



BOARD OF TRUSTEES MEETING

January 14, 2004

PRESENT: Erin Apostol, Charles Diamond, Philip Erlich, Robert Ganz, Lou Anne Lundgren, Mary Alice Molgard, Lois Prenovost, Paula Read, James Reilly, Mary Ellen Schroder, Hawley Zwahlen

EXCUSED: Jeffrey Cannell

ABSENT: George O'Connor, Lynne Strnad

UHLS Staff: Philip Ritter, Heidi Fuge, Joseph Thornton

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

I. INTRODUCTION OF NEW STAFF MEMBER

P. Ritter introduced J. Thornton, the new Manager of Automation Services. The Board members welcomed him to the UHLS staff.

II. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the November 12, 2003 meeting as presented. J. Reilly second. Unanimous. (NOTE: December 2003 meeting canceled).

III. EXECUTIVE DIRECTOR'S REPORT

P. Ritter highlighted the following items in his written report:

- the New York Times Librarian of the Year Award is a very significant honor and of the 27 recipients in 2003, two of them are within the Upper Hudson Library System - Polly Hartman at the Bethlehem Public Library and Sharon Hodges at the Petersburg Library. He noted that this is a national award and the recipients are nominated by the public.
- he pointed out the solicitation letter for the 2004 Riverway Storytelling Festival that was included in the Board packet.
- he reminded the Board members that the NYS Annual Report for public libraries is due at UHLS on February 16th. Libraries must meet this deadline in order to receive the \$1,000 Incentive Grant. There will not be any extensions of the deadline or allowance for extenuating circumstances. He asked that the Board members mention this to their librarians.
- he handed out several items including a brochure outlining the 2004 online databases, an invitation to the 2004 Outreach Retreat and a sheet listing the 2004 Continuing Education workshops sponsored by UHLS. He noted that the Continuing Education workshops are open to both trustees and staff from the member libraries.

III. TREASURER'S REPORT

Report presented by M. Molgard

MOTION: L. Prenovost moved to accept the Treasurer's Report for the period ending November 30, 2003. E. Apostol seconded. Unanimous.

MOTION: L. Lundgren moved to accept the Treasurer's Report for the period ending December 31, 2003. H. Zwahlen seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, she noted the following:

- The November Purchase Journal and Payroll, totaling \$147,371.76 were reviewed and signed.
- The December Purchase Journal and Payroll, totaling \$114,061.80 were reviewed and signed.

She reported that the UHLS staff has requested a second safe-deposit box. The box is used to store the back-up tapes for the automation system as well as important UHLS documents such as materials relating to the building.

MOTION: M. Molgard moved that the UHLS staff be authorized to obtain a second safe-deposit box at the Key Bank on Colvin Ave. in Albany. H. Zwahlen seconded. Unanimous.

NEXT Finance MEETING: Wednesday, February 11, 2004 at 4:00 PM

Administration Committee

Report by C. Diamond. He reviewed the Minutes from the Committee's January 12, 2004 meeting and noted the following:

- the Committee members reviewed and approved the revised job descriptions and title changes for the Manager of Information and Outreach Services and for the Manager of Youth and Family Services.
- the Committee members reviewed and approved the revised organizational chart.

MOTION: C. Diamond moved acceptance of the revised job descriptions, titles and organizational chart. R. Ganz seconded. Unanimous.

M. Schroder asked who was responsible for the Outreach mini-grants and when information pertaining to those grants would be sent to the member libraries. P. Ritter responded that Rachel Baum was the Manager of Information and Outreach Services and was responsible for disseminating information about the mini-grants.

NEXT Administration MEETING: Monday, February 9, 2004 at 4:00 PM.

Automated Services Committee

The Minutes of the December meeting were mailed to the Trustees. P. Ritter noted that an upgrade to the system took place on December 11th and the system is functioning smoothly.

NEXT Automated Services MEETING: Tuesday, February 24, 2004

Services Committee

No meeting - no report.

NEXT Services MEETING: Wednesday, February 11, 2004 at 3:30 PM

V. NEW BUSINESS

MOTION: E. Apostol moved to accept Lynn Strnad's resignation from the Board and from her position as Treasurer. P. Read seconded. Unanimous.

P. Erlich appointed M. Molgard Treasurer and thanked her for her willingness to serve.

VI. TRUSTEE REPORTS

E. Apostol reported that the **NYSALB Trustee Institute** will be held in Albany at the Turf on Wolf Rd., on April 30th and May 1st. Among the topics to be addressed will be the legal issues facing trustees as a result of the Patriot Act, the technology changes taking place in the library field and how this will affect trustees, and funding issues and advocacy. NYSALB is looking for ways to tie in to the "No Child Left Behind" legislative program and funds, possibly through the Summer Reading Program.

E. Apostol reported that **NYLA Lobby Day** will be held on March 16, 2004. There will be a continental breakfast at 10:00 AM and a luncheon with the legislators including Senator Farley, Senator Bruno and Assemblywoman Galef. She noted that it will be very important to make the legislators aware of the importance of funding for library services and the fact that the loss of funding for the NOVEL program is a serious blow to service.

P. Ritter noted that there will be a **Library Advocacy Advisory Council** meeting in February to prepare for Lobby Day.

M. Molgard noted that there are two new trustees at the **Berne Public Library**: Marcia DeCart and Mary Canard. Alberta Wright has been on the Berne Board for 40 years and the trustees will be establishing a Trustee Emeritus status to honor her.

P. Read reported that a new trustee at the **Bethlehem Public Library** took the online Trustee Training advertised in the December UHLS newsletter and found it very helpful.

R. Ganz reported that the **Guilderland Public Library** will be holding its annual joint meeting with the School District. At this meeting, they will discuss ways to coordinate activities between the School District and the Library. The Library has a Memo of Understanding with the School District to hold these annual (or semi-annual) meetings. He also noted that the Guilderland Library Foundation received several donations as a result of a flyer suggesting donations as a holiday gift idea.

L. Prenovost reported that the **Brunswick Community Library** is actively searching for a new building.

MOTION: at 5:10 PM, H. Zwahlen moved to adjourn. M. Schroder seconded. Unanimous.

NEXT Board MEETING: Wednesday, February 11, 2004 at 4:30 PM

Heidi A. Fuge
January 16, 2004

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For December 2003

January 14, 2004

2003 New York Times Librarian Awards – *The New York Times* has announced 27 winners of this prestigious award for 2003, and it is noteworthy that two of the winners work at UHLS member libraries. A reception was held on December 16 at which each winner received \$2,500, and a commemorative plaque featuring the winner's name and title will also be sent to the library where each winner works. The two winners from UHLS are **Polly Hartman**, Youth Services Librarian at the Bethlehem Public Library, and **Sharon Hodges**, Director of the Petersburg Public Library. Nominations from the general public were accepted from April through June 2003 and totaled nearly 2,000, with nominations coming from 46 states, including Alaska and Hawaii. In recognition of the program's origin in New York City, 15 awards were given to librarians from New York, New Jersey, and Connecticut, with the remaining 12 going to librarians from six regions around the nation. This award program is in its third year.

Automation System – The Dynix automation system was upgraded to **Horizon 7.3** on December 11, 2004. There were the usual glitches, but most problems were resolved within a few days. While current "open" issues will continue to be addressed by the Dynix Implementation staff, we are now utilizing the Horizon Support staff for any new issues and problems.

LSTA Sky Camp – Member libraries and their partner schools are busy ordering materials and choosing programs from a "menu" of presenters for programs that will take place during February-July, 2004.

Riverway Storytelling Festival – Fundraising for this festival that will take place during April 26 – May 1 has been ongoing. The **Frederick McDonald Trust** and the **Albany/Schenectady League of Arts** have contributed \$1,000 each to this festival. About 150 letters were mailed in December to individuals who have been identified as patrons of the arts. (A copy of this solicitation letter was included in the mailing to the Board of Trustees.) Plans are also being made to partner with **Hudson Valley Community College** and the *Times Union*.

(continued)

UHLS – Executive Director’s Report – December 2003 – page 2

ALA Midwinter Meeting – As a member of the **Managing Children’s Services Committee, Mary Fellows, Manager of Youth Services**, will be attending this annual “working” meeting of the American Library Association in San Diego, CA, during January 9-14, 2004.

Customer Service is Everybody’s Job – Sixteen representatives of the UHLS member libraries attended this successful Customer Service Workshop that reinforced the necessary skills for having satisfied customers. A memorable comment on the evaluations was **“Super! Fab! Hip! Useful! Memorable! Sunny! Just Plain Good!”** Everyone commented that the workshop had exceeded expectations.

Annual Report Workshop – Twenty-two representatives of the UHLS member libraries attended this training session on the completion of the State Annual Report. The deadline for submission of this report to UHLS is **February 16, 2004**. Member libraries must meet this deadline in order to receive the **\$1,000 Incentive Grant**.

Philip W. Ritter
Executive Director