

Board of Trustees

MINUTES OF THE August 8, 2001 MEETING



TRUSTEES

Present: Erin Apostol, Gordon Batcheller, James Carr, Philip Erlich, Melissa Palmer, John Quinan, Mary Ellen Schroder, June Tyrrell

Excused: Charles Diamond, Lynne Strnad, Hawley Zwahlen

Absent: E. DeBerri

UHLS STAFF: P. Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

VISITORS: Nancy Pieri, Richard Naylor, Jeffrey Cannell

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

I. MINUTES

MOTION: J. Carr moved to accept the Minutes of the July 11, 2001 meeting. M. Palmer second. Unanimous.

AGENDA adjusted in order to accomplish business while a quorum was present.

II. COMMITTEE REPORTS

Automated Services Committee

P. Ritter highlighted features in the Minutes from the July 24, 2001 meeting. He noted that, following extensive investigation, the ASC recommended the purchase of the *epixtech* Horizon automation system.

MOTION: G. Batcheller moved that P. Ritter be authorized to negotiate an automation system purchase with *epixtech*. The contract and total cost of the system will then be presented to the Finance Committee and the Board for approval. J. Tyrrell second. Unanimous.

G. Batcheller acknowledged all of the work by the ASC and the Investigation Teams.

P. Nonamaker noted that R. Naylor (COLN) and M. Middleton (APLM) were leaders in the evaluation and investigation, and she thanked them for all of their hard work.

NEXT MEETING: TUESDAY, SEPTEMBER 25th at 9:00 AM at UHLS

Administration Committee

Report by M. Palmer. She reviewed the Minutes from the August 6, 2001 meeting and noted that the Committee extensively reviewed the Classification Study proposals from The Singer Group and Anne Woodsworth.

MOTION: M. Palmer moved that the Board accept the Classification Study proposal from The Singer Group. J. Quinan second.

Discussion. P. Ritter pointed out that the funds are available in the 2001 budget due to the unfilled Automation Training Specialist position.

G. Batcheller questioned the \$18,000 cost of the study and the fact that both proposals were for the same amount. He felt the cost was excessive.

M. Schroder questioned specific items in The Singer Group's proposal and expressed concern about their professionalism.

J. Tyrrell asked if any other Library Systems in the State have ever had such a Study? P. Ritter was not aware of any similar Study done for other Systems.

P. Ritter noted that a Study would be valuable for UHLS since the organizational structure has evolved over time and there are inequities in positions, responsibilities, and salaries. He did, however, have reservations about the similarities in the two proposals.

M. Palmer noted that having an outside consultant doing an organizational Study was a much more objective approach than having it done in-house. J. Cannell agreed that the force of the report would have more standing with the member libraries if it came from an outside agency.

G. Batcheller stated that he doesn't question the need for a Classification Study or the competencies of the Consultants who have sent proposals. He just feels that the quoted fee is exorbitant.

P. Nonamaker felt that the cost was reasonable considering the amount of time and work involved.

P. Erlich noted that he is aware of the good reputation of The Singer Group.

P. Erlich called the question. The vote on the motion was as follows:

Ayes - 4 (E. Apostol, J. Quinan, M. Palmer, J. Tyrrell)

Nays - 2 (G. Batcheller, J. Carr)

Abstain - 1 (M. Schroder)

MOTION FAILED.

Further discussion regarding a Classification Study. J. Carr stated that it is part of management's duties to determine the salary and value of the different positions.

E. Apostol noted that some of the advantages to a Classification Study would be to help determine the type of salary scale for this organization (i.e. ranges, or steps, etc) and also to help determine the responsibilities and allocation of duties for each position. She also pointed out that the Consultant would provide a 5-10 year proposal for jobs and the expertise needed with an eye to the future of library services.

P. Ritter asked if the Board would like him to recommend the changes in the non-

Consultant salary levels and structure and incorporate this into the 2002 Budget? J. Carr noted that this would be acceptable.

P. Erlich noted that a Classification Study would be useful and that bringing in an outside professional to guide the process would be beneficial.

P. Ritter suggested that the Study could be delayed until the automation system is in place and the migration has been accomplished. P. Nonamaker said that this would not be acceptable: UHLS would be moving into a new automation system with job descriptions and duties that are unclear. J. Cannell agreed. The Directors Association would probably want the full Study to take place prior to the system installation.

P. Ritter suggested that he could contact The Singer Group and Anne Woodsworth and ask if their proposals could be itemized by cost and project, that way the Board could select those components that were deemed a priority. He will report, if possible, at the September meeting.

The Administration Committee report continued and M. Palmer reported that the floor in the Task Force is a safety hazard and was investigated by UHLS staff and C. Diamond.

MOTION: M. Palmer moved that the UHLS staff should be authorized to seek bids for repairing the floor. J. Quinan second. Unanimous.

NEXT MEETING: MONDAY, SEPTEMBER 10th at 4:00 PM at UHLS

Services Committee

Minutes of the August 7, 2001 meeting distributed. No action required.

NEXT MEETING: TUESDAY, SEPTEMBER 11th at 4:30 PM at UHLS

5:15 PM - J. Quinan left

5:30 PM - G. Batcheller left and a quorum was no longer present

III. DIRECTORS ASSOCIATION

Report by P. Nonamaker. She noted that at the July ASC meeting, the group discussed the fact that libraries with a small number of PCs will probably need to upgrade their 56K line to a T-1 line. She noted that the ASC will also be discussing the change in the automation fee formula - moving from a port formula to one based on actual system use.

The Directors discussed the Chapter-A-Day Book Club proposal at their August meeting and the response was very favorable. UHLS will be investigating the contract costs.

The Directors also discussed the Tutor.com proposal which they felt was too expensive for UHLS at this time; they are willing to cooperate with Questar III but do not anticipate that it will be very useful. APLM has written a private grant proposal to fund a pilot project with Tutor.com for their patrons.

P. Nonamaker noted that UHLS will be organizing a much-needed Disaster Planning Workshop for the members.

IV. UHLS DIRECTOR'S REPORT

In addition to his written report, P. Ritter noted that UHLS will pay the NYLA Conference registration fees for participants from 21 member libraries; this is approximately the same number of attendees as 2000.

Materials about the New Century Libraries initiative were distributed to the Board members and they were encouraged to send a post card to Governor Pataki supporting increased funding for libraries.

MOTION: At 5:40 PM, M. Palmer moved to adjourn. J. Carr second. Unanimous.

Heidi A. Fuge
8/9/01

SCROLL DOWN FOR DIRECTOR'S REPORT

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For July 2001

August 8, 2001

Automated Services Committee (ASC) – The Evaluation Team of the ASC conducted an extensive review of the proposals for a new library automation system for UHLS and reported that they unanimously recommend that UHLS purchase the *epixtech* Horizon library automation system. The ASC concurred with this recommendation and have forwarded this action to the UHLS Board of Trustees for consideration.

Outreach Minigrants – The first meeting of the ad hoc study committee was held on July 25. All members of the committee were present, and each of the points raised at the UHLS Board meeting were addressed. Sara Dallas was charged with revising the application form and with developing a simple evaluation tool to be used in evaluating the applications. It is anticipated that a full report will be available for review by the Services Committee at their September meeting.

Public Performance Videos – Collections of these videos have been pulled for the member libraries that requested them. Ownership of each video will be assigned to the member library. Nassau has requested all the videos that were not requested by any other member library.

Adult Literacy Services Grants – Although UHLS did not receive a grant for 2001-2002, two local libraries were awarded partial funding for their proposed adult literacy projects. **Guilderland Public Library** received \$12,623, and **Troy Public Library** received \$9,905.

Numbers Tell the Story – The Keith Curry Lance workshop was held on July 19 and 20, 2001. One hundred and ten people attended the workshop. Approximately 85 percent of the attendees rated the workshop as excellent, citing that the information will help them present worthwhile data to their funding sources. A training session will be held for those libraries wishing to use the Palm Pilots to collect data. In order to fulfill the LSTA grant, Deborah Andersen will hold additional workshops on the following topics: *Involving the Community in the Planning Process*, *Facilitating Group Process*, and *Working in a Small Library Environment*.

(continued)

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Summer Reading Program – Thirteen UHLS libraries in Rensselaer County concluded a successful Arts Council grant in July. The zany **Zucchini Brothers** gave eleven performances for thirteen library groups and reached a total of 1,935 people. At many of the performances, the lively music inspired kids not only to sing along but also to get up and dance. In libraries across Upper Hudson, summer activities are in full swing and attracting families and kids to the library in great numbers. The Summer Reading Program's theme of **2001: A Reading Odyssey** had been interpreted in creative ideas ranging from Greek mythology to magic carpet rides.

Visits and Meetings – I was unable to schedule any meetings this month, but 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 – To date only nine member libraries have submitted NYLA registrations to UHLS. An email has been sent to remind everyone that the deadline is July 31.

Philip W. Ritter, Director