

BOARD OF TRUSTEES
August 7, 2002



PRESENT: Erin Apostol, Gordon Batcheller, Charles Diamond, Philip Erlich, Mary Alice Molgard, Mary Ellen Schroder, Lynne Strnad, Hawley Zwahlen

EXCUSED: Robert Ganz, Melissa Palmer, June Tyrrell

ABSENT: Allanah Fitzgerald, John Quinan,

UHLS STAFF: Philip Ritter, Heidi Fuge, Sara Dallas

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

VISITORS: Laura Francisco (Singer Group)

4:35 meeting called to order by President P. Erlich

P. Erlich welcomed Laura Francisco, representing The Singer Group.

I. OATH OF OFFICE

P. Erlich administered the Oath of Office to M. Molgard.

II. MINUTES

MOTION: L. Strnad moved acceptance of the Minutes of the July 11, 2002 meeting. E. Apostol second. Unanimous.

III. DIRECTOR'S REPORT

Written report submitted with original Board materials.

IV. TREASURER'S REPORT

L. Strnad reviewed the Treasurer's Report for the period ending July 31, 2002. She noted that UHLS is still waiting for the following State funds: LLSA, LSSA, Central Library Aid and Outreach Services, for a total of \$618,745.

MOTION: E. Apostol moved to accept the Treasurer's Report. H. Zwahlen second. Unanimous.

V. COMMITTEE REPORTS

P. Erlich announced the Committee assignments: all Board members will stay on their current committees, and the current chairs will continue.

Finance Committee

Report by L. Strnad, Chair. The Committee reviewed, approved and signed the July Purchase Journal and Payroll totaling \$145,858.80.

The Amended Budget was distributed for review, and the Committee will discuss it at the September 11th meeting.

A Request for Proposals for handling the UHLS investment and checking account

will be sent to area banks, and the Committee will be reviewing the responses.

NEXT FINANCE MEETING: Wednesday, September 11th at 3:30 PM

Services Committee

P. Ritter asked S. Dallas to review the six delivery proposals. S. Dallas noted that Velocity Express is the current provider of daily delivery services to the member libraries, and she recommends continuing with this provider.

MOTION: G. Batcheller moved acceptance of the delivery proposal submitted by Velocity Express to take effect January 1, 2003. M. Molgard second. Unanimous.

NEXT SERVICES MEETING: Tuesday, September 10th at 4:30 PM

Automated Services Committee

Report by P. Ritter. He noted that the principal item of business at the July meeting was the establishment of a policy regarding the number of IP addresses that could be requested by individual libraries.

NEXT ASC MEETING: Tuesday, September 24th at 9:00 AM

Administration Committee

Report by E. Apostol. The Committee has completed its revisions of the UHLS By-Laws. A draft document was distributed to the Board members for their review with discussion, and approval, slated for the September 11th Board meeting. P. Ritter noted that this draft represents a total re-write of the By-Laws and includes several new items.

G. Batcheller asked if it would cause a problem to have an even number (14) of Board members? E. Apostol noted that the Committee did consider this situation but did not see it as a problem.

E. Apostol also noted that the drain and culvert have been installed in the parking lot, but Fobare Construction has to return to finish the work.

NEXT ADMINISTRATION MEETING: Monday, September 9th at 4:00 PM

VI. DIRECTORS ASSOCIATION

Report by J. Cannell. There was no July meeting.

VII. PRESENTATION OF SINGER GROUP RESULTS

L. Francisco presented the results of the *Classification and Pay Study* conducted by the Singer Group. She noted that the Singer Group looked at both internal and

external equity in the job classifications and salary scales. The Singer Group recommended several changes in current operations including some re-classifications of positions, re-titling and also recommended that the salaries for those positions that are seriously under-funded in comparison to the market, should be increased.

Discussion of the results. P. Erlich asked the Board members to review their copies of the Study and discuss the relevant portions in their Committee meetings. Another discussion will be scheduled for the September 11th Board meeting.

Copies of the current and projected organizational chart will be included in the materials sent out for the September meeting.

P. Erlich thanked L. Francisco for her presentation and the written report.

MOTION: At 6:18 PM, H. Zwahlen moved to adjourn the meeting. M. Schroder second. Unanimous.

NEXT BOARD MEETING: Wednesday, September 11th at 4:30 PM

Heidi A. Fuge
8/8/02