Board of Trustees

MINUTES OF THE May 9, 2001 MEETING

TRUSTEES
Present: Erin Apostol, Gordon Batcheller, James Carr, Michael Esposito, Philip Erlich, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynne Strnad, June Tyrrell, Hawley Zwahlen
Excused: Ed DeBerri, Charles Diamond
UHLS STAFF: P. Ritter, Heidi Fuge
DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker
VISITORS: Michael Zovistoski (Urbach, Kahn & Werlin)

P. Erlich convened the meeting at 4:30 PM.

I. AUDIT REPORT

Report by M. Zovistoski. He reviewed the written report for the year ended December 31, 2000. He thanked H. Fuge and J. Sherry for the excellent preparatory work. He noted that the Board can be satisfied that since there is a segregation of duties between H. Fuge and J. Sherry there are good internal controls.

He noted that, as in past years, the opinion they present is qualified due to the fact that UHLS does not accrue the post-retirement health care costs. He noted that in an organization this size, it is not really necessary to do so and to have the actuarial tables developed would be quite expensive.

He pointed out that on page 2, under “Liabilities and Net Assets”, an account has been created to accrue the payments for the early retirement incentive for the staff members who retired as of December 1999. He also noted that there was a $90,000 payment to retire bonds due on the building mortgage for 2007, 2006 and 2005. He had discussed this payment option earlier in the year with H. Fuge and J. Sherry and recommended that it be used this way since it will mean a savings on the bond interest costs.

He noted that in the course of the audit there were no significant journal entries or adjustments. H. Zwahlen asked if there was anything that should be done to improve the way that UHLS manages its finances? M. Zovistoski noted that the current management is excellent and that there is a constant monitoring of funds. There are discussions throughout the year between his office and the UHLS staff so that there are no surprises at the time of the audit.

II. MINUTES

MOTION: J. Carr moved to accepted the April 11, 2001 Minutes as presented. M. Schroder second. Unanimous.

III. DIRECTOR'S REPORT

P. Ritter reported the following:

- ? there is still one library that has not submitted an Annual Report to the State. S. Dallas has set up numerous appointments in order to try and assist them in completing the report. There are five libraries that still have irregularities in their reports that need correcting. The entire process has been extremely frustrating this year due to the new program that the State is using. He noted that once the state budget is passed, no monies will be distributed until all of the Annual Reports have been submitted to the State and approved.
- ? on May 2nd, UHLS staff members and staff from some of the libraries visited NOBLE in Danvers, Massachusetts as part of the automation system selection process. The next visit will be to Merrimack Valley in Andover, Massachusetts on May 18th. A discussion of the systems will take place at the May 22nd ASC meeting. Evaluation surveys were distributed to the people visiting the sites as well as those who attended the vendor demonstrations. All of the information from the evaluations will be compiled and a report presented as soon as possible. This report will be crucial to the selection of a vendor.
- ? he mentioned the article in the May 8th *Times Union* about the vacant automation positions. The article was a result of the reporter's attendance at the May Directors Association meeting. The positions have been re-advertised and there are currently 30 applications for the Technology position and six for the Training position. The Search Committee will begin interviews the first week in June.
- ? he reminded the Board members that responses for the Annual Meeting are due by May 31st.

IV. TREASURER'S REPORT

L. Strnad presented the report for the period ending April 30, 2001. She noted that UHLS continues to operate on the reserve funds until the receipt of the state aid. She pointed out the change in the amounts held at M&T Bank and noted that this was due to the payment to retire some of the bonds. Report accepted for filing.

V. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She reviewed the April Purchase Journal. She noted the payments for the Outreach Mini-grants.

MOTION: L. Strnad moved that the President be authorized to sign the April Purchase Journal and Payroll totaling $133,212.27. M. Palmer second. Unanimous.

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

Administration Committee

Report by M. Palmer, Chair. She reviewed the written report of the Committee's May 7th meeting. She announced the following winners of the Trustee of the Year Award: Jane Spain Ducatt of Troy and Barbara Hahn of Schaghticoke. She noted that there were eight nominations and the selection was challenging but rewarding.

The Committee discussed the draft RFP for the Classification Study. The Study would be conducted by an outside Consultant who would review UHLS' positions, job responsibilities, salaries and organizational structure. P. Ritter noted that there is no money involved at this point, the RFP is a request for proposals and pricing.

> **MOTION:** M. Palmer moved that P. Ritter be authorized to send the RFP to qualified consultants. L. Strnad second. Ayes - 7 Nays - 1 Motion passed.

M. Palmer noted that M. Esposito announced his resignation from the Administration Committee and the UHLS Board of Trustees. M. Esposito expressed his appreciation to all of the UHLS staff for their assistance and expertise.

NEXT MEETING: Monday, June 4th at 4:00 PM at UHLS

Services Committee

Report by J. Quinan, Chair. He reviewed the written report of the Committee's May 8th meeting. He announced the following winners of the Library Program of the Year Awards:

- in the rural category - Brunswick Community Library for their *Senior Outreach Program*
- in the urban/suburban category - Bethlehem Public Library for their *Bethlehem Treasure's Program*

> **MOTION:** J. Quinan moved that the Advocate of the Year Award should be re-named the *William Meredith Advocate of the Year Award*. J. Tyrrell second. Unanimous.

J. Quinan announced the following winners of the William Meredith Advocate of the Year Award: Eva Gemmill and Malcolm Bell.

Discussion regarding any action that should be taken to recognize the Albany and Troy Legislatures for allocating funds to the libraries. It was noted that the libraries in Rensselaer County received a portion of the tobacco monies. Discussion regarding an appropriate public forum for thanking the County legislators.

> **MOTION:** J. Quinan moved that a Resolution of Appreciation thanking the County Legislators for their support, should be proposed at the Annual Meeting in June. M. Schroder second. Unanimous.

> **MOTION:** J. Quinan moved approval of the UHLS Plan of Service as currently written. G. Batcheller second. Unanimous.

> **MOTION:** J. Quinan moved that the Board approve the three UHLS LSTA grants: "Numbers II," "I Spy My Hometown" and Family Literacy and authorize

the President to sign and submit the grants to the State. J. Tyrrell second. Unanimous.

MOTION: J. Quinan moved that the Adult Literacy Grants be ranked in the following order: #1-Guilderland, #2-Albany, #3-UHLS and submitted to the State. M. Palmer second. Ayes - 7 Abstention - 1 Motion passed.

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

Automated Services Committee
Written report submitted. No Board action required.

NEXT MEETING: Tuesday, June 26th at 9:00 AM at UHLS

Nominating Committee
Report by M. Schroder, Chair. P. Erlich appointed the following Committee members:
- Tobi Freeborn (Rensselaerville)
- Susan Birkhead (Bethlehem)
- Anne Linnendoll (Altamont)
- Christina Blais (Schaghticoke)

M. Schroder will present the slate of candidates at the June Annual Meeting.

VI. DIRECTORS ASSOCIATION REPORT

Report by P. Nonamaker. She noted that at the May 4th meeting, one of the major topics of discussion was communication among the Directors, Work Teams and Interest Groups. It was decided that any policies and procedures proposed by the Work Teams and/or Interest Groups should go to the Directors Association for consideration and approval. They would then be sent to the appropriate UHLS Committees.

A subcommittee will be established to review the Interest Groups and Work Teams and define their purposes.

The members discussed the proposed Salary and Benefits Survey and will contact P. Ritter with suggestions for changes. P. Nonamaker would like to see this Survey conducted on an annual basis.

The Public Performance Videos will be removed from the UHLS collection and distributed to the member libraries via a checklist to be developed by S. Dallas. This should encourage better/more use of the collection.

A Pool Collection Planning Committee was established to examine the collection topic by topic and make recommendations. The Committee will be composed of: Mary Fellows, Chair, Sara Dallas and Rachel Baum and a staff member from each of the following libraries:
- Rensselaerville
- Petersburgh
- Watervliet

- Brunswick
- Guilderland
- Colonie

She reported that since New York State will be underwriting the cost of the EBSCOHost database at the Basic Level, UHLS will be receiving a credit for the database purchase already made. This credit will be used next year toward expanded database resources.

VI. TRUSTEE REPORTS

J. Tyrrell reported that on May 15th, the school budget ballot will include an allocation for the library.

J. Carr reported that he, E. Apostol and M. Esposito attended the Trustee Institute. He noted that the presentation by the Westchester Public Library on their advocacy program was excellent. He had information from the presentation if anyone wanted to borrow it.

E. Aspostol reported that she attended the E-Books presentation and found it very interesting. She noted that libraries can become involved in e-books by purchasing the e-book and then downloading it onto the personal devices belonging to patrons. Most of the books now available are well-known fiction.

VII. OLD BUSINESS

Discussion regarding the Central Library Development Grant which was due at the State on May 1st. P. Ritter distributed copies of the grant which he received on May 8th. The Board was unable to act at the April meeting because the APL Board had not yet met to approve the grant. Discussion. G. Batcheller expressed concern over the delayed receipt of the grant and the fact that the Board did not have an opportunity to review it before being asked to vote on it.

> **MOTION:** J. Quinan moved that the Board accept the Central Library Development Grant and authorize the President to sign it and submit it to the State. J. Carr second. Ayes - 7 Abstention - 1 Motion passed.

VIII. NEW BUSINESS

> **MOTION:** M. Palmer moved to accept M. Esposito's resignation with deep regret. J. Quinan second. Unanimous.

> **MOTION:** At 6:15 PM, L. Strnad moved to adjourn. J. Tyrrell second. Unanimous.

ANNUAL MEETING, Wednesday, June 13th at the Sunset Banquet House in Troy

Heidi A. Fuge
May 14, 2001

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT
For April 2001

May 9, 2001

Annual Reports – During the past two months, there have been numerous problems and delays with the software that the DLD is using for the inputting of statistics and information for the required annual reports from all public libraries. Despite the assistance of UHLS, a number of the UHLS libraries still have not completed the reports and certifications. This reporting process has taken more UHLS staff time this year than in the past.

Plan of Service – A draft of the **UHLS Five-Year Plan of Service (2002-2006)** has been prepared and approved by the UHLS Directors' Association.

Automation System Migration – Both of the potential automation vendors, **Innovative Interfaces Inc.** and **epixtech inc**., allowed "hands-on" sessions of their systems at both UHLS and EGRN during April. Site visits will be conducted during May at NOBLE (III site) and Merrimack Valley Consortium (epixtech site), both in Massachusetts. It is anticipated that a final recommendation will be made to the Board of Trustees at the July meeting.

Visits and Meetings - I met with the directors/staff and toured the library facilities at **Bethlehem**, **Castleton**, **Cohoes**, **Petersburgh**, **RCS (Ravena)**, **Rensselaerville**, and **Westerlo** during April 2001. I also met with the Boards of Trustees at **Berne**, **Castleton**, **Petersburgh**, **Rensselaer**, and **Westerlo**.

Technology Specialist and **Training Specialist** – UHLS has advertised again for these positions with a closing date of May 14, and the Search Committee will schedule interviews in early June.

Numbers Tell the Story – The workshop with **Keith Curry Lance**, scheduled for April 12-13, was postponed until July 19-20 because of a severe storm in Denver and Chicago that would not allow him to travel to Albany.

UHLS Annual Meeting – Invitations have been mailed for the Annual Meeting, which will be held on June 13, 2001, at the Sunset Banquet House in Troy.

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Philip W. Ritter, Director