BOARD OF TRUSTEES MEETING
February 11, 2004

PRESENT: Erin Apostol, Jeffrey Cannell, Philip Erlich, Lou Anne Lundgren, Mary Alice Molgard, Paula Read, James Reilly, Hawley Zwahlen

EXCUSED: Robert Ganz, George O'Connor, Lois Prenovost, Mary Ellen Schroder

ABSENT: Charles Diamond

UHLS Staff: Philip Ritter, Heidi Fuge, Mary Fellows

4:37 PM meeting called to order by P. Erlich.

I. RIVERWAY STORYTELLING FESTIVAL - M. Fellows

M. Fellows distributed information and reported on the plans for the Storytelling Festival which will take place from April 26th through May 1st. The events have been spread out through this week at the public libraries; there will be eight evening performances with local storytellers. The NYS Museum is a partner in the Festival and will hold programs for 3rd grade students in the Museum. Hudson Valley Community College will also be a site for some evening performances.

M. Fellows distributed a budget for the Festival showing expected expenses and the income so far received from various sources. H. Zwahlen suggested that M. Fellows should send 4 complimentary tickets to him, and he will distribute them to the staff in the Frederick McDonald Trust.

M. Molgard will send M. Fellows the name of a person to contact at the Golub Foundation/Price Chopper.

P. Ritter noted that UHLS might consider adding a line in the 2005 budget to help support the Riverway Festival since the fundraising is taking a great deal of M. Fellow's time.

II. MINUTES

MOTION: J. Reilly moved to accept the Minutes of the January 14, 2004 meeting. E. Apostol seconded. Unanimous.

III. EXECUTIVE DIRECTOR'S REPORT

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

- Rachel Baum has changed the date of her resignation and will work through February 20,2004. The Manager of Information and Outreach Services position has been advertised and a Search Committee established. The Committee will meet to begin reviewing applications some time after March 1st. The position will remain open until filled. UHLS will continue with the programs and workshops that R. Baum has planned. However, some of the Advisory Council meeting may be suspended until the position is filled. The Outreach Mini-grants will continue as planned; $12,500 have been allocated for those grants.
- Since the arrival of J. Thornton, Manager of Automation Services, everything in the Automation Department has been running smoothly. Starting in February, the automation staff will be visiting one library per month. J. Cannell noted that the feedback from his staff, regarding J. Thornton, has been very positive.

P. Ritter noted the following vacation schedule:

- he will be attending the PLA (Public Library Association) conference in Seattle. He will leave on February 20th and will be back in the office on March 1st. While he is away, Mary Fellows will be in charge.
- he will be taking a trip to Europe and will be away from June 22nd through July 16th . He requested a change in the Board meeting schedule for July and suggested combining the July and August meetings into one meeting at the end of July.

III. TREASURER'S REPORT

M. Molgard noted that due to staff illness, there was no January Treasurer's Report. There will be two Reports (January and February) in March.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, she noted the following:

- the January Purchase Journal and Payroll, totaling $162,659.66 were reviewed and signed.
- the Reconciled 2003 Budget was reviewed and approved by the Committee.
- the Committee reviewed a construction proposal to expand the Shipping Room. The quantity of material moving through Upper Hudson has increased dramatically and the Shipping Room has to be enlarged and better organized. The project would cost $8,939.

MOTION: M. Molgard moved that the Board approve the Reconciled 2003 Budget. L. Lundgren seconded. Unanimous.

MOTION: M. Molgard moved that the Board approve the construction contract to enlarge the Shipping Room at a cost of $8,939. E. Apostol seconded. Unanimous.

Note: J. Reilly recommended that UHLS get a copy of the insurance certificate from Ted Kennedy, General Contractor.

NEXT Finance MEETING: Wednesday, March 10, 2004 at 4:00 PM

Administration Committee

No meeting. No report.

NEXT Administration MEETING: Monday, March 8, 2004 at 4:00 PM.

Automated Services Committee

The Minutes of the January meeting were mailed to the Trustees.

NEXT Automated Services MEETING: Tuesday, March 23, 2004

Services Committee
No meeting. No report.

NEXT Services MEETING: Wednesday, March 10, 2004 at *3:00 PM*

V. NEW BUSINESS

MOTION: P. Read moved to accept the appointment of Patricia Spohr, from the Altamont Public Library, to the UHLS Board of Trustees. She will be one of the representatives from a small library in Albany County. M. Molgard seconded. Unanimous.

P. Erlich appointed P. Spohr to the Finance Committee to fill the vacancy left by L. Strnad.

P. Erlich appointed E. Apostol as the *ex-officio* representative to the Outreach Advisory Council. The Council will be meeting on March 4, 2004 at 1:00 PM to review the Outreach mini-grant applications.

P. Erlich asked the Board members to bring names of people on the local library Boards who would be willing to serve on the Nominating Committee. He noted that most of the work of this Committee can be done by telephone. One UHLS Board member will be appointed as the Committee Chair. P. Read indicated a willingness to consider serving. An appointment will be made at the next meeting.

P. Erlich expressed the Board's appreciation to Rachel Baum for all of her years of service to UHLS and her willingness to take on whatever she has been asked.

MOTION: at 5:10 PM, J. Reilly moved to adjourn. H. Zwahlen seconded. Unanimous.

NEXT Board MEETING: Wednesday, March 10, 2004 at 4:30 PM

Heidi A. Fuge
February 16, 2004

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For January 2004

February 11, 2004

Resignation – **Rachel Baum, Manager of Information and Outreach Services**, has resigned effective **February 13, 2004**, in order to accept a position as Assistant Dean with the School of Information Science and Policy at the University at Albany. Rachel has worked with UHLS for over 11 years and has made many significant contributions to our operations. She has worked with many of our member library directors, and she will be missed by all of us.

Outreach Mini-Grants – Revised application forms were sent to the member library directors on January 23 with a February 23 deadline for completed applications to be returned to UHLS. The total funding available for this project in 2004 is $12,500 with a maximum of $1,250 per grant application. The Coordinated Outreach Advisory Council will meet on March 4 to review the applications and to make recommendations to the Board of Trustees.

Automation Services – Circulation statistics for 2003 have been posted on the Intranet, and reports will now be run on a monthly basis. The automation staff will soon begin regular visits to member libraries. Request Tracker software is being installed on the Horizon server to allow UHLS to track the support activities and resolve problems more efficiently. There are still minor problems with Telecirc, and it is hoped that we can soon begin sending email notices. We continue to experience occasional crashes of HIP (Horizon Information Portal, formerly "iPAC"), and it is possible that moving it to a Solaris or Linux server may solve the problems. ZoomText (Magnifier/Screen Reader software) and ReportSmith (reporting software) are now available to be installed on the computers in the member libraries.

Philip W. Ritter
Executive Director