



Board of Trustees

MINUTES OF THE November 14, 2001 MEETING

TRUSTEES

Present: Erin Apostol, Charles Diamond, Philip Erlich, Robert Ganz, Melissa Palmer, Lynne Strnad, June Tyrrell

Excused: Gordon Batcheller, John Quinan, Mary Ellen Schroder, Hawley Zwahlen

UHLS STAFF: Phil Ritter, Heidi Fuge, Mary Fellows, Karen Nuckolls, Jonathan Koppel, Rawdon Cheng

DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

VISITORS: Pat Sahr, Richard Naylor, Jeffrey Cannell, Nancy Pieri, Marcia Middleton

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

I. INTRODUCTION OF VISITORS

P. Erlich welcomed R. Ganz, trustee from Guilderland, nominated to replace J. Carr.

II. OATH OF OFFICE

P. Erlich administered the Oath of Office to R. Ganz.

III. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the October 10th Board meeting. M. Palmer second. Unanimous.

IV. DIRECTOR'S REPORT

P. Ritter reported the following:

- # the Singer Group will begin work on the Classification Study in December.
- # the Disaster Planning Workshop held on November 13th was very well attended. UHLS will begin assisting the member libraries in developing Disaster Plans.
- # interviews for the Web Specialist position will be held all day on Monday, November 19th. 25 applications were received and (3) candidates have been invited for interviews.

P. Ritter introduced M. Fellows, one of the coordinators of the LSTA "Families Read!" grant. M. Fellows reported that the grant is a joint project between UHLS, Mohawk Valley Library Association (MVLA) and the Southern Adirondack Library System (SALS). It is a cooperative effort between public libraries, schools and families. Eleven UHLS libraries are involved in the grant which will stimulate family literacy through library programs, performances, expanded library collections and gift bags with free books, coupons and performance schedules. Libraries will also receive digital cameras and/or color printers for creating family portraits. The programs target Grades 1-3.

Next month, S. Dallas will report on the LSTA grant, "Numbers Tell the Story 2."

V. TREASURER'S REPORT

L. Strnad presented the Report for the period ending 10/31/01. She noted that the

budgeted amount of \$150,000 has been transferred to the Automation account. There is still an outstanding balance of \$29,000 in LLSA and LSSA funds due from the State. October Report accepted for filing.

VI. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She reviewed the October Purchase Journal noting that there were no unusual expenditures.

MOTION: L. Strnad moved that the President be authorized to sign the October Purchase Journal totaling \$113,373.62. C. Diamond second. Unanimous.

L. Strnad reported that there was only one bid, from Fobare and Sons, to repair the floor in the Task Force. The Administration Committee reviewed the bid and approved it pending Finance Committee review. She noted that there is money in the operating budget to cover the \$14,740. She also noted that the project will probably run over the estimate since it has been impossible to determine the condition of the subflooring.

MOTION: L. Strnad moved to accept the bid from Fobare and Sons. M. Palmer second. Unanimous.

L. Strnad reported that the Administration committee reviewed and approved the \$5,011.35 proposal to purchase new furniture for the Meeting Room and staff lounge, pending Finance Committee review. She noted that there is an equipment account from which the funds may be transferred.

MOTION: M. Palmer moved to approve the \$5,011.35 furniture expenditure and transfer the funds from the equipment account. E. Apostol second. Unanimous.

L. Strnad reported that a Budget Hearing was held on Wednesday, October 24th. No one attended. The Proposed 2002 Budget is now being re-presented for Board approval. P. Ritter noted that the State aid will probably decrease and the budget will be amended when the aid amount is known.

MOTION: L. Strnad moved acceptance of the Proposed 2002 Budget. C. Diamond second. Unanimous.

NEXT MEETING: Wednesday, January 9th at 3:30 PM at UHLS

Services Committee

No report. No November meeting due to lack of business.

NEXT MEETING: Tuesday, January 8th at 4:30 PM at UHLS

Administration Committee

Report by M. Palmer, Chair.

MOTION: M. Palmer moved approval of the Albany Country Club as the site for the 2002 Annual Meeting in June. E. Apostol second.

NEXT MEETING: Monday, January 7th at 4:00 PM at UHLS

Automated Services Committee

Report by P. Ritter, Chair. He reviewed the Minutes from the October meeting and noted that the Committee approved the contract with *epixtech* for a new automation system. He noted that the difference between the original *epixtech* quote and the \$362,777 contract quote was due to the addition of the hardware costs and the additional modules and add-ons that the Directors felt would enhance service to their patrons. He noted that the first year maintenance is included in the purchase price. The second year annual maintenance cost would be \$59,960. The UHLS attorney reviewed pages 1-9 of the contract and noted that there is nothing detrimental to the organization. There will be a 6-9 month implementation period following the signing of the contract. The Implementation Team has suggested some changes in Rider E and he is still waiting for *epixtech* to send the corrected pages.

M. Middleton noted that the system selection process was very thorough and there was input from all levels in the member libraries. The *epixtech* contract was approved by unanimous vote in the ASC and has the full support of the Directors Association.

R. Naylor noted that the proposed automation system was subjected to much scrutiny and testing.

P. Erlich thanked the Directors, the Implementation Team and others for keeping the Board fully informed during the consideration and testing process.

P. Nonamaker pointed out that the final selection is a stellar system, very sophisticated and much in advance of anything being used by neighboring library systems.

R. Ganz asked if a warranty of performance (i.e. system speed) had been considered for the contract especially since there will be extensive graphic displays? M. Middleton noted that such a warranty would not be possible on a web-based system within a consortium; there can be no guarantees outside the UHLS server. She also noted that the *epixtech* specifications are planned to accommodate use during peak hours. R. Cheng noted that the *epixtech* system is scaleable and can grow to accommodate increased use. There are separate servers for web-based access and for library access.

P. Nonamaker noted that all of the libraries have been given information on hardware specifications under the new system. Some of the libraries may have to upgrade their 56K lines.

MOTION: L. Strnad moved to accept the \$362,777 *epixtech* contract for the purchase of an automation system. M. Palmer second. Unanimous.

P. Ritter introduced the new formula for UHLAN fees. He pointed out that UHLS is legally obligated to notify the libraries by the end of this year of changes in the fee structure. The new formula is no longer based on port fees, it is now based on activity. The new formula will take effect on **January 1, 2003**. He reviewed the structure noting that it has been approved by the ASC and the Directors Association. The formula includes a minimum UHLAN access fee of \$880 which will be charged to all of the member libraries, including those not circulating on the system. The rest of the formula is based on 25% of items in the database and 75% circulation during a time period to be determined. In addition, there is a \$60,000 system maintenance fee which will be phased into the fees over 3 years at a rate of \$20,000 per year.

R. Ganz noted that this is a conceptual formula and that the libraries should be notified of the time period that will be used. Consensus that the ASC should select the time period at their next meeting and notify the libraries.

MOTION: E. Apostol moved approval of the UHLAN formula as presented. J. Tyrrell second. Unanimous.

NEXT MEETING: January 15th at 9:00 AM at UHLS

VII. DIRECTORS ASSOCIATION

Report by P. Nonamaker. At the November 2nd meeting, the Directors reviewed the Work Teams and Interest Groups and following the suggestions of P. Nonamaker and P. Ritter, the Teams and Groups have been better defined and renamed as Advisory Councils.

On December 13th P. Nonamaker and P. Ritter will be attending a two-hour *Meet the Funders* workshop. All of the libraries have been sent announcements about the workshop.

It appears that the Albany County libraries will not be receiving any funds from the County Legislature in 2002. The Rensselaer County libraries will be receiving funds plus an additional \$2,500 for technology support.

VIII. OTHER BUSINESS

P. Erlich appointed R. Ganz to the Services Committee.

P. Erlich noted that the new Board representative from the Troy Library will begin serving in January.

P. Erlich noted the resignation of E. DeBerri and asked P. Ritter to contact the small libraries in Albany County and ask for Trustee nominations.

MOTION: J. Tyrrell moved acceptance of E. DeBerri's resignation. L. Strnad second. Unanimous.

MOTION: at 6:10 PM, C. Diamond moved to adjourn the meeting. M. Palmer second. Unanimous.

NEXT MEETING: January 9th at 4:30 PM. December meeting canceled.

Heidi A. Fuge
11/15/01

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT For October 2001

November 14, 2001

Automation System Migration – The Automated Services Committee has approved a proposed contract with *epixtech* for the purchase of the Horizon Sunrise library automation system and will be presenting it to the UHLS Board of Trustees this month. The UHLS Directors Association and Automated Services Committee have also approved a proposed new formula for the UHLAN access fees assessed to member libraries and will also be presenting it to the Board.

New York Library Association Annual Conference – NYLA met in Albany during October 17-20 for the first time in many years. All the UHLS consultants gave presentations at various programs and workshops, and representatives of at least twenty-one of the UHLS member libraries attended the conference.

I Spy My Hometown LSTA grant officially began on October 5 as participants attended an informational meeting and received their new digital cameras. Consultant Polly Farrington provided a thorough training session on using the cameras and distributed training materials that will help librarians teach students.

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 this workshop.

Taking Action: CIPA and Your Library – The workshop cancelled on the evening of September 11 has been rescheduled for November 15 at 7:00 p.m. **Diane Berry**, Automation Specialist at the Mid-York Library System, will present this 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 deciding what data to collect.

Philip W. Ritter, Director