

**BOARD OF TRUSTEES**  
November 13, 2002  
**MINUTES**



Historical Note: first meeting with the Directors Association liaison formally taking a voting position as a trustee. First reports from the Standing Committees where the Director liaisons are now voting members.

**PRESENT:** Erin Apostol, Jeffrey Cannell, Philip Erlich, Robert Ganz (arrived during Administration Committee report), Mary Alice Molgard, Melissa Palmer, Lynne Strnad, June Tyrrell, Hawley Zwahlen  
**EXCUSED:** Gordon Batcheller, Charles Diamond, John Quinan, Mary Ellen Schroder  
**ABSENT:** Allanah Fitzgerald  
**UHLS STAFF:** Philip Ritter, Heidi Fuge

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

**I. OATH OF OFFICE**

P. Erlich noted receipt of a letter from P. Nonamaker, President of the UHLS Directors Association, officially appointing J. Cannell as their representative for his first five year term. President P. Erlich administered the Oath of Office to, and welcomed, new trustee J. Cannell, representing the Directors Association.

**II. MINUTES**

**MOTION:** L. Strnad moved to accept the October 9, 2002 Minutes as presented. E. Apostol second. Unanimous.

**III. DIRECTOR'S REPORT**

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

- Rachel Baum, Karen Nuckolls and Lynn Orme are all back at work following illnesses. Noralee Itchoak is on a month-long vacation to Alaska.
- P. Erlich asked the source of the \$5,000 check received at RENS. P. Ritter noted that the Rensselaer County libraries all received \$5,000 via Senator Joseph Bruno.

**IV. TREASURER'S REPORT**

L. Strnad reviewed the Treasurer's Report for the period ending October 31, 2002. She noted that UHLS is still waiting for the final 10% of the LLSA and the LSSA. These are being withheld by the State pending receipt of the variance requests from Brunswick and Stephentown.

**MOTION:** J. Tyrrell moved to accept the October Treasurer's Report. M. Palmer second. Unanimous.

**V. COMMITTEE REPORTS**

**Finance Committee**

Report by L. Strnad, Chair. The Committee reviewed, approved and signed the October Purchase Journal and Payroll totaling \$178,669.04

The Committee recommended adoption of the proposed 2003 Budget. A public hearing on the budget was held at UHLS on Thursday, October 17<sup>th</sup> at 4:00 PM and no one attended. She noted receipt of a letter from the Directors Association supporting the budget, including the 1.5% COLA. J. Cannell commended UHLS for the ease of the budget development in the last few years under the current administration.

**MOTION:** M. Molgard moved to adopt the 2003 Proposed Budget as presented. E. Apostol second. Unanimous.

L. Strnad reported that the Finance Committee is still waiting for some of the RFPs from local banks. The Committee will also be considering a proposal to re-finance the building mortgage at a lower interest rate.

**NEXT FINANCE MEETING: Wednesday, December 11<sup>th</sup> at 3:30 PM**

**Administration Committee**

Report by M. Palmer, Chair.

**MOTION:** M. Palmer moved that A. Fitzgerald be removed from the UHLS Board of Trustees, as per the By-Laws, for three consecutive, unexcused absences. E. Apostol second. Unanimous.

P. Ritter noted that Paul Hicok, Director of the Troy Public Library, has requested that P. Erlich contact the Troy Board President regarding a replacement for A. Fitzgerald.

P. Erlich reported that he has received a letter of resignation from G. Batcheller.

**MOTION:** J. Tyrrell moved to accept G. Batcheller's resignation, with reluctance. M. Palmer second. Unanimous. Several Board members expressed regret at the resignation.

P. Erlich appointed J. Cannell as UHLS Board Secretary.

**NEXT ADMINISTRATION MEETING: Monday, December 9<sup>th</sup> at 3:30 PM**

**Services Committee**

R. Ganz reported in the absence of J. Quinan, Chair. The Committee reviewed the Construction grant applications and recommended that all of the applicants receive the full 50% funding allowed by the State.

**MOTION:** R. Ganz moved that the Board approve the following construction grant applications and transmit them to the State. J. Tyrrell second. Unanimous.

- Rensselaerville - stabilize second floor balcony and install new light fixtures \$12,350
- Bethlehem - install automatic interior entry doors for handicapped access \$ 2,987

- Albany - *install ADA compliant signs throughout the building* \$ 4,474
- Guilderland - *upgrade the public restrooms to be fully handicapped accessible* \$ 5,000

R. Ganz reported that the Committee discussed the variance requests that are submitted every year by several libraries. These are to request waivers for complying with Standard #8 of the Minimum Standards for Public Libraries. He noted that the state withholds the final 10% of the LLSA (Local Library Services Aid) and the LSSA (Local Services Support Aid) until the variances have been submitted.

Discussion regarding steps that can be taken in the future to encourage the libraries to submit the variance requests as soon as their Annual Reports have been completed.

The variance request from Brunswick was reviewed by the Committee and is recommended for approval. The request from Stephentown is still outstanding. It was suggested that if the Board President was allowed to sign the STEP request without waiting for the December Board meeting, this might help to speed up receipt of the final 10% of funds.

**MOTION:** R. Ganz moved to approve the variance request from the Brunswick Community Library and forward it to the State. H. Zwahlen second. Unanimous.

**MOTION:** R. Ganz moved to authorize the Board President to approve and sign the variance request from the Stephentown Public Library, when it is received, providing that it is similar to the variance in previous years, requesting a waiver from Standard #8. E. Apostol second. Unanimous.

## **NEXT SERVICES MEETING: Tuesday, December 10<sup>th</sup> at 4:30 PM**

### **Automated Services Committee**

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

- January 23<sup>rd</sup> has been selected as the “go-live” date
- The ASC and the Directors Association have both reviewed and approved the final draft of the UHLAN contract as sent to the Trustees in the Board materials.

**MOTION:** R. Ganz moved to accept the Agreement for Computerized Library Services, as revised at the 10/22/02 ASC meeting. J. Cannell second. Unanimous.

Discussion regarding the *epixtech* training. P. Ritter noted that three weeks of training had just been concluded and the libraries may continue familiarizing themselves with the new program by using the training database. The UHLS Trainer, Rob Carle, will follow-up with customized training at various library locations. This software should be easier to understand and use than the DRA program. All on-line libraries, including UHLS, have had at least one person

trained in these sessions. J. Cannell noted that the training has been very comprehensive and fair, and will ultimately reach everyone that needs it. There should be no basis for complaints regarding access to the training.

P. Ritter noted that if there are to be any glitches in the program, it will probably take place in the data transfer from DRA to *epixtech*.

**NEXT ASC MEETING: Tuesday, December 17<sup>th</sup> at 9:00 AM (NOTE DATE)**

## **VI. OTHER BUSINESS**

R. Ganz reported that the Library Advocacy Advisory Council (LAAC) will review the UHLS brochure that will be used to educate legislators and funding sources about the programs and services offered by the member libraries. In addition, they will review the draft of letters to the Albany and Rensselaer County legislators requesting funding increases.

R. Ganz requested that the Committee be authorized to send this information as soon as possible. P. Ritter noted that the usual practice is for any material of this sort to be submitted to the Directors Association for their approval prior to sending it out. R. Ganz noted that waiting for Directors Association review would delay it too much; in addition, the Board's authority would be diminished by requiring Directors Association approval. J. Cannell noted that the material probably could be sent without Association review since it wouldn't do any good if it is sent out to the legislators too late. The Directors could be given a chance to review the material through email. P. Ritter will send out the email, giving a deadline for review and noting that any suggestions should be sent directly to R. Ganz.

**MOTION:** R. Ganz moved that the LAAC be authorized to send the letters and the brochure to individual legislators and the County Executives as soon as possible. J. Cannell second. Unanimous.

R. Ganz reported that he invited Paul Hicok to the LAAC meeting since he has been successful in obtaining Rensselaer County funds for the libraries and the LAAC would not like to disrupt his work in the County. P. Erlich suggested that R. Ganz send him a copy of the brochure and letter and ask for his opinion

**MOTION:** At 5:45 PM, H. Zwahlen moved to adjourn. J. Cannell second. Unanimous.

**NEXT BOARD MEETING: Wednesday, December 11, 2002 at 4:30 PM**

Heidi A. Fuge  
11/18/02

## **UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For October 2002**

**November 13, 2002**

**Staff Illnesses** – UHLS staff have experienced a rash of illnesses this month. **Lynn Orme**, Library Technician, injured her back. **Rachel Baum**, Manager of Adult and Information Services, and **Karen Nuckolls**, Manager of Automation Services, had emergency appendectomies.

**Summer Reading Program 2002** – Thirty of the UHLS member library facilities participated in the summer reading program during 2002 and used the statewide theme, ***Splish Splash Read!*** Total enrollment equaled 5,123, an increase of 412 over the previous year. Within that figure, preschool enrollment was down while both school age and teen enrollment improved slightly. A total of 562 programs were held, an increase of 48 over the previous summer, with a total of 18,670 attendees.

**epixtech Horizon Training** – Three weeks of initial training began on Tuesday, October 29<sup>th</sup> and will continue through Thursday, November 14<sup>th</sup>. 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. Rob Carle has already worked with member libraries to coordinate and schedule many additional training sessions.

**epixtech “Go Live” Installation Date** – The Automated Services Committee has determined that UHLS will “go live” on the new Horizon Sunrise automation system on January 23, 2003. The Implementation Team continues to meet weekly in order to deal with data entry and other issues.

**NYLA Annual Conference** – Phil Ritter, Sara Dallas, and Mary Fellows attended the conference in Buffalo during October 23-26, 2002. It was an excellent conference, and many librarians and vendors were in attendance.

**Gates Library Training Program Grant** – UHLS has received \$7,360 as its share of the NY State Library's \$257,000 grant from the Bill and Melinda Gates Foundation to provide technology training. UHLS will send four trainer/mentors to a regional “Train the Trainer” workshop, the local session being hosted at UHLS, and will then train at least one person in each member library to assist with public access computers.

**UHLS Budget Hearing** – On October 17, 2002, at 4:00 p.m., a public hearing was held to answer questions regarding the proposed operating budget for 2003. The only attendees at this hearing were Mary Alice Molgard, Heidi Fuge, and Philip Ritter.

**Library Advocacy Advisory Council** – The next meeting will be at 7:00 p.m. on Wednesday, November 6, 2002, in the UHLS Meeting Room. The proposed brochure

of library services, the proposed bookmark/card to encourage local library support will be discussed, and other advocacy issues will be discussed.

**Managing for Results** – Sara Dallas attended this “Train the Trainer” program in Denver, Colorado, conducted by Sandra Nelson, in order to learn how to facilitate the managing component of the PLA planning process. She will now have to conduct at least three programs in area libraries within the next year.

**Visit from the New York Governor’s Office – Nancy Athanassiadis**, Budget Examiner with the Governor’s Office, visited UHLS on October 3, 2002, in order to learn about the mission and role of a public library system and how a system provides services to local public libraries and to the citizens of New York. She visited for almost an hour, toured our facilities, met our staff, and asked many questions.

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**Philip W. Ritter**  
**Executive Director**