

BOARD OF TRUSTEES

March 12, 2003

MINUTES



PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, Robert Ganz, Mary Alice Molgard, Paula Read, Mary Ellen Schroder, Lynne Strnad, June Tyrrell, Hawley Zwahlen

EXCUSED: George O'Connor

ABSENT: John Quinan

UHLS STAFF: Philip Ritter, Heidi Fuge

4:30 meeting called to order by President P. Erlich

I. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the February 12, 2003 meeting as presented. P. Read second. Unanimous.

II. EXECUTIVE DIRECTOR'S REPORT

P. Ritter reviewed his written report and noted the following:

- the migration to the Horizon automation system is still a problem. He has accelerated the pressure on the staff at Dynix and is demanding compensation for all of the problems that UHLS and the member libraries have encountered. Things are slowly getting better but they should not have had to be fixed in the first place - the system should have been better prepared to serve a consortium such as UHLS. John Rose, the salesman who sold us the system, will be at the March 25th meeting of the Automated Services Committee.
- the annual reports from the member libraries are due at UHLS on March 14th. About ½ of the libraries have submitted their reports to-date.
- letters have been sent out announcing the Trustee, Library Program and Advocate of the Year Awards.
- he distributed a brochure listing the Continuing Education workshops that will be offered by UHLS in 2003. The workshop subjects were determined by a survey of the member libraries.
- he distributed the schedule and list of participants for New York Library Association (NYLA) Lobby Day. R. Ganz will again be the spokesperson for the UHLS contingent.
- he distributed a handout from the Albany-Colonie Chamber of Commerce newsletter highlighting the Tech Valley/Tech Libraries LSTA grant.

III. TREASURER'S REPORT

L. Strnad reviewed the Treasurer's Report for February 2003. She noted that the income and expense levels are normal for this time of year.

MOTION: J. Tyrrell moved to accept the February 2003 Treasurer's Report. H. Zwahlen second. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by L. Strnad, Chair. She noted that the Finance Committee reviewed and approved the February 2003 Purchase Journal and payroll totaling \$198,334.61.

The reconciled 2002 Budget was sent out with the March Board information for the Trustees to review. The Finance Committee has reviewed and discussed the reconciled budget.

MOTION: R. Ganz moved to accept the Reconciled 2002 Budget. M. Molgard second. Unanimous.

L. Strnad reported that the Finance Committee has completed their review of the bank proposals for re-financing the building and has decided to accept the Troy Savings Bank proposal for a 10-year mortgage, amortized over 20 years, at a fixed rate of 6.75%.

L. Strnad reported that the Committee has approved a proposal to change the way in which the Central Book Aid funds are handled. The 2003 funds will be forwarded to the Central Library when they are received instead of being held at UHLS for payment of bills as they are submitted.

Administration Committee

Report by C. Diamond. He reviewed the written report from the March 10th meeting.

- the Committee reviewed and accepted the revised proposal from Bagdon Environmental.

MOTION: C. Diamond moved that the Board contract with Bagdon Environmental as per their supplemental proposal for the air quality study at a maximum cost of \$2900 for the initial project and a maximum cost of \$2500 for any follow-up testing. R. Ganz second. Unanimous.

- the Committee is still working on the schedule of Floating Holidays and has asked P. Ritter to discuss some proposals with the UHLS staff.
- the Committee is not yet ready to make a decision on the Library Director of the Year Award; they want it to be special and need to refine the criteria. Discussion was tabled until the April meeting.

Services Committee

The Committee did not meet in March due to lack of a quorum.

J. Tyrrell reported on the decisions regarding the Outreach Mini-grants that were made at the March meeting of the Outreach Advisory Council. She is an *ex-officio* member of the Council. The Council recommended the following grants, totaling \$8,398:

Berne	\$ 471.
Bethlehem	\$1,000.
Brunswick	\$1,000.

Guilderland	\$ 852.
Petersburgh	\$1,000.
Poestenkill	\$1,000.
Sand Lake	\$ 665.
Stephentown	\$1,000.
Albany	\$ 750.
Hoosick Falls	\$ 660.

MOTION: R. Ganz moved to accept the Council's recommendations and award the Outreach Mini-grants as proposed. C. Diamond second. Unanimous.

R. Ganz suggested that the members of the Outreach Advisory Council should receive an acknowledgment letter from the UHLS Board President, thanking them for their volunteer efforts on behalf of the UHLS and the member libraries. P. Ritter will ask S. Dallas to draft a letter.

Automated Services Committee

P. Ritter noted that the minutes from the February 25, 2003 meeting were mailed with the Board information due to the length of the documents and complexity of the topics discussed.

There were no questions from the Board members.

Nominating Committee

P. Erlich asked if anyone had volunteers for the Committee? R. Ganz and C. Diamond both noted that there might be someone on their respective Boards who would be willing to volunteer. P. Ritter noted that G. O'Connor might have a volunteer from Troy. P. Erlich suggested that Tobi Freeburn, from RENS, might be willing to serve on the Committee.

V. TRUSTEE REPORTS

R. Ganz reported that the Democrats in the Rensselaer County legislature have introduced a resolution urging the State Legislature not to pass the Governor's proposal for a 15% cut in State funding. R. Ganz will send the Rensselaer County Democrats a letter thanking them for their support.

MOTION: L. Strnad moved to adjourn the meeting. H. Zwahlen second. Unanimous. Meeting adjourned at 5:25 PM

Heidi A. Fuge
3/17/03

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For February 2003
March 12, 2003

Migration to Horizon Sunrise – The migration to the Horizon Sunrise Automation System has not progressed very smoothly or quickly. We discussed our problems with John Rose (Dynix sales rep) and Jack Blount (Dynix CEO), both of whom expressed regret regarding the problems that we have had. Jack Blount sent me a letter of apology on February 24 and acknowledged Dynix's responsibility for the problems. During February 14-19, Dynix sent Siegfried Widmer (Network Engineer) to UHLS, and he visited several member libraries in order to search for any network problems and to make recommendations for improvement. He found a number of network problems that need to be resolved by the individual member libraries. There are still many other unresolved issues, but Dynix is working on these.

Imagination River Storytelling Camp – Thirty-three enthusiastic student campers attended the three-day camp held during February 18-20. The 6th and 7th graders were chosen from among their classmates to participate in the camp and to work more intensively on stories and performance skills. Camps were held at Albany Public Library, Castleton Public Library, Troy-Lansingburgh Branch Library, and Farnsworth Middle School (partnering with Altamont Free Library). The campers will perform on April 5 as part of the Capital District's first Riverway Storytelling Festival.

Facilitating for Results Workshop – Thirty-five people attended this LSTA workshop that was held in Rome, NY, during the week of February 10-14. Sara Dallas wrote the LSTA grant, organized this workshop, and selected Rome as the site in order to accommodate the participants from library systems throughout NY as well as several from out of state. Sandra Nelson, Library Consultant from Nashville, Tennessee, was the presenter for this five-day program. Evaluations of the workshop were excellent, and Sara Dallas has been asked by the workshop participants to write another LSTA grant to help facilitate the Public Library Association Managing for Results.

Annual Reports – State annual reports from the member libraries are due to UHLS by March 14, and people are saying that the reporting process is much easier this year than during the past two years. The UHLS annual report was submitted to the State on February 28.

Supervisory Skills Workshop – On February 27 twenty-five people attended this program at UHLS in order to learn how to train, motivate, counsel, and evaluate employees. This is one in a series of continuing education programs that will be offered at UHLS throughout 2003.

Philip W. Ritter
Executive Director