

Board of Trustees

MINUTES OF THE July 11, 2001 MEETING



TRUSTEES

Present: Gordon Batcheller, James Carr, Ed DeBerri, Charles Diamond, Philip Erlich, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynne Strnad, Hawley Zwahlen

Excused: Erin Apostol, June Tyrrell

UHLS STAFF: P. Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

P. Erlich convened the meeting at 4:35 PM.

I. MINUTES

J. Quinan noted that in the May 9, 2001 Minutes, the next Services Committee meeting should be listed as Tuesday, June 12th.

MOTION: M. Schroder moved to accept the Minutes as corrected. C. Diamond second. Ayes-9 Abstention-1 Motion passed.

II. DIRECTOR'S REPORT

P. Ritter had nothing further to add to his written report.

III. TREASURER'S REPORT

L. Strnad presented the Reports for the period ending May 31, 2001 and June 30, 2001. She noted that the \$918,000 Basic State Aid was received in July and so does not appear on these reports. UHLS has not yet received the Local Library Services Aid (LLSA) and the Local Services Support Aid (LSSA). She noted that the decrease in the M&T Debt Service Reserve is due to the fact that the interest on the principal was used to pay down the bonds and lower the monthly mortgage payments.

H. Zwahlen suggested investigating re-financing the bonds in view of the decreased interest rates.

Discussion regarding the possibility of getting the Treasurer's Report to the Finance Committee members at least 24 hours before their meeting either via email or through the courier. It was noted that the printing of the Report depends upon the receipt of the bank statements.

May and June Treasurer's Reports accepted for filing.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She reviewed the May and June Purchase Journals. Discussion regarding the Palm Pilots that are being used in the "Numbers Tell the Story" Grant workshops. What will happen to the Palm Pilots when the grant is complete? It was requested that Sara Dallas give a demonstration of the Palm Pilots at a Board meeting.

J. Quinan noted that the May Purchase Journal and Payroll total, printed on the sheet, was incorrect. The correct amount should be \$97,992.19. <H. Fuge abjectly apologized for the error.>

MOTION: L. Strnad moved that the President be authorized to sign the May Purchase Journal and Payroll totaling \$97,992.19 and the June Purchase Journal and Payroll totaling \$106,440.26. E. DeBerri second. Unanimous.

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

Nominating Committee

The Agenda was amended to include a report by the Nominating Committee for Board Officers. H. Fuge asked for a report from Committee Chair J. Quinan. He moved acceptance of the following slate of officers with a second by J. Carr:

Philip Erlich	President
Charles Diamond	Vice-President
Lynn Strnad	Treasurer
Melissa Palmer	Secretary

H. Fuge asked for nominations from the floor. Hearing none, she asked for a vote on the proposed slate. Unanimous acceptance.

P. Erlich noted that the Committee assignments will remain the same. When the Trustee from the Troy Public Library joins the Board, that person will be assigned to the Administration Committee.

Administration Committee

Report by M. Palmer, Chair. She reviewed the written report of the Committee's July 10th meeting. She noted that the Committee reviewed the policy regarding the use of UHLS' meeting rooms. Following acceptance by the UHLS Board of Trustees, the Policy will be presented to the CDLC Board of Trustees for acceptance.

MOTION: M. Palmer moved acceptance of the Meeting Room Policy as presented. J. Carr second. Unanimous.

M. Palmer noted that the Committee reviewed the information presented regarding COLA rates being offered in other library systems and in some of the local school districts and municipalities.

MOTION: M. Palmer moved that a 3% COLA should be used as a guideline in drafting the 2002 budget. Acceptance of the COLA will depend on the financial well-being of the organization. M. Schroder second. Unanimous.

NEXT MEETING: Monday, August 6th at 4:00 PM at UHLS

Services Committee

Report by J. Quinan, Chair. He reviewed the written report from the Committee's July 10th meeting. He noted that UHLS must document any actions that it takes in investigating compliance with the Children's Internet Protection Act (CIPA). He pointed out that all of these actions apply only to UHLS, the member libraries also need to take similar actions.

MOTION: J. Quinan moved that the UHLS Director will review the UHLS Internet policy and propose any required policy adjustments to the Board of Trustees. Concurrent with the policy review, the UHLS Director will monitor FCC regulations and legal challenges to the statute as well as conduct an investigation of filtering costs. M. Palmer second. Unanimous.

P. Ritter noted that the US District Court in Philadelphia, PA will be hearing the CIPA case on February 14, 2002.

P. Nonamaker asked P. Ritter to share any filtering cost information with the member libraries.

P. Nonamaker noted that the CIPA legislation does not financially impact the member libraries to any great extent because it applies to the Internet connection, not the telephone lines which are where the majority of the libraries' erate rebates come from. Most of the libraries are connected to the Internet, free of charge, via the UHLS connection. She noted that in order to comply with the CIPA legislation, library Boards should have something in their Minutes stating that they are investigating filtering. A copy of these Minutes should be sent to UHLS.

P. Ritter encouraged the Trustees to attend one of the sessions on CIPA that will be held at UHLS on September 11th at 1:00 PM and 7:00 PM. These sessions will provide a forum for discussion of CIPA.

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

Automated Services Committee

Written report submitted. P. Ritter noted that the Evaluation Team has tentatively recommended the *epixtech* automation vendor, pending reference checks and a network analysis. He hopes that the ASC will have a final recommendation for the Board at the August 8th meeting.

P. Ritter noted that an Implementation Team will be appointed to assist him in the vendor negotiations and with the whole implementation process.

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

V. DIRECTORS ASSOCIATION REPORT

Report by P. Nonamaker. The *epixtech* system that the Evaluation Team saw on their site visit was new and the library staff were unfamiliar with its operation. When Richard Naylor and Marcia Middleton returned from their visit to Indianapolis, she was surprised to learn that *epixtech* was better than everyone originally thought and she agrees with the ASC's tentative recommendation.

At the July 6th Directors Association (DA) meeting, the Directors discussed the formation of a subcommittee that would investigate funding possibilities for automation equipment for the member libraries. There was dissension regarding the formation of this subcommittee since some of the Directors felt that the subcommittee would be approaching the same funding sources that they were targeting. Therefore, the subcommittee has been put on hold at this time.

There was extensive discussion regarding the draft of the Salary and Benefits Survey that they had requested UHLS to conduct. There was disagreement over the job titles included in the survey. Richard Naylor (COLN) will work on that section of the Survey and make some recommendations at the next DA meeting.

P. Nonamaker noted that many of the libraries have taken the Public Performance videos from the UHLS collection, however there are still some remaining at UHLS and the libraries are encouraged to review them and take what they want.

P. Nonamaker noted that UHLS will sponsor one person from each member library to NYLA's fall conference. She encouraged the Trustees to take advantage of this.

P. Nonamaker reported that the funding from the Albany County legislature has been approved and has been distributed to some of the libraries.

VI. TRUSTEE REPORTS

E. DeBerri reported that Rensselaerville is moving ahead with the renovation of the library buildings.

J. Carr reported that Guilderland has opened its search for a new Director.

C. Diamond reported that the library participated in a festival in the new park in Watervliet; it was very successful and they plan on participating again next year.

MOTION: At 5:25 PM, J. Quinan moved to adjourn. C. Diamond second. Unanimous.

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

Heidi A. Fuge
7/12/01

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For May-June 2001

July 11, 2001

Visits and Meetings – During May-June 2001, I met with the directors/staff and toured the library facilities at **Berlin, North Greenbush, and Rensselaerville**. I also met with the Boards of Trustees at **Cohoes, East Greenbush, North Greenbush, and Rensselaerville**. Only two visits remain for me to complete the goal of meeting with the directors/staff and Boards of Trustees of all the UHLS member libraries.

NYLA Annual Conference – UHLS will again pay the registration fee (up to \$190) of one representative from each UHLS member library to attend this conference that will be held in Albany during October 17-20, 2001. The representative may either be the director, a board member, a volunteer, or a friend of the library.

Automation System Migration – All site visits were completed as scheduled with at least 12 persons in attendance at each site. Because there were still unanswered questions, each vendor was asked to return to UHLS and meet with the evaluation team on June 25. A report was made to the ASC on June 26, and a final recommendation could be made in July.

Retirement – Marian B. Smith announced her intention to retire from employment with UHLS. Her last day at work will be July 6, 2001.

PULISDO Conference – Phil Ritter, Sara Dallas, Rachel Baum, and Mary Fellows attended this three-day conference at Lake Placid during May 14-16, and all were pleased with the content of the programs and presentations.

All Thumbs No Money Book Repair – Rachel Baum presented on May 24 this hands-on workshop to 23 enthusiastic participants who were extremely pleased with this opportunity to learn how to repair books.

Annual Reports – On June 4 the final UHLS member library report was submitted, and they have all been approved by DLD.

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Plan of Service – The **UHLS Five-Year Plan of Service (2002-2006)** was mailed to DLD on June 4, and we are waiting for approval. Approval of the **UHLS 2001-2004 Technology Plan** has already been received.

Technology Specialist and Training Specialist – Interviews were completed on June 6, and two individuals were selected. An offer of employment as the Technology Specialist was made to **Mr. Jonathan Koppel**, and he began his employment with UHLS on July 2, 2001. Jonathan is a Microsoft Certified Professional + Internet and a Microsoft Certified Systems Engineer, and he has a Bachelor of Arts in Psychology from the State University of New York at Oswego. The individual selected to fill the position of Training Specialist declined to accept the position. We will delay attempting to fill this position until after we have made a decision regarding the migration to a new automation system.

New York State Assembly – Mary Fellows was invited to offer testimony before the **Standing Committees on Libraries and Education Technology, Children and Families, and Education** on June 5. The intent of the hearing was to assist the legislature in developing ideas for programs that will build on and enhance existing services for young children.

LSTA Grant Applications – Applications were submitted by June 8 for these proposed LSTA grants: **Numbers Tell the Story 2, Families Read!**, and **I Spy My Hometown**. We are awaiting a response.

UHLS Annual Meeting – The 2001 Annual Meeting was held on June 13 at the Sunset Banquet House in Troy with about 175 persons in attendance. The **Program of the Year Award** was presented to the **Brunswick Community Library** and the **Bethlehem Public Library**. The **Trustee of the Year Award** was presented to **Barbara Hahn** (Arvilla E. Diver Memorial Library) and to **Jane Spain Ducatt** (Troy Public Library). The **William Meredith Library Advocate of the Year Award** was presented to **Malcolm Bell** (East Greenbush Community Library) and to **Eva Gemmill** (Poestenkill Library).

ALA Annual Conference – Sara Dallas and Mary Fellows represented UHLS at this national library conference in San Francisco during June 15-19, 2001.

Philip W. Ritter, Director