

# Board of Trustees

MINUTES OF THE September 12, 2001 MEETING

---



## TRUSTEES

**Present:** James Carr, E. DeBerri, Philip Erlich, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynne Strnad, June Tyrrell, Hawley Zwahlen

**Excused:** Erin Apostol, Gordon Batcheller, Charles Diamond

UHLS STAFF: P. Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

P. Erlich convened the meeting at 4:40 PM.

## I. MINUTES

Discussion regarding the Minutes of the August 8, 2001 meeting. J. Quinan noted that they should record that the July Purchase Journal was approved. P. Nonamaker noted that her Report should read: "...libraries with a small number of PCs may need to upgrade their 56K line."

**MOTION:** J. Quinan moved to accept the Minutes of the August 8, 2001 meeting as corrected. M. Palmer second. Unanimous.

## II. DIRECTOR'S REPORT

P. Ritter noted that two LSTA grants, "Numbers Tell the Story 2" and "I Spy My Hometown" have both been approved with reduced funding. The "Families Read!" grant, a cooperative grant with SALS and MVLA, has also been approved with reduced funding.

## III. TREASURER'S REPORT

L. Strnad presented the Report for the period ending 8/31/01. She noted that income and expenses are as expected at this time of year. She noted that in the next Report, the program budget figures will change to accommodate the Amended Budget. August Treasurer's Report accepted for filing.

## IV. COMMITTEE REPORTS

### Finance Committee

Report by L. Strnad, Chair. She reviewed the August Purchase Journal and pointed out the payment for a Sign Language Interpreter at Colonie; she noted that this is a service available to all of the libraries.

**MOTION:** L. Strnad moved that the President be authorized to sign the August Purchase Journal and Payroll totaling \$139,939.78. E. DeBerri second. Unanimous.

L. Strnad drew the Board members' attention to the Proposed 2002 Budget which will be a topic of discussion at the October 10<sup>th</sup> Board meeting. A Public Hearing on the proposed Budget has been scheduled for October 24<sup>th</sup> at 4:00 PM at UHLS.

**NEXT MEETING: WEDNESDAY, OCTOBER 10<sup>TH</sup> AT 3:30 PM**

Administration Committee

Report by M. Palmer, Chair. The Committee did not meet in September due to lack of a quorum. She noted that it is time to start preparing for the June 2002 Annual Dinner and asked the Board members to contact her with any suggestions for a location.

**NEXT MEETING: MONDAY, OCTOBER 8<sup>TH</sup> AT 4:00 PM**

Services Committee

Report by J. Quinan, Chair. The Committee did not meet in September due to lack of a quorum. He noted that the completed Salary and Benefits Survey was included in the Board materials.

**NEXT MEETING: TUESDAY, OCTOBER 9<sup>TH</sup> AT 4:30 PM**

Automated Services Committee

Report by P. Ritter, Chair. He noted that the Minutes from the August 28<sup>th</sup> meeting were included in the Board materials. Negotiations with *epixtech* are underway and he hopes to have a proposed contract for discussion at the November Board meeting.

P. Nonamaker noted that the Implementation Team is looking into including tele-circ and book jacket images plus in the contract. Book jacket images is an annual subscription service that provides information on an item similar to what can be seen on Amazon.com.

P. Ritter noted that the ASC is currently working on a new UHLAN fee schedule that must be announced by December 31, 2001 and will take effect on January 1, 2003.

**NEXT MEETING: TUESDAY, OCTOBER 23<sup>RD</sup> AT 4:30 PM**

**V. DIRECTORS' ASSOCIATION LIAISON**

Report by P. Nonamaker. She thanked P. Ritter and H. Fuge for the Salary and Benefits Survey and is pleased that it will be done annually.

A Disaster Planning Workshop has been scheduled for November 13<sup>th</sup> at 9:00 AM at UHLS. It will be presented by Karen Brown from SUNY Albany Archives.

The CIPA Workshop took place at 1:00 PM on Sept. 11<sup>th</sup>. It was well attended and the handouts were very worthwhile. The 7:00 PM workshop was canceled. P. Ritter noted that if the Directors request it, another Workshop can be arranged.

On October 11<sup>th</sup>, the Pool Collection Planning Committee will hold its first meeting at UHLS to determine what areas of the collection might be eliminated.

On September 26<sup>th</sup>, the Youth Services Interest Group is holding an all-day meeting. Patrick Jones, a nationally acclaimed Youth Services Librarian, will conduct the first session on *Serving Teens*. The second session will address *Collection Management*.

## **VI. TRUSTEE REPORTS**

L. Strnad reported that Altamont is searching for a new Director. On September 22<sup>nd</sup>, they will hold a reception from 2:00-4:00 to honor outgoing Director Helen King.

J. Carr reported that Guilderland is in the final moments of their Directors Search. The GUIL Trustees have established a Foundation to support the Library. The Foundation's first fundraiser will be a reception for outgoing Director Carol Hamblin.

M. Palmer reported that Bethlehem held a very successful Library Day. One of the most popular features was the chef from the Allegro Café, who cooked and handed out food samples.

J. Tyrrell reported that Brunswick was planning two fundraisers: a Fashion Show to be held at Boscov's in Colonie Center, and a Wine & Cheese Reception at the Troy Country Club.

H. Zwahlen asked if the Board members could have copies of the documents that GUIL used to create a Library Foundation.

P. Nonamaker reported that the East Greenbush budget passed by an overwhelming majority. The Friends Group conducted a telephone campaign and other public relations.

## **VII. OLD BUSINESS**

P. Ritter noted that the Trustees had received copies of the new proposals for the Classification Study. As the Board requested at the August meeting, he contacted the two Consultants and asked for revised proposals.

**MOTION:** M. Palmer moved to accept the \$12,500 proposal from the Singer Group. J. Quinan second. Discussion.

M. Palmer noted that the Directors seemed to feel that this Study was necessary.

P. Nonamaker pointed out that the Study is important; one of the things that it will do is help to provide a basis for hiring a full time Automation Trainer. She expects that the job description and salary range will be one of the results of the Study.

E. DeBerri did not see any way that the Study would benefit the member libraries and he felt that the money could be used in a better way.

P. Ritter noted that we have not been able to hire a Trainer at the salary we were offering. He stressed that the jobs at UHLS need to be better structured with more complete descriptions. The jobs have basically been assigned as needed without determining how they fit into the whole picture. Salaries need to be evaluated and set for all UHLS positions.

M. Palmer noted that an outside element is important in giving the Study validity in the eyes of the Directors.

P. Erlich noted that people are often more honest and comfortable when responding to an outside person about their jobs.

H. Zwahlen noted that there is a benefit to the Board in determining that the employees are doing what they should and that the organization is functioning efficiently.

M. Schroder expressed concern that “somebody’s head would roll” following the Study and that it would lower staff morale.

The question was called and the votes were as follows:

AYES: H. Zwahlen, L. Strnad, J. Tyrrell, M. Palmer, J. Quinan, M. Schroder, P. Erlich

NAY: E. DeBerri

ABSTAIN: J. Carr

**MOTION PASSED**

**MOTION:** At 5:35 PM, L. Strnad moved to adjourn. J. Quinan second. Unanimous.

**NEXT MEETING: WEDNESDAY, OCTOBER 10<sup>TH</sup> AT 4:30 PM**

Heidi A. Fuge  
9/13/01

# UPPER HUDSON LIBRARY SYSTEM

## DIRECTOR'S REPORT For August 2001

September 12, 2001

**Automation System Migration** – The Implementation Team is negotiating a contract with *epixtech* for the Horizon Sunrise library automation system. It is our intent that UHLS obtain the best possible system with all the functionality that is expected by the member libraries. The goal is to have a proposed contract for consideration by the Board at the October 10 meeting.

**Outreach Minigrants** – The ad hoc study committee has completed its work and will submit a report to the Services Committee at its September 11 meeting. Several changes have been recommended that address the concerns and questions that had been expressed.

**Chapter-A-Day Online Book Clubs** – UHLS has subscribed to this special program that will deliver the first few chapters of selected books via email to the patrons of our member libraries. This service will soon be available to all libraries that choose to offer it to their patrons.

**Tutor.com** – UHLS has been given the opportunity to partner with Questar III, the BOCES serving Rensselaer County, to offer online homework and tutoring assistance to students in their local public libraries or from home using their library cards. Since Questar III is financing this pilot project, it is available only in the counties served by Questar III. This service should be in operation by the end of September.

**Online Databases** – A two-month trial of over twenty new online databases will be completed by the end of August. Evaluations will be compiled and recommendations will be made to the Central Library Advisory Committee for the 2002 subscription year.

**WEB 2 and the Internet** - This latest release of Web 2 was set up on August 21, and we have already received several compliments from patrons. Password protection was enabled in web publishing for all member libraries, and the monitoring of email activities was implemented in an attempt to identify the reason for recent slowdowns.

(continued)

**UHLS – Director's Report – August 2001** **page 2**

**Erate Reimbursements** – 45 BEAR (*Billed Entity Applicant Reimbursement*) forms for Year 3 Erate have been completed for the 2000/2001 reimbursements, and member libraries should be receiving their checks in September.

**Summer Reading Program** – This year's summer reading program, *2001: A Reading Odyssey*, was as varied as the libraries that presented it. Terrific performers brought programs to libraries, enthralling kids and parents alike with full-size puppets, live (and fierce) animals from the rain forest, stories of three years in an African village, poetry of the city, and much more. Although the final statistics are not yet in, it is clear from talking with UHLS librarians that families are turning to the local public library as a community center more than ever during the summer months.

**Taking Action: CIPA and Your Library** – At the request of our member libraries, this workshop for library directors, staff, and trustees will be presented at 1:00 p.m. and 7:00 p.m. on Tuesday, September 11 at UHLS. The goal is to provide information about the status and implementation of the Children's Internet Protection Act. Please call UHLS by September 5 to register for either workshop.

---

**Philip W. Ritter, Director**