

**BOARD OF TRUSTEES**  
**September 11, 2002**  
**MINUTES**



**PRESENT:** Erin Apostol, Gordon Batcheller, Charles Diamond, Philip Erlich, Robert Ganz, Mary Alice Molgard, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynne Strnad, June Tyrrell, Hawley Zwahlen

**ABSENT:** Allanah Fitzgerald,

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UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

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

**I. MINUTES**

**MOTION:** M. Palmer moved to accept the Minutes of the August 7, 2002 meeting. H. Zwahlen second. Unanimous.

**II. DIRECTOR'S REPORT**

P. Ritter reported the following:

- the Learn-a-Test.com database was implemented at the beginning of September and has been receiving positive responses from the member libraries. The program offers online access to a wide variety of standardized tests such as GED, SAT, US Citizenship, Real Estate etc. Applicants interested in these tests/exams may review and study the online tests in preparation for taking them.
- *epixtech* training will be held from October 29-November 14. Two weeks at UHLS and two weeks at APLM. 64 people will be trained on the IPAC; 32 on the cataloguing module, and 56 on the circulation module. Additional training time has been purchased and will be used as needed. The UHLS Training Specialist will attend the *epixtech* workshops and will develop a training schedule to assist the member libraries.
- the Implementation Team is now meeting weekly in preparation for the migration to *epixtech*. Everything seems to be moving along very smoothly.
- the Library Advocacy Advisory Council met and discussed the Albany and Rensselaer County funding situation. The Council agreed to create an educational brochure that summarizes a selection of high-profile programs offered in the libraries. This brochure will be used in approaches to the legislators and other funding sources. The next meetings of the Council will be held on October 2<sup>nd</sup> and November 6<sup>th</sup> at 7:00 PM at UHLS.
- UHLS has been notified that three LSTA grant applications will be funded. They are: *Planning for Results* (\$30,000); *Tech Valley/Tech Libraries* (\$17,630) and *Imagination River Storytelling Festival* (\$49,258). The *Library Leadership Center* grant was not funded, however UHLS will continue to investigate possible funding sources for this project.

J. Cannell reported that Albany Public Library's LSTA grant for *Strategic and Facilities Planning* was approved for \$30,000.

C. Diamond asked how library participation in these grants is determined. P. Ritter noted that the members are informed of the grant application and are invited to apply to participate. LSTA grants are usually limited in the number of libraries that can be included.

#### **IV. TREASURER'S REPORT**

L. Strnad reviewed the Treasurer's Report for the period ending August 31, 2002.

**MOTION:** J. Tyrrell moved to accept the Treasurer's Report. H. Zwahlen second. Unanimous.

#### **V. COMMITTEE REPORTS**

##### **Finance Committee**

Report by L. Strnad, Chair. The Committee reviewed, approved and signed the August Purchase Journal and Payroll totaling \$465,733.36. She noted that this Purchase Journal included the payment of Supplemental and Incentive grants to the libraries as well as payment of 100% of the LLSA funds. UHLS has only received 90% of the LLSA funds.

The Committee will be reviewing the fund management proposals received as a result of an RFP sent out to seven financial institutions.

The Committee reviewed the Amended 2002 Budget and recommends acceptance by the Board.

**MOTION:** R. Ganz moved to accept the Amended 2002 Budget. C. Diamond second. Unanimous.

#### **NEXT FINANCE MEETING: Wednesday, October 9<sup>th</sup> at 3:30 PM**

##### **Administration Committee**

C. Diamond reported that the Committee considered a report regarding the continuing problems with the floor in the Task Force and cracks in the building. The Committee asked the UHLS staff to contact a structural engineer and get an estimate of the cost for a structural evaluation of the building.

M. Palmer reported that the Committee reviewed and discussed all of the implications of the Singer Group Report.

**MOTION:** M. Palmer moved for Board acceptance of the following:

- the Singer Group's proposed 10-grade salary structure;
- the adoption of the positions and corresponding relationships reflected in the amended organizational chart;
- the salary figures proposed on page 19 of the Singer Report;
- implementation of the new salary schedule effective October 1, 2002 and continuing in 2003. J. Quinan second. AYES: 11; NAY: 1 (R. Ganz) MOTION PASSED.

M. Palmer then moved (second by E. Apostol) that the Administration Committee be authorized to investigate an across-the-board COLA for possible inclusion in the 2003 budget. After discussion, the motion was withdrawn.

R. Ganz noted that he could not support salary increase decisions made in the aggregate and cannot support the concept of a COLA along with the increases recommended in the Singer Report.

Consensus that the Administration and Finance Committees should review the results of the Singer Report as it relates to individual positions and then make a decision regarding the recommendation of a COLA.

**MOTION:** M. Palmer moved acceptance of the amended By-Laws as distributed at the August 7, 2002 Board meeting. E. Apostol second.

Discussion ensued, primarily centering on the amendment including a representative from the Directors Association as a voting member of the Board of Trustees.

M. Schroder noted that it would bring the Board to an even number (14) and would throw off the formula for library representation on the Board by population.

J. Cannell noted that the Directors Association representative would represent all of the libraries, not one single library, and would be responsible to the Association for his/her actions.

R. Ganz expressed concern about a situation in which the paid employee of a library would be in a position to vote on something affecting that library. He felt that this would be unseemly. He suggested that there should be an understanding that the Directors Association representative would not vote on anything having a direct financial impact on his/her library.

G. Batcheller also expressed concern about the appearance of an issue directly benefitting the Directors Association representative's own library.

P. Erlich disagreed with restricting the vote by any member of the Board. He noted that it is assumed that a Trustee would abstain from voting on any issue in which there might be direct personal gain.

C. Diamond noted that the UHLS attorney did not see any ethical concerns with putting a library Director on the Board.

E. Apostol did not feel that there should be a concern regarding personal or library gain. She noted that the Directors Association representative will be responsible to the Association for his/her actions.

R. Ganz expressed concern about a statement regarding posting the Minutes of the Board meeting and the Library Advocacy Advisory Council on the UHLS Intranet. P. Ritter noted that it is public information. R. Ganz asked

that all Minutes be labeled "DRAFT" until they have been accepted by the Board of Trustees.

The question was called and votes taken.

AYES: 9 (H. Zwahlen, P. Erlich, M. Molgard, L. Strnad, M. Palmer, J. Tyrrell, C. Diamond, R. Ganz, E. Apostol);

NAYS: 2 (M. Schroder, G. Batcheller);

ABSTENTIONS: 1 (J. Quinan)

**MOTION PASSED .**

**NEXT ADMINISTRATION MEETING: Monday, October 7<sup>th</sup> at 3:30 PM**

**Services Committee**

No report - no quorum at the meeting.

**NEXT SERVICES MEETING: Tuesday, October 8<sup>th</sup> at 4:30 PM**

**Automated Services Committee**

Written report submitted.

**NEXT ASC MEETING: Tuesday, October 22<sup>nd</sup> at 9:00 AM**

**VI. DIRECTORS ASSOCIATION**

Report by J. Cannell. He thanked the Board for passing the amended By-Laws and including a Directors Association representative as a voting member of the Board.

**VII. TRUSTEE REPORTS**

M. Schroder reported that Pat Mallon, from the Division of Library Development, has agreed to attend a Valley Falls Board meeting.

R. Ganz reported that the Library Advocacy Advisory Council met and it is time for the Directors in the Albany County libraries to communicate with their legislators regarding the release of County funds for technology projects in the libraries.

**MOTION:** At 6:15 PM, R. Ganz moved to adjourn the meeting. C. Diamond second. Unanimous.

**NEXT BOARD MEETING: Wednesday, October 9<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
9/12/02

**UPPER HUDSON LIBRARY SYSTEM**  
**DIRECTOR'S REPORT**  
**For August 2002**

**September 11, 2002**

**Delivery Service** – UHLS has signed a contract with Velocity Express for the daily delivery of books and materials among the member libraries from January 1, 2003 through December 31, 2005.

**State Annual Reports** – DLD notified UHLS on August 12 that it had submitted the New York State Annual Report to the federal agency in charge of collecting public library statistics. Since there usually are very few changes made at the federal level, UHLS now considers the State Annual Report to be complete and is preparing the printed annual report.

**Training Specialist – Mr. Robert F. Carle** has accepted this new position on the UHLS staff and will begin work on September 9, 2002. **Rob** has a *BA in History* from SUNY at Purchase with *Secondary Social Studies Certification* from SUNY at Cortland. His graduate studies include a *MA in Education Theory and Practice in Social Studies* and a *MS in Information Science* from SUNY at Albany. He also has done independent study in computers in order to become an *A+ and Network+ Certified Professional*. He has worked as a Secondary Social Studies Teacher with the Coxsackie-Athens Central School District for ten years and as a Library Media Specialist with the Mayfield Jr.-Sr. High School for two years.

**All Thumbs No Money Repair of Audios, Videos and CDs** – As part of this special workshop on the repair of audiovisual materials, **Tom Guaglieri** of **What's Happenin' Productions** will demonstrate repairs of video and audiocassette tapes. CD and DVD cleaning and resurfacing will also be covered in this hands-on workshop that will be held on September 12 at UHLS.

**EMAIL on IMAIL** – On September 18, 2002, UHLS will move its email server to a new server, Imail. This change will impact all UHLS email users. VAX mail will no longer be supported, and all UHLAN email will be handled by the Imail server.

**Youth Services Workshop** – On September 25, 2002, UHLS will present a workshop on home schooling and public library/school library cooperation. **Dr. Rebecca Rupp** from Shaftsbury, Vermont, will share her insights as a home school specialist, parent, and author of many books and articles. Following her presentation at this workshop that will be held at the Guilderland Public Library, a panel of experienced librarians will share their best tips for school and public library collaboration.

(continued)

**epixtech Horizon Training** – Three weeks of initial training will be held from Tuesday, October 29<sup>th</sup> through Thursday, November 14<sup>th</sup>. There will be two *epixtech* trainers, and training sessions will be held at UHLS and the Albany Main Library. Training will cover the Circulation, Cataloging, and iPac modules. Additional training will be provided in the future as needed by *epixtech* and the UHLS Training Specialist.

**LearnATest.com** – A subscription to this online database from **Learning Express Library** was purchased for the next year, beginning on September 1. Funds previously used for the Books-by-Mail program are being used to provide this interactive resource that will enable UHLS library patrons to study and practice for a variety of academic tests and official exams.

**Chapter-A-Day Book Clubs** - After a successful trial of this online book club service, UHLS is again underwriting the annual cost of a collective subscription to Chapter-A-Day ([www.chapteraday.com](http://www.chapteraday.com)). There are seven book clubs to which users may belong, and users receive daily emails with short excerpts from selected books. These email excerpts introduce users to different books and encourage them to read. Subscribers receive an email each day, and a new book is introduced each week. On the email there is space for promotion of system (or library) news and events.

**Riverway Storytelling Festival** – This joint project of UHLS and other community organizations, has received in-kind support from the *Times Union* and funding from the **Hudson River Bank & Trust**. The festival will take place April 3-5, 2003, and will involve performances in public libraries, workshops for librarians and others, a master class, and two evening performances--one for families and one for adults.

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**Philip W. Ritter, Director**