Board of Trustees

Minutes of the April 10, 2002 Meeting

TRUSTEES
Present: Erin Apostol, Gordon Batcheller, Charles Diamond, Philip Erlich, Robert Ganz, Melissa Palmer, Lynne Strnad, Hawley Zwahlen
Excused: John Quinan, Mary Ellen Schroder, June Tyrrell
Absent: Allanah Fitzgerald

UHLS STAFF: Phil Ritter, Heidi Fuge
DIRECTORS ASSOCIATION LIAISON: Patricia Nonamaker

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

I. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the March 6, 2002 meeting. M Palmer second. Unanimous.

II. DIRECTOR'S REPORT

P. Ritter apologized for the delay in disseminating his Report. He highlighted the following items:

- there was a record attendance of 7,800 at the PLA Conference in Phoenix.
- NYLA Legislative Day on March 19th was very successful. R. Ganz served as the spokesperson for the UHLS group.
- the Implementation Team is working very hard to prepare for migration to the new automation system. Rawdon Cheng and Jonathan Koppel are visiting all of the member libraries to make sure that they have the proper equipment and connections for the new system.
- Sara Dallas is still working on the member libraries' annual reports. 28 reports have been sent to her but the state won't accept them until all 29 are available. Berne has still not submitted their report. Sara has been in contact with the Board President and has been assisting her in completing the report. P. Ritter noted that, at this time, there is no indication of a state budget being passed but if there was, the lack of the Berne report could jeopardize the funding for the rest of the libraries.
- the Survey for the *Classification and Pay Study* has been mailed to the participating organizations and some completed surveys have been returned.
- NYSALB (New York State Association of Library Boards) is holding their Trustee Training Institute on Saturday May 4th with a dinner on Friday, May 3rd. R. Ganz noted that the Friday dinner was useful for networking and discussion - especially if the Saturday workshops are not applicable to certain libraries. He encouraged people to attend.
- he reviewed the timetable for the distribution of the discontinued Pool Collection items.
- UHLS will soon be sending out brochures on Continuing Education Workshops and Trustee Training workshops. These were developed in response to the results of the UHLS Satisfaction Survey.

C. Diamond asked why the photographs of local libraries in the State Rotunda did not include Watervliet. P. Ritter responded that the State requested photos and information directly from the libraries - it was not a UHLS project.

C. Diamond noted that the Trustee Training brochure was distributed at the Watervliet Board meeting and was well-received.

R. Ganz asked when the UHLS Implementation Team would begin meeting with the epixtech Implementation Team? P. Ritter noted that these meetings have been taking place as conference calls since mid-March. Currently the meetings are held every other week, as time progresses they will be held weekly.

III. TREASURER'S REPORT

Presented by L. Strnad. She noted that UHLS is operating on reserve funds while waiting for State aid. At this time last year, UHLS had received $81,000 in supplemental aid (Fiscal Year 2000 funds that were paid late). The Report was accepted for filing.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She reported that the Committee reviewed, discussed and approved the March Purchase Journal and Payroll totaling $150,798.79

L. Strnad reviewed the Reconciled 2001 Budget.

> **MOTION:** R. Ganz moved the accept the Reconciled 2001 Budget. H. Zwahlen second. Unanimous.

L. Strnad reported that the audit was completed in two days and the Board can expect a report at the May 8th meeting.

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

Nominating Committee for Board members

P. Erlich appointed the following Committee members:
L. Strnad, Chair
Anne Linnendoll (ALTM)
Tobi Freebern (RENS)
Barbara Schroder (VAFL)

The Committee will present a slate at the May 8th Board meeting to be voted on at the June 11th Annual meeting.

Administration Committee

Report by M. Palmer, Chair. She reviewed the Minutes from the April 8th Committee meeting.

> **MOTION:** M. Palmer moved to accept the OGS offer on the lease that would allow the Task Force to continue on a month-to-month basis at $13 per square foot, effective June 1, 2002. E. Apostol second.

Discussion. R. Ganz asked if UHLS would be hit with any large expense requests from the Task Force? P. Ritter noted that the large projects have been taken care of - at this time, it will just be normal maintenance. It is understood that by continuing on a month-to-month basis, the Task Force will not expect any other projects to be undertaken. P. Erlich called the question - unanimous. **MOTION PASSED**.

M. Palmer reported that the Committee selected Dorothea Fisher (POES) and Judy Rosen (APLM) as co-recipients of the 2001 Trustee of the Year Award. She noted that there were several nominations and the Committee had to make some difficult choices.

M. Palmer reported that the Committee recommends the establishment of a Lifetime Service Recognition to honor trustees who have served ten or more years on a Library Board and are retiring. Libraries would submit names of Trustees who fit the criteria and a list would be read and distributed at the Annual Meeting and included in the July/August newsletter.

MOTION: M. Palmer moved that the Board recognize trustees for lifetime service with the following criteria: the trustees would have served ten or more years on a member library board and are retiring between the dates of the previous and upcoming UHLS Annual Meetings (i.e. for the current Recognition, the Trustees would be retiring anytime between June 12, 2001 and June 11, 2002). E. Apostol second.

Discussion. H. Zwahlen would like to eliminate the requirement for retiring. R. Ganz noted that he would not like to see the Board reverse a decision to which a Committee has given a great deal of thought. C. Diamond noted that it would be incumbent on the libraries to send in the names by a deadline. P. Erlich called the question - unanimous. **MOTION PASSED**.

M. Palmer reported that the Committee will be considering some By-Laws revisions at the next Committee meeting and will probably have some proposals for the Board to consider at the May meeting. She suggested that the Board members review the information from the UHLS attorney regarding wording for any changes.

P. Nonamaker noted that the Directors Association was pleased to see that the Directors Assoc. liaison was being considered for voting privileges on the Board. The Association would also like the liaisons on the Board Committees to be given a vote.

R. Ganz noted that, technically, members on a Committee do not vote - they come to consensus and make a report and recommendation to the Board. This report should note all points of view on any issue discussed. He did not see any way in which the Committee liaisons could be given a “vote” since none of the other Committee members have that right. P. Ritter noted that the Directors just want to make sure that they have official input into decisions.

The Administration Committee will consider re-defining the Committee structure to formalize the status of the Directors liaisons.

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

Services Committee

Report by G. Batcheller in the absence of J. Quinan. He reviewed the Minutes from the April 9th Committee meeting. He noted that no applicants fit the criteria for the William Meredith Advocate of the Year Award. However, clearly recognition was warranted for the Brunswick Town Board and Town Supervisor and the Committee felt that it would be appropriate to present a Resolution of Appreciation at the Annual Meeting. A similar Resolution thanking the Albany and Rensslaer County Legislatures was passed at the 2001 Annual meeting.

The Committee members will be reviewing the nominations for the Program of the Year Awards and will make a decision at the May 7th meeting.

> **MOTION:** G. Batcheller moved approval of the following 3-year appointments to the Outreach Advisory Council: Linda Austin, Helene Smith and Senley E. Jack. R. Ganz second. Unanimous.

> **MOTION:** G. Batcheller moved that the Board rank the Guilderland Adult Literacy Grant as #1 and transmit to the State. L. Strnad second. Unanimous.

Discussion regarding the Advocate of the Year Award. R. Ganz would like to see an extension of the deadline for nominations. E. Apostol noted that deadlines are important and are established for a reason. C. Diamond noted that extending the deadline might establish a dangerous precedent.

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

Automation Services

Minutes of the March 26, 2002 meeting were distributed. No action required.

NEXT MEETING: Tuesday, April 23, 2002 at 9:00 AM at UHLS

V. DIRECTORS ASSOCIATION LIAISON

Report by P. Nonamaker.

- ? at the April meeting, Sara Dallas reviewed the new LSTA guidelines, including the new service improvement and institutional service criteria. UHLS is waiting for more information and clarification of these guidelines. Sara presented possible grant topics. Discussion will continue at the next meeting.
- ? Judy Felsten (RCSC) read a letter that she will be sending to the State criticizing the amount of time entailed in completing the Annual Reports.
- ? 22 libraries have not had an opportunity to review the codes and customization for the *epixtech* system.

VI. TRUSTEE REPORTS

R. Ganz reported that the Albany County Democratic caucus met to approve legislation giving a per capita amount to Albany County Libraries. The legislation will go on the agenda for the Monday, May 6th meeting of the County Legislature. He suggested that there should be some public input during the public comments time at the meeting.

E. Apostol reported that APLM presented a petition to the School Board and it has been accepted and will be voted on. Nine trustees have petitions to continue on the Board and will be placed on the ballot.

C. Diamond reported that Watervliet received a $1,000 grant from *Kids Count*, a local organization.

R. Ganz reported that on April 25th, GUIL will hold an opening reception for the George Washington traveling exhibit. At the opening, George Washington's sword and the Bible on which he took the oath of office will be displayed.

6:05 PM meeting adjourned.

NEXT MEETING: May 8th at 4:30 PM.

Heidi A. Fuge
4/16/02

UPPER HUDSON LIBRARY SYSTEM

DIRECTOR'S REPORT
For March 2002

April 10, 2002

Public Library Association Conference – The PLA Conference was held during March 13-16 in Phoenix, Arizona, and Philip Ritter, Sara Dallas, and Rachel Baum attended. Over 7,000 people were in attendance. Rachel presented a program entitled "Not for Academic Libraries Only: Digitizing Documents in Public Libraries," and Sara presented a program entitled "Mobile Even Start – Family Literacy for Migrant Farm Families."

NYLA Library Legislative Day – A delegation from UHLS of seventeen public library advocates met on March 19 with the two Senators and Five Assemblymen from the UHLS service area. UHLS Trustee Rob Ganz served as our spokesperson. All of our representatives and/or their aides said that libraries are important to the community and that they wanted to be invited to library events.

Implementation Team – Preparatory work is progressing as expected on the migration of the automation system from DRA Classic to *epixtech* Horizon. Karen Nuckolls has worked with the UHLS and *epixtech* Implementation Teams in establishing various codes and identification of UHLS books and materials. This is very detailed work that must be completed before the transfer of our data by *epixtech*. A meeting will be held on April 3 with member library staff to develop a list of possible codes. Rawdon Cheng and Jonathan Koppel have been visiting all the member libraries in order to ascertain that their computer equipment and telecommunications will support the new automation system.

Summer Reading Program Planning Workshop – On March 21, seventy UHLS, MVLA, and SALS member library staff, trustees, and volunteers participated in this first annual workshop. Focusing on the 2002 NY statewide theme *Splish Splash Read*, the workshop featured presentations on the various aspects of running a summer reading program. Presentations addressed planning for summer activities in both small and larger libraries. Theme-related decorations, food, jokes, and costumes provided a creative jump-start to participants, who almost unanimously gave the day an enthusiastic thumbs up and requested a SRP Planning Workshop next year.

State Annual Reports – Sara Dallas has assisted the member libraries in the preparation of their annual reports. Twenty-eight reports have been prepared and checked, and the paperwork has been completed. Since the State wants the member library reports as one package, UHLS cannot submit the reports until the final member library has completed its report.

Classification and Competitive Pay Study – The Singer Group has completed and mailed a *Salary Survey* to various agencies in order to obtain comparative data for UHLS positions.

NYSALB Trustee Institute – This annual institute for public library trustees will be held on May 3-4 at the Holiday Inn Turf in Albany. There will be a dinner on Friday night, and these programs will be presented on Saturday morning*: How to Become a Public Library District, Trustee Marketing/Advocacy, Freedom of Information & Open Meeting Law, Disaster Planning,* and *Technological Changes Impacting Library Services.*

Families Read! – Students from a Questar III special education class stuffed 2,500 bags for 1st, 2nd, and 3rd graders at partner schools of member libraries participating in this LSTA grant. Gift bags included a book, brochure of tips for parents on families reading, bookmark, and coupon good for one free family photo to be redeemed at the public library. Member libraries added information on getting a library card and details on the family programs they have planned. Bags are being distributed in April to the schools.

Discontinued Pool Collections – The necessary plans have been made for the distribution of the discontinued pool collections. After the member libraries select the items they wish to keep from the discontinued pool collections that they already have in their libraries, they must return to UHLS by April 12 the items that they do not wish to keep. During April 22-May 3 the member libraries currently receiving any of the discontinued pool collections may come to UHLS and choose from those collections. During May 6-17 all member libraries may come to UHLS and choose from the discontinued pool collections. During May 20-31 community agency representatives may come to UHLS with a member library staff member and choose any items from the discontinued pool collections. Beginning April 22, UHLS staff will start the process of removing all UHLS ownership labels and sending the items to the member libraries that have selected them.

ALA Committee Memberships – Several UHLS staff members are currently serving on the following national committees:
Philip Ritter: LAMA-Functional Space Requirements, PLA-Public Library Systems
Sara Dallas: PLA-Small/Medium Libraries, Services to Multicultural Populations
Mary Fellows: ALSC - Notable Books for Children

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Philip W. Ritter, Director