

Board of Trustees

MINUTES OF THE December 13, 2000 MEETING



TRUSTEES

Present: Ed DeBerri, Charles Diamond, Philip Erlich, Michael Esposito, William Meredith, Melissa Palmer, Lynne Strnad, Hawley Zwahlen

Excused: Gordon Batcheller, James Carr, John Quinan, Mary Ellen Schroder, June Tyrrell

UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

W. Meredith convened the meeting at 4:25 PM

I MINUTES

MOTION: L. Strnad moved to accept the Minutes of the November 8, 2000 meeting as presented. E. DeBerri second. Unanimous.

II. DIRECTORS REPORT

P. Ritter updated his written Report:

- he drew attention to the "Numbers Tell The Story" pamphlet from the LSTA Grant and noted that the workshops listed in the pamphlet are free to anyone associated with UHLS member libraries. The two presentors are national authorities on library statistics.
- three finalists were interviewed for the Youth Services position. First and second candidates were chosen. He will begin checking references for the first choice and then will begin negotiations with the applicant. He hopes to have an announcement by the January Board meeting.

III. TREASURER'S REPORT

L. Strnad reviewed the November Treasurer's Report. She noted that in December the amount budgeted for the automation account will be transferred. The Report was accepted for filing.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad. She reviewed the November Purchase Journal and noted the purchase of laptop computers for the LSTA grant - "Pandora's Box." H. Zwahlen asked if it would be possible to have a demonstration of the wireless Internet access as well as a demonstration of E-Books.

MOTION: L. Strnad moved that the President be authorized to sign the November Purchase Journal totaling \$112,233.81. E. DeBerri second. Unanimous.

NEXT Finance MEETING: Wednesday, January 10th at 3:30 PM at UHLS

Building and Grounds Committee

Report by E. DeBerri, Chair. He presented a written report. In the packet of materials for the January Board meeting there will be a notice regarding the By-Laws amendment to abolish the Building and Grounds Committee.

Administration Committee

Report by M. Palmer, Chair. She reviewed the written report from the December 4th meeting (copy filed with original Minutes).

MOTION: M. Palmer moved acceptance of the job descriptions for the Technology Specialist and the Training Specialist. P. Erlich second. Discussion. M. Palmer amended her motion to add that the Director should be authorized to advertise these positions. P. Erlich second. E. DeBerri called the question. Both the original motion and the amendment passed unanimously.

Discussion regarding the amendments to the UHLS By-Laws that will abolish the Building and Grounds Committee and change the status of the Automated Services Committee. Consensus that an announcement of these changes should accompany the materials mailed out for the January 10th Board meeting.

W. Meredith noted that the Directors Association proposed that the UHLS Director should be the Chair of the ASC and the liaison from that Committee to the Board. W. Meredith felt that this spoke highly of the Directors' respect for P. Ritter. P. Nonamaker noted that the Directors feel that they can trust P. Ritter to represent the ASC at the Board meetings and to bring forward any important issues for discussion. E. DeBerri noted that the Minutes from the November ASC meeting do not show a consensus for the change in the Committee's status. P. Erlich pointed out that the Directors Association met following the ASC meeting and at that time the Directors unanimously voted in support of the amendment. W. Meredith noted that once the Directors understood that the ASC would continue to report directly to the Board, they supported the change.

Discussion regarding W. Meredith's resignation, effective December 30, 2000. There was a reluctance to make a motion accepting the resignation.

MOTION: M. Palmer moved to accept, with regret, W. Meredith's resignation from the UHLS Board of Trustees. M. Esposito second. Unanimous.

Discussion regarding the Regents' ten recommendations on Library Services.

MOTION: M. Palmer moved that the Board authorize the President to send a letter in support of the Regents' proposal to the appropriate legislators and the Governor. C. Diamond second. Unanimous.

NEXT Administration MEETING: Monday, January 8th at 3:00 PM at UHLS.

Services Committee

Report by W. Meredith in the absence of J. Quinan. He reviewed the Minutes from the December 11th meeting. The Interlibrary Loan Code has been revised several times and was accepted by a majority vote at the Directors Association meeting. P. Ritter noted that APPENDIX I in the Code contains the ALA Guidelines - UHLS has been following and will

continue to follow these Guidelines. He also noted that this Code relates solely to the borrowing and loaning of items OUTSIDE the System.

M. Esposito noted that, in his experience, no library can exist without interlibrary loan - it is at the heart of good library service.

E. DeBerri questioned the way in which UHLS processes interlibrary loan requests. P Ritter noted that UHLS processes all requests sent to us - some libraries prefer to do their own loans outside the System, using GAC.

MOTION: W. Meredith moved acceptance of the Interlibrary Loan Code as presented in the 11/22/00 revision. P. Erlich second. Unanimous.

W. Meredith reported that the Services Committee reviewed the requests from EGRN, STEP and BRUN for a variance from Minimum Standard #8. He noted that approval of the variances will release the final payment of State Aid.

MOTION: E. DeBerri moved acceptance of the variance requests. C. Diamond second. Unanimous.

Discussion regarding the notification of the one-time increase in construction aid. P Ritter noted that there are two options for distribution of the \$33,180:

1. Increase the amounts previously awarded this year for construction projects. The amounts can be increased to 50% of the project cost. Only COLN would be eligible for the additional funds.
2. Request additional construction grant applications.

The Services Committee recommends requesting additional applications via a quick canvas of the Library Directors and Board Presidents. P. Ritter suggested a January deadline for indication of intent to apply with a February application deadline.

MOTION: P. Erlich moved that P. Ritter be authorized to notify the libraries regarding the additional monies. January 22nd should be the deadline for indicating an interest in applying and P. Ritter should set a February deadline for receipt of the applications and their review by the Services Committee. M. Palmer second. 6 - yeas, 1 - abstain (E. DeBerri). Motion passed.

NEXT Services MEETING: Tuesday, January 9th at 4:30 PM at UHLS

Automated Services Committee

Report by P. Erlich, Chair. Minutes from the November 28th meeting were distributed. Nothing required Board action.

NEXT Automation MEETING: Tuesday, January 23rd at 9:00 AM at UHLS

V. DIRECTOR'S ASSOCIATION LIAISON

Report by P. Nonamaker. She noted that the Directors Association had an extensive discussion about the projected By-Laws amendment regarding ASC Committee. There was concern that if the ASC reported to the Services Committee rather than directly to the Board of Trustees there would be an additional layer of bureaucracy between the Directors and the Board. The Directors proposed that P. Ritter serve as Chair of the Committee and also

represent the ASC to the Board; they are satisfied that he will make a fair representation. She noted that during the discussion about the Interlibrary Loan Code it became obvious that there needs to be a better flow of information from the Work Groups, the Directors Association and the Committees. R. Jaquay will appoint a subcommittee of Directors to develop a flow chart for decision making. P. Ritter noted that once the decision making process is in place, the Board will be guaranteed that policies dealing with the libraries will have been discussed and voted on by the Directors Association.

P. Nonamaker noted that the leaders of the Interest Groups will need to make sure that topics discussed in their meetings will move on to the next appropriate level.

P. Nonamaker noted that following points:

- ! the Poestenkill library will be moving into a new building
- ! Barbara Kubli (Director at Stephentown) is the new representative for small Rensselaer County libraries on the Central Library Advisory Committee
- ! Jeffrey Cannell (Director at Albany) received an Award of Distinction
- ! on March 4th, East Greenbush will be moving into a new building

VI. PRIVILEGES OF THE FLOOR

W. Meredith noted that he is pleased with the direction being taken by UHLS and with all of the work that has happened over the last couple of years. He thanked the Board members, the Directors Association and the UHLS staff for all of their assistance during his tenure as President. He expressed great confidence in the UHLS Director and the Board of Trustees.

C. Diamond thanked W. Meredith for his work as President, noting his abilities as a facilitator and his serene and sane approach to issues.

5:15 PM **MOTION:** P. Erlich moved to adjourn to Executive Session to discuss the UHLS Director's six-month evaluation. C. Diamond second. Unanimous.

5:36 PM Board returned from Executive Session. No action taken.

NEXT Board MEETING: Wednesday, January 10th at 4:30 PM at UHLS

Heidi A. Fuge
12/14/00