



Board of Trustees

MINUTES OF THE October 10, 2001 MEETING

TRUSTEES

Present: Erin Apostol, Gordon Batcheller, James Carr, Philip Erlich, Melissa Palmer, Mary Ellen Schroder, Lynne Strnad

Excused: Charles Diamond, E. DeBerri, John Quinan, June Tyrrell

Absent: Hawley Zwahlen

UHLS STAFF: Phil Ritter, Sara Dallas, Rachel Baum, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

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

I. MINUTES

Discussion regarding the Minutes of the September 12, 2001 meeting. M. Schroder asked to have her statement on page 4 removed since it was incorrect and out of context.

Minutes accepted as corrected.

II. DIRECTOR'S REPORT

P. Ritter handed out a chart detailing his visits to the member libraries during the last 15 months. He noted that he has now met with all of the Boards, Directors and staff of all of the member libraries.

He has asked the UHLS Consultants to give presentations on the LSTA grants that they are administering. R. Baum will report on the "I Spy My Hometown" grant.

R. Baum noted that the Mohawk Valley Library Association (MVLA) did an "I Spy" program and several UHLS libraries expressed a desire for a similar project. The UHLS grant is for an intergenerational project involving students and adults. The project will result in a website that will mirror the paper game being produced. The project builds on the NICHE and Global NICHE grants that UHLS administered and is a meshing of current and historical photographs and documents. It also interfaces with the local history curriculum requirements for grades 4 through 6. There are seven libraries involved in the project, three from Albany County and four from Rensselaer County. Each library is cooperating with a community organization, such as an historical society, which will provide the adult partner. Grant funds were used to purchase digital cameras for each participating library and a workshop was held on October 5th to teach the librarians how to use the cameras.

R. Baum summarized the grant budget:

- ? an outside Consultant will train the librarians in using the digital cameras and will create the website and format the photographs that will be used on it
- ? a Graphic Designer will design t-shirts for the participants, bookmarks, posters and game pieces
- ? a Workshop facilitator will train the participants in conducting architectural tours
- ? a document scanner will be used to scan historical photographs for the website and the

- ? paper game
digital cameras have been purchased for each of the seven libraries. An additional camera was purchased for UHLS to be used for troubleshooting and backup.

III. TREASURER'S REPORT

L. Strnad presented the Report for the period ending 9/30/01. September Treasurer's Report accepted for filing.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She reviewed the September Purchase Journal and pointed out the trips that UHLS staff will be taking for training workshops: Karen Nuckolls and Rawdon Cheng are going to Austin, TX for an *epixtech* Horizon Users Group meeting; Sara Dallas is going to San Diego for a Train the Trainer workshop. P. Ritter noted that Sara is one of only 25 people nationwide who have been selected to attend this prestigious workshop.

MOTION: L. Strnad moved that the President be authorized to sign the September Purchase Journal and Payroll totaling \$87,543.79 M. Palmer second. Unanimous. (NOTE: P. Erlich voted on all motions)

P. Ritter reviewed the Revised Draft 2002 Budget noting that the addition of the Trainer position under the UHLAN program was due to concerns that a fulltime Trainer would be necessary during and after the migration to a new automation system. He noted that since the Board approved the Classification Study, he felt that the Trainer position could be added to the Budget and would be part of the salary study. The Directors Association reviewed and unanimously approved the Draft with the fulltime Trainer position.

A Public Hearing on the proposed Budget has been scheduled for October 24th at 4:00 PM at UHLS.

MOTION: G. Batcheller moved that the Draft 2002 Budget with the Trainer position should be put forward for consideration at the public hearing. L. Strnad second. Unanimous.

NEXT MEETING: WEDNESDAY, NOVEMBER 14TH AT 3:30 PM

Administration Committee

Report by M. Palmer, Chair. The Committee did not meet in October.

NEXT MEETING: MONDAY, NOVEMBER 12TH AT 4:00 PM

Services Committee

Report by G. Batcheller. He reviewed the Minutes from the October 9^h meeting. The Committee reviewed the proposed Website Administration Policy. He noted that the policy should be considered a work in progress and that when the new Website Administrator is hired, there might be further changes. In addition, the policy will change as technology changes.

MOTION: G. Batcheller moved acceptance of the Website Administration Policy dated

September 1, 2001. J. Carr second. Unanimous.

The Committee reviewed the report from the *ad hoc* Outreach Minigrant Study Committee. He asked S. Dallas to highlight the Committee's findings. She noted the following:

- ? the grant application has been revised with more detail and better explanations
- ? there will be no appeals process
- ? an evaluation and ranking form has been created

Discussion regarding the intent of the phrase in paragraph #7 "if any member of the advisory council is from a library..." S. Dallas noted that this is intended to mean anyone directly related to a library under discussion (i.e. a staff member or trustee)

MOTION: G. Batcheller moved acceptance of the Committee's report and recommendations dated (at the bottom) 8/14/01. J. Carr second. Unanimous.

G. Batcheller thanked S. Dallas, P. Ritter and the members of the *ad hoc* Committee for all of their time and work.

Discussion regarding the Variance Requests from Stephentown and Brunswick. P. Ritter explained that these requests were a result of questions on the State Annual Report. Both of these libraries indicated non-compliance with Standard #8. When non-compliance has been indicated, the State requires that the Variance Requests be filed. It is the responsibility of the UHLS Board to review and approve/disapprove the Requests before they are submitted to the State.

MOTION: G. Batcheller moved approval of the Variance Requests from Stephentown and Brunswick. M. Palmer second. Unanimous.

NEXT MEETING: TUESDAY, NOVEMBER 13TH AT 4:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the Minutes from the September 25th meeting were included in the Board materials. He hopes that a finalized contract with *epixtech* will be available for review by the ASC on October 23rd, by the Directors Association on November 2nd and by the UHLS Board on November 14th. He will also send it to the UHLS attorney for review.

J. Carr questioned the automation cost increase from the initial proposal. P. Ritter noted that there have been several add-ons that the Directors have requested including a serials module, an acquisitions module, additional training, a firewall and the Syndetics program for book jacket images.

P. Ritter noted that the ASC is also working on restructuring the UHLAN fees. The new fee schedule must be in place by December 31, 2001 and will be effective on January 1, 2003. Six different fee scenarios were presented for discussion at the Directors Association. There was a consensus that every member library should pay some minimum charge even if they aren't circulating since all libraries benefit from the automation system.

NEXT MEETING: TUESDAY, NOVEMBER 27TH AT 9:00 AM

V. DIRECTORS' ASSOCIATION LIAISON

Report by P. Nonamaker. She noted that at their September meeting, the Directors were able to review the first draft of the *epixtech* contract, and had an opportunity to ask questions and offer suggestions.

epixtech has issued a workstation requirements information sheet that will help the libraries in budgeting their equipment needs.

VI. CORRESPONDENCE

Letter from J. Carr resigning effective October 15, 2001.

MOTION: M. Palmer moved to accept J. Carr's resignation with regret. G. Batcheller second. Unanimous.

VII. NEW BUSINESS

P. Erlich reported that E. DeBerri was not re-elected to the Rensselaerville Board of Trustees but he can continue to serve on the UHLS Board if endorsed by a letter from the Rensselaerville Board.

Discussion regarding the UHLS By-Laws. P. Erlich suggested that there are several areas that need consideration:

- ? definition of a quorum
- ? representation and term limits
- ? definition of Executive Committee as decision makers

MOTION: At 5:45 PM, G. Batcheller moved to adjourn. E. Apostol second. Unanimous.

NEXT MEETING: WEDNESDAY, NOVEMBER 14TH AT 4:30 PM

Heidi A. Fuge
10/11/01

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For September 2001

October 10, 2001

Automation System Migration – The Implementation Team is reviewing a proposed contract with *epixtech* for the Horizon Sunrise library automation system. The UHLS Directors Association and Automated Services Committee are reviewing a new formula for the funding of UHLAN.

FY 2002 LSTA Grants – UHLS has received approval of all of the LSTA grants for which it applied, but all were approved at a reduced level of funding. *I Spy My Hometown* was approved for \$30,000, and *Numbers Tell the Story 2* was approved for \$23,324. The *Families Read!* cooperative grant that includes UHLS, MVLA, and SALS was approved for \$111,953.

Visits and Meetings – During this month I met with the director and staff at **East Greenbush** and with the Board of Trustees at **Sand Lake**. This completes my year of meetings with all the directors, staff, and trustees of the UHLS member libraries. I found these meetings to be profitable in that I learned a great deal about the member libraries and their relationship to UHLS.

Outreach Minigrants – The ad hoc study committee has completed its study, and a report will be presented to the UHLS Services Committee. The committee has suggested some changes in the review of grant applications.

Tutor.com – Youth services participated in the training and implementation of the Live Homework Help service from tutor.com, a collaborative project with Questar III and Mid-Hudson Library System. Rensselaer County libraries are able to offer the service in their libraries and help students connect outside the library with their public library barcode.

Taking Action: CIPA and Your Library – Two workshops were scheduled to be held on September 11. The tragedy on that day caused UHLS to conduct only the 1:00 p.m. session. Twenty-three people were present, and the evaluations of the workshop were primarily excellent, despite the circumstances of the day.

Youth Services Fall Workshop – Young Adult Services expert, **Patrick Jones**, gave a powerful and inspiring presentation on September 26. Thirty-nine staff members from all size libraries came away with renewed enthusiasm and excellent ideas for serving young adults in their local libraries.

Disaster Planning Workshop – UHLS will sponsor a special workshop on November 13 on preparing a disaster plan for public libraries. Karen Brown, Preservation Librarian at the University at Albany, will present the workshop.

Counting and Reporting Electronic Library Services – As part of the *Numbers Tell the Story 2* LSTA grant, **Diane Mayo** will present this workshop on November 28 and 29. It will help librarians deal with the challenges of measuring electronic resources and decide what data to collect.

Professional Achievements – UHLS Deputy Director/Outreach Services Consultant **Sara Dallas** has been elected Councilor-at-large by the New York Library Association, and she has also been chosen to participate in the Public Library Association *Planning for Results* Train-the-Trainer program. Sara is one of only 25 people nationally to be selected for this program.

Philip W. Ritter, Director