

BOARD OF TRUSTEES

August 13, 2003

MINUTES



PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Philip Erlich, LouAnne Lundgren, Mary Alice Molgard, George O'Connor, Paula Read, Lois Prenovost, Hawley Zwahlen

EXCUSED: James Reilly, Mary Ellen Schroder

ABSENT: Robert Ganz, Lynne Strnad,

UHLS STAFF: Philip Ritter, Heidi Fuge

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

I. OATH OF OFFICE

P. Erlich administered the Oath of Office to P. Read.

II. MINUTES

Discussion regarding the July 9, 2003 Minutes. P. Read noted that she should have been listed as "Excused" rather than "Present"

MOTION: C. Diamond moved to accept the July 9, 2003 Minutes as corrected. J. Cannell second. Unanimous.

III. EXECUTIVE DIRECTORS REPORT

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

- the automation system migration is going better. The UHLS Automation and Technology Services Departments are holding weekly meetings with Dynix.
- UHLS is currently negotiating with AT&T for a full T1 line as requested by the Automated Services Committee. The line should be available in the end of September.
- an iPAC upgrade is scheduled for the end of August and a Horizon software upgrade is scheduled for the end of September. These are both normal upgrades for which there is no charge.
- the UHLS staff is still working on the telecirc system to get the bugs out before installing it.
- advertisements have been sent out for the Manager, Automation Services. [P. Ritter distributed a copy of the advertisement to the Trustees]. On September 16th, the Search Committee will meet to assess the progress of the Search.
- Rachel Baum is working on a NYS Council for the Humanities grant, "Who Hates and What to do About It". Programs are planned at the participating member libraries and will take place in October, NYS Humanities Month. [P. Ritter distributed ~~HATE~~ buttons and bookmarks.]

IV. TREASURER'S REPORT

M. Molgard presented the Treasurer's Report for the period ending July 31, 2003. She noted that the majority of the State funds were received in July.

MOTION: H. Zwahlen moved to accept the Treasurer's Report for July 2003. E. Apostol second. Unanimous.

V. COMMITTEE REPORTSFinance Committee

Report by M. Molgard. The Finance Committee reviewed and approved the Purchase Journal and Payroll for July 2003, totaling \$148,267.67.

NEXT FINANCE MEETING: Wed. September 10th at 4:00 PM at UHLSAdministration Committee

Report by P. Read. She noted that the Administration Committee reviewed the revised job description for the Manager, Automation Services and the new job description for the Systems Administrator. The Committee also reviewed the revised organizational chart that showed the Technology Department and the Automation Services Department being combined under the Manager of Automation Services. The Committee recommends acceptance of the job descriptions, revised organizational chart and revised salary grades.

MOTION: J. Cannell moved to accept the Administration Committees recommendations regarding the job descriptions, organizational chart and salary grades. M. Molgard second. Unanimous.

P. Ritter noted that further changes in the organizational chart and other job descriptions will be made when Sara Dallas resigns to take her new position at SALS.

P. Read reported that the Committee opened discussion on the CIPA (Childrens Internet Protection Act) requirements. The discussion will continue in the Committee and a recommendation will be presented to the Board. J. Cannell asked if there has been any information distributed by the Division of Library Development? P. Ritter: no.

P. Ritter pointed out that at Upper Hudson, the internet is provided internally to the staff. He recommends non-compliance with the CIPA requirements because it is not worth it financially. A decision regarding compliance must be made before July 2004. He noted that the libraries have all been made aware of this issue and the deadline, and it was discussed at the August meeting of the Directors Association.

NEXT ADMINISTRATION MEETING: Monday, September 8th at 4:00 PM at UHLS

Services Committee

No meeting. No report.

NEXT SERVICES MEETING: *Wednesday, September 10th at 3:00 PM*

Automated Services Committee

Minutes of the July meeting were mailed with the Board packet. P. Ritter asked if there were any questions on the information? P. Erlich asked if the July meeting with Julian Critchfield was volatile? P. Ritter responded that everything went well and Dynix is now doing what they should have done from the beginning.

NEXT ASC MEETING: Tuesday, September 23rd at 9:00 AM at UHLS

NEXT BOARD MEETING: Wednesday, Sept. 10th at 4:30 PM.

Heidi A. Fuge
8/14/03

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For July 2003

August 13, 2003

Migration to Horizon Sunrise – Since we began the weekly conference calls with the Dynix staff, excellent progress has been made in rectifying problems and dealing with various operational issues. No additional problems with Horizon system timeouts have been reported since the *Linksys* routers were replaced. We are negotiating with AT&T for the installation of a full T1 line for UHLS Internet service. We are discussing with member libraries the installation of the *Telecirc* system that will allow patrons to receive telephone notice of overdue and holds. We are still making adjustments to the Firewall that was enabled on July 20th. *Horizon 7.3* and *iPac 2.1* will be released on July 31st, and we plan to upgrade the iPac in early August. The Horizon upgrade is scheduled for later this summer.

Replacement of the Manager of Automation Services – The Selection Committee is meeting with the Executive Director to update the job description and prepare for the interview process. The advertisement for applications will begin soon, and the reviewing of candidates and scheduling of interviews will begin on September 16.

Who Hates and What to Do About It – This mini-grant from the *New York Council for the Humanities* was funded at \$2,500, and plans are being made for programs during October at the six participating libraries (Albany Pine Hills, Altamont, Guilderland, East Greenbush, Nassau, and Stephentown). Scholars, authors, and teachers will explore the issues involved in this theme, giving the audience a chance to interact and discuss such topics as white supremacists, terrorism, and anti-Semitism.

Summer Reading Program – The *Picture This, Imagine That – READ!* theme has sparked clever programs such as photography workshops, Native American pinch-pot making, self-portrait in textiles, and even a bus trip to the Tang Museum in Saratoga Springs. To support Education Commissioner Mills goal of one million New York children involved in reading clubs at their libraries, UHLS has used a portion of the State mini-grant to purchase “I’m One in a Million” buttons for the participants. Libraries are also encouraging young readers to fill out coupons that will make them eligible for a drawing for book collections from Scholastic. The company has donated one home collection and one library collection to each county in New York State.

(Continued)

Das Puppenspiel – Arts grants supported 15 performances of this puppet theater involving 20 member libraries. The puppeteers presented the history of puppetry, using puppets from all over the world. Following the performances, audiences flocked to the front to get a closer look at the puppets and a “behind the scenes” glimpse of the stage. Approximately 1,500 people from UHLS member library communities attended the shows.

Imagination River Storytelling Camp – This LSTA grant project concludes this summer with performances in the four participating libraries by professional storytellers. Ellen Mnich, Mary Murphy, and Pleasant DeSpain have delighted audiences with their stories of traveling aunts, piano recitals, and elephant rides.

Philip W. Ritter
Executive Director