORS REPORT

P. Ritter updated his written Report:

- He has scheduled many meetings with library directors, staffs and trustees during October and November.
- UHLS was one of the first library systems to have all of the Annual Reports in to the State by the deadline.
- He has received his NYS Professional Librarian certification.

III. TREASURER'S REPORT

M. Schroder reviewed the Treasurer's Report in the absence of L. Strnad. Report as of September 30, 2000 accepted for filing.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Schroder.

MOTION: M. Schroder moved that the President be authorized to sign the September Purchase Journal totalling \$116,566.88. J. Quinan second. Unanimous

At the request of M. Schroder, P. Ritter reviewed the proposed 2001 Budget.

Under income:

- transfers from the Building Account and the Equipment account are budget-balancing measuring. If the funds are not needed, will zero these lines in the amended budget partway through 2001.

- the line for CDLC's share of the Finance Manager is a bookkeeping change. CDLC paid for their share of the time in 2000, but it was recorded differently.

Under expenses:

- the total amount for the Pool Collection has been reduced. Reductions were taken only in the book lines, audios and videos are the same as 2000. The Pool Collection will probably be phased out over the next 2-6 years.
- the online databases expenditure is new. UHLS will be taking over the administration of the online databases over the next 6 months to one year. The amount in this line represents a sharing of the cost with the Central Library.
- there is an increased amount in both the professional development lines for UHLS staff and correspondingly in the lines for workshops for member libraries so that the UHLS staff can share what they learn.
- there is an increase in the GAC expenditure because as of January 1st, CDLC will no longer be subsidizing the cost. He noted that 4 libraries (COLN, BETH, GUIL, and VOOR) have asked UHLS to take over CDLC's share of the cost of their GAC access. P. Ritter noted that he is still discussing this with the libraries and will probably be ready to make a proposal at the November Board meeting.
- the Internet service fee has been reduced due to a projected erate rebate in 2001.
- the salary line under UHLAN includes two new positions: Technology Specialist and Training Specialist. The job descriptions for these positions are under development.

MOTION: H. Zwahlen moved to conditionally accept the Proposed 2001 Budget subject to the results of the October 25th Budget Hearing (9:00 AM at UHLS). P. Erlich second. Unanimous. The Proposed Budget will now be placed on the Intranet for review by the members.

P. Nonamaker noted that the decrease in the Pool Collection expenditures might be perceived as a difficulty by some of the under-funded libraries. They will probably appreciate assistance from UHLS in approaching their local funding sources to ask for an increase in their book budgets. The online databases proposal will be welcomed by many libraries.

W. Meredith noted that UHLS is going to have to work on a better approach to NYS legislature for increased funding.

P. Ritter suggested that the legislature should be encouraged to approve the Regents Commission's proposal for increased funding.

H. Zwahlen noted that the NYLA Conference might offer an opportunity for lobbying.

NEXT Finance MEETING: Wednesday, November 8th at 3:30 PM at UHLS

Services Committee

Report by J. Quinan, chair. He reviewed the written Minutes from the October 10th meeting (copy filed with original Minutes).

MOTION: J. Quinan moved approval of the Advocates Award criteria. P. Erlich second. Unanimous.

NEXT Services MEETING: Tuesday, November 7th at 4:30 PM at UHLS

Administration Committee

No report.

NEXT Administration MEETING: Monday, November 6th at 3:00 PM at UHLS

Automated Services Committee

Report by P. Erlich, chair. He reviewed the written Minutes from the September 26th meeting (copy filed with original Minutes).

MOTION: P. Erlich moved to authorize submission of the Automation RFP, as presented, to vendors. J. Tyrrell second. Unanimous.

NEXT Automation MEETING: Tuesday, November 28th at 9:00 AM at UHLS

V. DIRECTOR'S ASSOCIATION LIAISON

Report by P. Nonamaker. She noted that the Directors Association will be holding their annual conference on October 20th. There will be five topics: Problem Patrons policies; Ebooks; Intellectual Freedom issues; Crisis Management and policy development; and Meeting Room policies.

VI. PRIVILEGES OF THE FLOOR

C. Diamond reported that Watervliet received an \$18,000 check from the Gates Foundation for the purchase of PCs and internet access.

W. Meredith reported that 50¢ per capita has been proposed for the Albany County libraries by the legislature. He asked that library patrons in Albany County call Michael Breslin's office and encourage his support on future proposals. This is the first year that this type of funding has ever been proposed.

P. Ritter gave an update on the lock box policy at the Rensselaerville Library: their policy has been changed and the only materials that will be placed in the lock box will be those owned by the Rensselaerville Library.

MOTION: at 5:35 PM, P. Erlich moved to adjourn. J. Tyrrell second. Unanimous.

NEXT Board MEETING: Wednesday, November 8th at 4:30 PM at UHLS

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For September 2000

October 11, 2000

UHLS Services Survey 2000 results and *Preliminary Observations* of the survey results are posted on the UHLS Intranet. All staff and trustees of member libraries have been encouraged to review these survey results and to submit any suggestions or recommendations prior to the adoption of the FY2001 budget.

State Aid for Public Library Construction - The four applications approved by the UHLS Board of Trustees on September 13 were submitted to the New York State Division of Library Development prior to the October 2 deadline.

Request for Proposals (RFP) for the migration to a new Integrated Online Library System has been approved by the Automated Services Committee and will be presented to the Board of Trustees for approval on October 11, 2000.

UHLS Directors Association will sponsor its Third Annual Fall Conference, entitled *Policies for Better Management* on October 20, 2000.

Visits and Meetings - To date I met with directors and toured the library facilities at **Albany Main, Poestenkill, Rensselaerville, and Schaghticoke**. I also met with the Boards of Trustees at **Albany, Poestenkill, Schaghticoke, and Troy**. Numerous visits and meetings are already planned.

LLSA and **LSSA** funds were received from the state on September 29, 2000. The appropriate distributions have now been made to the member libraries.

Youth Services Consultant position at UHLS has been advertised, and applications will be accepted until November 15, 2000. An ad hoc search committee has been appointed that will assist the UHLS Director in selecting a suitable person to fill this important position.

FY 2001 Budget - The UHLS staff has prepared a proposed FY 2001 budget, which will be reviewed by the Finance Committee and presented to the Board of Trustees on October 11, 2000.

Philip W. Ritter, Director