

BOARD OF TRUSTEES

October 9, 2002

MINUTES



PRESENT: Erin Apostol,, Charles Diamond, Philip Erlich, Mary Alice Molgard, Melissa Palmer, John Quinan, Mary Ellen Schroder, Lynne Strnad, June Tyrrell

EXCUSED: Robert Ganz, Hawley Zwahlen

ABSENT: Gordon Batcheller, Allanah Fitzgerald,

UHLS STAFF: Philip Ritter, Heidi Fuge

DIRECTORS ASSOCIATION LIAISON: Jeffrey Cannell

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

I. MINUTES

M. Schroder noted that the listing of votes on the top of page 4 of the September 11, 2002 Minutes, should be corrected. She voted NAY on the motion to approve the revised BY-LAWS. P. Erlich should be listed as voting AYE.

MOTION: L. Strnad moved to accept the September 11, 2002 Minutes as corrected. E. Apostol second. Unanimous.

II. DIRECTORS' ASSOCIATION

P. Erlich asked if there was a formal communication appointing J. Cannell as the Directors Association representative trustee? Nothing received at this time, therefore for the purposes of this meeting, he will be listed as the Directors Association Liaison without a vote.

III. DIRECTOR'S REPORT

P. Ritter reported the following in addition to his written report:

- the NYLA Annual Meeting is being held during Oct. 23-26 in Buffalo, NY. He, Sara, Rachel, Karen and Mary will be attending.
- the State has issued an announcement regarding a \$7,360 Gates Training Grant to UHLS that will provide further training in the member libraries.
- the State Construction grants have been announced with a very quick deadline. Grant applications are due to the System by October 28th and to the State by November 27th. The amount available for UHLS is \$25,845. The new guidelines require a minimum project cost of \$5,000; therefore, the minimum grant would be \$2,500 (½ the project cost).
- the Library Advocacy Advisory Council met and continues to focus on the Albany and Rensselaer County funding situation and grassroots advocacy. An informational brochure was reviewed at the meeting. The brochure will be presented to the Directors Association for their approval and then to the UHLS Board of Trustees.

IV. TREASURER'S REPORT

L. Strnad reviewed the Treasurer's Report for the period ending September 30, 2002.

MOTION: M. Palmer moved to accept the September Treasurer's Report. C. Diamond second. Unanimous.

V. COMMITTEE REPORTS**Finance Committee**

Report by L. Strnad, Chair. The Committee reviewed, approved and signed the September Purchase Journal and Payroll totaling \$102,688.03 .

The Committee reviewed the proposed 2003 Budget. A public hearing on the budget will be held at UHLS on Thursday, October 17th at 4:00 PM. The members of the Finance Committee will attend the hearing. P. Ritter will discuss the proposed budget at the Directors Association meeting on November 1st, and it will be brought back to the Board of Trustees for consideration at the November 13th meeting.

NEXT FINANCE MEETING: Wednesday, November 13th at 3:30 PM

Administration Committee

The Committee did not meet in October. However, M. Palmer reported that the Albany Country Club has been selected as the site for the 2003 Annual Dinner which will be held on WEDNESDAY, JUNE 11th.

She also noted that the trees behind the building have been trimmed and/or removed.

NEXT ADMINISTRATION MEETING: Tuesday, November 12th at 3:30 PM

Services Committee

No report - no meeting.

NEXT SERVICES MEETING: Tuesday, November 12th at 4:30 PM

Automated Services Committee

Written report submitted. P. Ritter also noted the following:

- the UHLAN draft contracts have been distributed to the member library directors and posted on the Intranet. The ASC will consider the contract at their next meeting.
- UHLS is approaching "crunch time" for the migration to epixtech. There are two options for a "go-live" date: December 19th or January 23rd. He hopes that the ASC will select the date at their October meeting.

NEXT ASC MEETING: Tuesday, November 26th at 9:00 AM

VI. DIRECTORS ASSOCIATION

Report by J. Cannell. The Directors held their Annual Conference and listened to presentations on CIPA and the Patriot Act.

C. Diamond asked if there were any kind of written procedures that could be distributed to the libraries outlining actions to take if confronted with legal authorities? P. Ritter noted that the American Libraries Association (ALA) has distributed sufficient information and instructions about this type of situation. He reminded the trustees that the libraries have the right to seek legal counsel and to have an attorney review any subpoenas before taking any action.

VII. TRUSTEE REPORTS

J. Tyrrell reported that Judith Austin Rancor gave a *Planning for Results* presentation at BRUN in September. Twelve people attended the full-day session and will report at BRUN's October Board meeting.

BRUN was a participant in the "I Spy" grant.

J. Quinan reported that Rachel Baum (Manager, Adult and Information Services) gave an excellent presentation to the COHS Board on developing library policies.

L. Strnad asked if there were any libraries that had programs for loaning books-on-tape AND the cassette players to listen to them? M. Schroder noted that a program like that would be a candidate for a UHLS Outreach mini-grant.

MOTION: At 5:25 PM, J. Quinan moved to adjourn the meeting. L. Strnad second. Unanimous.

NEXT BOARD MEETING: Wednesday, November 13th at 4:30 PM

Heidi A. Fuge
10/10/02

UPPER HUDSON LIBRARY SYSTEM
DIRECTOR'S REPORT
For September 2002
October 9, 2002

All Thumbs No Money Repair of Audios, Videos and CDs – Twenty-six participants attended this Audiovisual Repair workshop on September 12. Everyone was pleased with the presenter, **Tom Guaglieri** of **What's Happenin' Productions**, and with the skills that they learned in the workshop.

Jigsaw Jockey: How Schools and Home Schools Fit into the Public Library Puzzle – Twenty-six librarians, home school parents, and school librarians participated in this September 25 Youth Services workshop. Fifteen UHLS libraries were represented. Presenter **Dr. Rebecca Rupp** shared statistics and motivations of the home school movement, New York guidelines, and ideas for supporting home school parents. A panel of school and public librarians described common goals, best approaches for collaborative projects with school librarians, successful strategies, and more. Participants left with handouts, new knowledge, and ideas for collaboration and improved services.

epixtech Horizon Training – Three weeks of initial training will be held from Tuesday, October 29th through Thursday, November 14th. There will be two *epixtech* trainers, and training sessions will be held at UHLS and Albany Main. 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.

epixtech "Go Live" Installation Date – The Automated Services Committee and Implementation Team will soon determine the date that UHLS will "go live" with the new Horizon Sunrise automation system. Since the decision has been made to come up on Release 7.2, it appears that it could be as early as mid-December 2002.

Imagination River Storytelling Camp – UHLS Youth Services Manager Mary Fellows will administer this LSTA grant during the next year. The goal of the project is to provide a pilot literacy learning experience for middle schoolers that encourages cultural literacy, information literacy, and library usage by a typically underserved group. Four libraries (**Castleton, Altamont, Albany Main, and Troy Lansingburgh**) will each partner with a public middle school language arts teacher and school librarian to develop a storytelling unit for a 7th or 8th grade class. Campers will participate in monthly storytelling activities, will make presentations at the ***Riverway Storytelling Festival*** in April, and will offer at least one storytelling program at a library during the summer.

(continued)

New Planning for Results – UHLS Outreach Services Manager Sara Dallas will administer this LSTA grant during the next year. The goal is to develop a statewide training team to assist all NY State public libraries in the planning process for the development and improvement of services to their customers. The planning model will be the Public Library Association's New Planning for Results. Sandra Nelson, author of the New Planning for Results, will come to New York State in February 2003 to present a weeklong training program. As a result of this workshop, New York State will have a team of consultants able to assist any public library to develop a planning model.

TechValley/Tech Libraries – The goal of this LSTA grant project, administered by UHLS Adult and Information Services Manager Rachel Baum, is to help libraries meet the unique needs of the 50,000 patrons who are involved in the 1,000 technology-based businesses in Albany and Rensselaer Counties. This grant will enable UHLS to develop an information and research online product that will assist residents with access to resources in electronics, engineering, computer sciences, physics research, biotechnology, software development, and employment in high tech fields. Four libraries (**Albany Main, East Greenbush, Troy Main, and Colonie**) will partner with local chambers of commerce and Tech Valley businesses to offer programs and services to patrons on effective use of technology, incubator assistance, networking, high-tech employment search, renewable energy trusts, green buildings, and other current topics. Library staff will be trained on how to provide technology-based reference services and how to assist patrons with customized research. A web site will be developed that will provide links to a specialized collection of online resources.

Philip W. Ritter, Director