



BOARD OF TRUSTEES

September 10, 2003

MINUTES

Present: Erin Apostol, LouAnne Lundgren, Lois Prenovost, Robert Ganz, Hawley Zwahlen, Jeffrey Cannell, Mary Alice Molgard, Mary Ellen Schroder, Philip Erlich, Paula Read, James Reilly, Charles Diamond

Excused: George O'Connor

Absent: Lynne Strnad

UHLS Staff: Philip Ritter, Heidi Fuge

4:30 PM called to order by P. Erlich

I. MINUTES

MOTION: R. Ganz moved to accept the Minutes of the August 13, 2003 meeting as presented. E. Apostol seconded. Unanimous.

II. EXECUTIVE DIRECTORS REPORT

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

- Horizon Sunrise - UHLS is now on version 7.24
The Automation and Technology Department staff have been holding weekly conference calls with Dynix and have been able to resolve a lot of issues. Dynix claims that the next major release, 7.3, will solve many of the problems. The iPac release 2.1 must be installed first, and then the 7.3 release which impacts all of the other functions of the system. Dynix has assured UHLS that this will be a seamless transition. P. Ritter is skeptical. In the conference call on August 10th, it was decided to do the installation/upgrade by the end of September.

R. Ganz asked about member library workstations meeting the new requirements for the 7.3 release. P. Ritter noted that Dynix claims that even if the workstations do not meet the new specs, the only problem will be that it will take longer to upload the system but after that, it will continue to function at the current rate. All of the libraries are beyond the minimum specs, but few are at the recommended specs. The directors have all received the information on the recommended specs.

R. Ganz thinks that Dynix should be covering the cost to bring the libraries to the recommended specifications for the new release. He feels that they are attempting to solve a problem by requiring better equipment. J. Cannell noted that this is an industry wide phenomenon, not just this particular company.

R. Ganz asked what are we talking about per library for equipment costs? P. Ritter responded that the biggest change is increasing the RAM per workstation and that is relatively inexpensive. Smaller libraries only need one

computer at the recommended specs since that is all that they use for circulation.

R. Ganz suggested that the libraries that have to upgrade to meet the specs should get some financial support from UHLS. P. Ritter has not heard from any of the larger libraries that this is a concern. Both J. Cannell and C. Diamond noted that this is a built-in cost of technology and the libraries should be prepared to cover these costs. R. Ganz would like UHLS to collect statistics on what this will cost among the libraries to upgrade to this technology. P. Ritter noted that the ASC has approved this upgrade and wanted it done as quickly as possible.

- Manager of Automation Services

UHLS has received 32 applications and 3 or 4 are worth considering. The Search Committee is meeting on September 16th to review the applications. There is no closing date on this job, UHLS will keep looking until the right person has been found. This is a key position. J. Cannell asked why there haven't been more qualified applicants? P. Ritter responded that UHLS is looking for a superstar; someone who would fit this position is probably already employed and not looking for a new job. The combination of requirements will be difficult to match, and UHLS will have to pay at the top of the salary range in order to get the right person.

- LSTA Grants

UHLS did not receive a grant for the proposed "Policies for Results" project. The "Sky Camp" project was approved, but the funding was reduced to \$40,000. This means that we had to reduce the number of UHLS libraries participating from 6 to 4 and the number of MVLS libraries from 5 to 3. The UHLS libraries will be Castleton, Guilderland, Troy Lansingburgh, and Voorheesville. Once all of the details have been determined, Mary Fellows will attend a Board meeting and explain the project.

- R. Ganz asked about CIPA and how this will affect our LSTA grant application? P. Ritter noted that CIPA is a topic for discussion at the Administration Committee. No decision is required until July 2004. It is believed that an LSTA grant is an issue only if the grant program is using the Internet and technology. The Board will have to make a decision at some point when the Administration Committee brings them a recommendation. R. Ganz asked if it would be worth it to share information among the member libraries on how they are deciding on this issue? P. Ritter noted that a majority of the libraries have already made their decisions. R. Ganz thought it would be interesting to know what the various decisions have been.

III. TREASURER'S REPORT

Presented by H. Zwahlen. He noted that there are no outstanding items or issues of concern.

MOTION: H. Zwahlen moved to accept the Treasurer's Report for the period ending August 31, 2003. C. Diamond seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen. The Committee reviewed the amended 2003 Budget and recommends its adoption by the Board.

MOTION: H. Zwahlen moved that the Board adopt the amended 2003 Budget as presented. E. Apostol seconded. Unanimous.

H. Zwahlen noted that the 2004 Budget was distributed to committee members and they will discuss it at their October 8th meeting. The Public Hearing for the 2004 Budget will be held on October 23rd at 4:00 PM at UHLS.

NEXT FINANCE MEETING: Wednesday, October 8th at 4:00 PM.

Administration Committee

No meeting - no report.

NEXT ADMINSTRATON MEETING: Monday, October 6th at 4:00 PM.

Services Committee

Report by E. Apostol, Chair, she reported on the following:

- The 2nd Riverway Storytelling Festival will be held April 25th - May 1st 2004. M. Fellows will come to a future Board meeting to explain the grant and library participation.

MOTION: E. Apostol moved that UHLS participate in this project again, that P. Erlich be authorized to sign any contracts and agreements necessary, and that Mary Fellows be authorized to do the necessary fundraising. J. Cannell seconded. Unanimous.

- The Pool Collection recommendations were discussed at the Committee meeting. The recommendations, which have been approved by the Directors Association, are:
 1. All rotating pool collection items will be requestable
 2. UHLS staff will make all changes for the UHLS pool collections. Libraries will agree not to change loan periods, request status, etc.
 3. Budget recommendations included minimal increases in large print and audiobooks and CDs. The Budget recommendations will be reflected in the 2004 budget. R. Ganz noted that R. Jaquay, Director of the WK Sanford Town Library (Colonie) reported that the Pool collection changes have been working out well for all libraries.
- The Database Maintenance Advisory Committee has been re-activated. The Council is leaning toward giving more authority to catalogers in the member libraries. The Committee members expressed concern about the increased

work for the member library staffs but R. Jaquay did not think that this is a concern. The Council will set up the parameters for the cataloging. UHLS will continue to provide cataloging for libraries without the staff or ability to catalog on their own.

- The Library Advocacy Advisory Council has been re-activated and it will be considering Albany County funding. Better to ask and not receive than not to ask at all. R. Ganz expects difficulty in obtaining funds for 2004.

NEXT SERVICES MEETING: Wednesday, October 8th at 3:30 PM.

Automated Services Committee

The Minutes were distributed. No questions.

NEXT ASC MEETING: Tuesday, October 27th at 9:00 AM.

V. TRUSTEE REPORTS

C. Diamond reported that on Friday, Sept. 26th, Watervliet will be holding a wine and cheese reception for their 50th anniversary. 5:30-8:00 PM at the Library.

R. Ganz reported that 370 people attended the Joyce Carol Oates reception and the Library made a small profit. J. Cannell commended Guilderland for the caliber of author and the presentation.

M. Molgard reported that the Berne Library sponsored a band concert in the local park. There were about 75 people in attendance and it was very successful.

J. Cannell reported that on Sunday, September 21st, "Antigone", a one-man play will be presented at the Albany Public Library. On Sunday, September 28th, the Library will celebrate Banned Books Week with an Intellectual Freedom forum including the local director of the Civil Liberties Union and a speaker from the NYLA Intellectual Freedom Committee.

MOTION: P. Read moved to adjourn. H. Zwahlen seconded. Unanimous.
Meeting adjourned at 5:17 PM.

NEXT BOARD MEETING: Wednesday, October 8th at 4:30 PM

Heidi A. Fuge
9/11/03

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For August 2003
September 9, 2003

Horizon Sunrise – Specifications for the upgrade to Horizon 7.3 and Ipac 2.1 have been received, and this is a major upgrade that has a new set of hardware requirements. The architecture of Horizon 7.3 is very different from previous versions, and many of the processes run on the UHLS server are being passed down to the member library workstations. The server will then be free to do other tasks while the individual workstations will do more work. Many of those workstations do not meet the new specifications. Since the Sun Operating rebuild on July 31, there have been more reports of the system being sluggish. We have signed an agreement with AT&T to provide us with a dedicated T1 line for Internet access, and it is to be installed on September 23, 2003. After that installation, we will no longer use Road Runner.

Replacement of the Manager of Automation Services – The advertisement for applications began on August 11, and a modest number of applications have been received to date. The reviewing of candidates and scheduling of interviews will begin on September 16.

Summer Reading Program – The *Picture This, Imagine That – READ!* program has concluded in most UHLS member libraries. Although statistics are not yet in, ten patrons and their libraries already count the summer a success. These kids and teens and their home libraries each won a set of Scholastic books. The books were donated by the publisher as part of a Scholastic/New York State Summer Reading Program partnership. The winning libraries are Nassau, North Greenbush, Albany (New Scotland), Guilderland, Voorheesville, Berlin, Rensselaerville, Cohoes, Petersburg, and Cheney (Hoosick Falls).

Database Maintenance Advisory Council – This Advisory Council, made up primarily of catalogers from member libraries, was reactivated on August 18th. Since the current UHLS database is in need of maintenance, it was determined that the main purpose of the UHLS staff should be the cleaning, monitoring, and maintenance of the database. The member library catalogers could perform the necessary cataloging tasks if some changes were made. It became clear that everyone expected that there should be better databases from which to import records, more system access for the catalogers, better cataloging standards established and enforced, self-policing among catalogers, an individual account for each cataloger, more training, and a mentoring system among catalogers. A sub-committee was established to deal with several issues, and a report will be made at the next meeting on September 18, 2003.

(Continued)

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Riverway Storytelling Festival 2004 – The first funding for Riverway Storytelling Festival 2004 has been committed. **Hudson River Bank & Trust**, a funder last year, favorably reviewed our new grant application and has awarded us \$1000.

Philip W. Ritter
Executive Director