

Board of Trustees

MINUTES OF THE November 8, 2000 MEETING



TRUSTEES

Present: Gordon Batcheller, James Carr, Ed DeBerri, Charles Diamond, Philip Erlich, Michael Esposito, William Meredith, Melissa Palmer, Mary Ellen Schroder, Lynne Strnad, June Tyrrell

Excused: Hawley Zwahlen

Absent: John Quinan

UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

W. Meredith convened the meeting at 4:30 PM

I. OATH OF OFFICE

W. Meredith administered the Oath of Office to J. Carr, Trustee from Guilderland. He has been appointed to fill David Worden's term which expires June 2001.

II. MINUTES

MOTION: J. Tyrrell moved to accept the Minutes of the October 11, 2000 meeting as presented. C. Diamond second. 9 - yea; 1-abstention (G. Batcheller) Motion passed.

II. DIRECTORS REPORT

P. Ritter updated his written Report:

- the State Library recently announced that there has been a \$5million appropriation to be shared by public and school libraries and library systems. The appropriation will be divided as follows: \$3million to library systems; \$1million for public library construction, and \$1million for school library technology.

III. TREASURER'S REPORT

L. Strnad reviewed the October Treasurer's Report. She noted the change in the checking account - the balance not needed has been swept into the operational accounts which offer better interest. October Report accepted for filing.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad. She reviewed the October Purchase Journal and noted that the larger amount for this month is due to the distribution of the LLSA aid to the libraries, the Central Library Aid to APL, and the distribution of the Special Legislative Grants. W. Meredith pointed out that the LLSA payments represented 100% of the amounts that the libraries should receive, even though UHLS has only received 90% of the LLSA funds.

MOTION: L. Strnad moved that the President be authorized to sign the October Purchase Journal totalling \$453,248.72. E. DeBerri second. 9 - yea; 1 - abstention (J. Carr) Motion passed.

L. Strnad presented Draft 2 of the Proposed 2001 Budget. The Finance Committee has accepted Draft 2.

Discussion of the Budget. P. Ritter noted that the only change from Draft 1 was the inclusion of the Brds GAC costs for four member libraries (COLN. BETH, VOOR and GUIL). This change was discussed at the Budget Hearing held on October 25th and was acceptable to the library directors present. E. DeBerri noted that it is an excellent budget, there is only a \$54,000 increase over 2000 - an increase consistent with inflation rates. G. Batcheller questioned the income transfers from the Building and Equipment accounts. P. Ritter explained that the transfers were a method of balancing the budget and UHLS will not need to use the full transfer amounts since the three staff positions (Youth Services Consultant, Automation Technician and Automation Trainer) will probably not be filled in January.

MOTION: L. Strnad moved to adopt Draft 2 of the proposed 2001 Budget. M. Palmer second. 9 - yea; 1 - abstention (J. Carr) Motion passed.

NEXT Finance MEETING: Wednesday, December 13th at 3:30 PM at UHLS

Building and Grounds Committee

Report by E. DeBerri, Chair. There will be a meeting at 11:00 AM on Tuesday, November 14th to survey the needs and the planning process for the building. Eventually, it will be proposed that the Building and Grounds Committee be eliminated as a Standing Committee of the Board and its functions transferred to the Administration Committee.

Administration Committee

Report by M. Palmer, Chair. She reviewed the written report from the November 6th meeting (copy filed with original Minutes) and highlighted the following:

- the Annual Dinner meeting will be held at the Sunset Banquet House in North Troy/Lansingburgh
- an evaluation form for the System Director was distributed. Board members were asked to return it to W. Meredith at UHLS before November 27th. Forms will also be sent to Search Committee members for their input. W. Meredith will report on the results in Executive Sessions at the December 4th Administration Committee meeting and the December 13th Board meeting.
- the Committee discussed changing the health insurance policies for staff and retirees, bringing everyone under the MVP Plan - either the HMO or the Indemnity Plan.

MOTION: M. Palmer moved that UHLS employees be offered the MVP HMO Plan, including a stand-alone Dental Plan. Employees selecting the individual policy will have their total premiums covered 100%, employees selecting the family policy will pay 50% of the difference in total cost between the individual and family policies (including Dental). The UHLS retirees will be offered a choice of the MVP HMO or Indemnity Plans and they will pay 15% of the cost of the premium. Retirees electing

to participate in the Dental Plan must pay 100% of the cost. P. Erlich second. 9 - yea; 1 - abstention (J. Carr) Motion passed.

Further discussion regarding health insurance. E. DeBerri suggested that UHLS should consider changing the policy regarding the family premium - employees selecting that coverage would only pay 25% of the difference in total cost. This will be an item for future consideration.

NEXT Administration MEETING: Monday, December 4th at 3:00 PM at UHLS.

Services Committee

Report by J. Tyrrell. She reviewed the report from the November 7th meeting (copy filed with the original Minutes). The Interlibrary Loan Code is still being revised following questions and suggestions from the Committee members.

NEXT Services MEETING: Tuesday, December 12th at 4:30 PM at UHLS

Automated Services Committee

Report by P. Erlich, Chair. He reviewed the written report from the October 24th meeting (copy filed with original Minutes).

He noted that it is no longer necessary for the Automated Services Committee to function as a Board standing Committee. It can be re-classified as a staff Committee, functioning like the Work Teams and Interest Groups and reporting to the Services Committee. In order to make this change, the UHLS By-Laws must be amended and an announcement of this proposal will accompany the announcement for the December 13th Board meeting. This change has been discussed by the Administration Committee and the Services Committee and is acceptable to both. It will be a topic for discussion at the November 28th ASC meeting.

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 held their annual conference on October 20th. There were several topics: Safety and Security issues; Crisis Management; Meeting Room policies; Ebooks; and Intellectual Freedom issues.

L. Strnad noted that she obtained several very useful handouts about leading Book Discussion Groups from her Library Director who attended the Conference.

VI. PRIVILEGES OF THE FLOOR

J. Tyrrell thanked UHLS for covering the cost for her attendance at the NYLA Conference which she found to be very informative and useful. She also thanked P. Ritter for his attendance and support at the Brunswick Town Board meeting.

M. Palmer noted that Bethlehem is still struggling with its building referendum. The date for consideration of the referendum has been changed to December 16th. P. Ritter wrote a letter of support to the Spotlight, a local Bethlehem newspaper, in support of the

referendum.

W. Meredith noted that all of the telephone calls made to Michael Breslin's office, encouraging support of funding for the Albany County libraries, were very helpful. All indications are that the funding will be approved.

M. Esposito noted that Henry Zwack, Rensselaer County Executive, has proposed an additional, one-time appropriation of \$90,000 for Rensselaer County libraries - this represents 1/20th of 1% of the total County budget. Troy will get \$15,000 and the rest of the libraries will get \$5,000. The funds are slated for technology and access, they cannot be used for book purchases. He noted that libraries need to establish sustainable technology funds for future purchases. Discussion regarding the need for publicity upon receipt of the funds to encourage future legislative support.

NEXT Board MEETING: Wednesday, December 13th at 4:30 PM at UHLS

MOTION: at 5:38 PM, L. Strnad moved to adjourn. E. DeBerrisecond. Unanimous.

Heidi A. Fuge
11/9/00

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For October 2000

November 8, 2000

Requests for Proposals (RFP) for the migration to a new *Integrated Online Library System* were mailed to eleven vendors with a deadline for response of December 31, 2000. The Automated Services Committee will evaluate the automation proposals, conduct telephone surveys, interview vendors, visit sites, conduct demonstrations, and recommend a new automation vendor to the Board of Trustees by May 2001.

Visits and Meetings - I met with directors and toured the library facilities at **Guilderland, Menands, and Stephentown** during October. I also met with the Boards of Trustees at **Altamont, Berlin, Menands, and Voorheesville**. Several more visits and meetings are planned for November.

Online Database Access - An agreement has been finalized by the Central Library Advisory Committee that will shift the management of "outside" vendor databases from the Central Library to UHLS, with costs being shared between UHLS and the Central Library Development Grant. A portion of the Central Book Aid grant will be used to match UHLS funds to purchase additional databases. UHLS will handle the maintenance of the databases and will purchase a proxy server to provide remote patron authentication.

Policies for Better Management - The Third Annual Fall Conference of the UHLS Directors Association was held on October 20 at the Troy Country Club. Presentations were made on *Problem Patrons, Crisis Management, Meeting Room Policies, Stress Release, Ebooks, and Intellectual Freedom*. I was gratified to have been asked to make the presentation on *Intellectual Freedom*, in which I shared my experience with censorship and Internet filtering demands from trustees and the community in my previous position.

Numbers Tell the Story - UHLS has received an LSTA grant that will enable four Library Systems: UHLS, SALS, MVLA, and Mid-Hudson, to present workshops that will assist member libraries in measuring how their public library facilities are being used. Two training workshops for staff and trustees will be presented in 2001. The first will be by Sandra Nelson on February 6-7 and the second by Keith Curry Lance on April 12-13.

Brunswick Community Library - UHLS staff assisted the local staff and Board of Trustees in preparing and making a presentation to the Brunswick Town Board that resulted in a 60 percent increase in their appropriation to the library.

Zucchini Brothers - UHLS has joined with the Cheney Library to apply for a \$5,000 grant from the *Grants for Arts and Cultural Projects in Rensselaer County*. We hope to provide these special intergenerational programs by the *Zucchini Brothers* to the

following libraries: Berlin, Brunswick, Grafton, Hoosick Falls, Nassau, Petersburg, Poestenkill, Sand Lake, Schaghticoke, Stephentown, Troy, and Valley Falls.

Ebooks for Everyone: Cutting Edge Technology for Adult Learners - A grant application is being submitted to the *Verizon Foundation* for possible funding of this proposal.

Philip W. Ritter, Director