



**BOARD OF TRUSTEES MEETING
March 10, 2004**

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

EXCUSED: George O'Connor, Hawley Zwahlen

UHLS Staff: Philip Ritter, Heidi Fuge

4:32 PM meeting called to order by P. Erlich.

I. OATH OF OFFICE

P. Erlich administered the Oath of Office to P. Spohr who has been appointed to fill Lynn Strnad's term representing small Albany County Libraries.

II. MINUTES

MOTION: R. Ganz moved to accept the Minutes of the February 11, 2004 meeting. E. Apostol second. Unanimous.

III. EXECUTIVE DIRECTOR'S REPORT

P. Ritter highlighted the following in his report:

- Joyce Laiosa from VOOR has been selected to receive a Louise Seaman Bechtel Fellowship for reading and studying at the Baldwin Library of Historical Children's Literature.
- NYLA Legislative Day is March 16th. All of those attending will meet at 10:30 AM in Rm. 6 in the Empire State Concourse. UHLS is scheduled to meet legislators from 12:30 to 2:30.
- 12 applications have been submitted for the position of Manager, Outreach and Information Services. Three applicants have been selected for interviews. The Search Committee members are: Philip Ritter, Mary Fellows, Nancy Pieri, Deb Canzano, Pat Sahr, and Patrice Hollman. If the Committee is not satisfied with these applicants, the position will remain open until filled.
- Noralee Itchoak, UHLS Resource Sharing Coordinator, will be retiring as of April 16, 2004.
- Trustees are encouraged to attend the Saturday night performance of the Riverway Storytelling Festival. UHLS Trustees are offered two tickets per person. Trustees should notify P. Ritter or M. Fellows if they want tickets and they will be held for them at the Box office.
- he distributed information about the New Yorkers for Better Libraries - a recently formed lobby group. Lobby groups cannot be supported with System funds but individuals may support such groups.

R. Ganz asked about the status of the automation system and the \$32,000 withheld payment. P. Ritter noted that Joe Thornton is doing an excellent job as Manager of Automation Services and

there have been fewer complaints about the system operation and any problems are being resolved. He also noted that he had received verbal assurance that Dynix would not be billing UHLS for that payment. In addition, he has negotiated that the system software maintenance charge will not begin until July 2004. R. Ganz suggested that UHLS consider using some of the \$32,000 to compensate some of the libraries for the extra work and possible extra equipment that they needed in order to use the new system.

MOTION: R. Ganz moved that the UHLS staff develop a questionnaire to go to the member libraries to determine if any unexpected extra costs were incurred with the implementation of the automation system. C. Diamond seconded.

Discussion. J. Cannell noted that this would be a waste of UHLS staff time and library staff time. He found this suggestion philosophically troubling, UHLS and the member libraries are all in this together and the money would be better spent for the operation of the automation system. In addition, this might cause disappointment and resentment if there was an expectation that libraries would receive money and they didn't.

J. Reilly noted that this questionnaire and situation could be very complex. It's possible that libraries might have had the wrong routers or equipment to begin with and would be requesting reimbursement for something that they should have replaced at their own expense. He agreed that such a questionnaire would be a cost in staff time.

Voting on the motion - AYES: 3, NAYS: 9 MOTION FAILED.

IV. TREASURER'S REPORT

M. Molgard presented the Reports for January and February 2004. She noted that UHLS is now using reserve funds until the receipt of the State Aid.

MOTION: R. Ganz moved to accept the Treasurer's Reports for January and February 2004. J. Reilly seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Finance Committee reviewed and authorized the February 2004 Purchase Journal and Payroll totaling \$104,885.32

NEXT FINANCE MEETING: April 14th at 4:00 PM.

Administration Committee

Written report submitted. Nothing requiring Board action.

NEXT ADMINISTRATION MEETING: April 12th at 4:00 PM.

Services Committee

Report by E. Apostol, Chair. The Committee reviewed and approved the draft of the letters and nomination forms for the Library Program of the Year Award and the William Meredith Advocate of the Year Award.

The Committee reviewed and approved the Outreach Mini-grant awards as presented by the Coordinated Outreach Advisory Council. E. Apostol is the UHLS Board of Trustees liaison to that Council. She reviewed the composition of the Council, noting that the members are representatives of the groups that the mini-grants are supposed to serve. The majority of the grants for 2004 were written to serve the educationally disadvantaged. The Council required, as part of the grant application process, that a contact person should be available for telephone conference calls while the grants were being reviewed. The Council recommended that UHLS should hold a grant-writing workshop for the member libraries.

As part of the Council review of the grants, there are recommendations for ways in which the grant projects would better serve their target audiences. R. Ganz asked if these recommendations have been accepted by the writing libraries? And, are they a condition of grant funding? P. Ritter noted that the Advisory Council asked him to contact the libraries and negotiate the acceptance of the recommendations.

M. Schroder expressed displeasure with the way in which the Valley Falls grant was handled. She read a letter from the Valley Falls Board President Julie Nesich also expressing displeasure with the grant process. P. Erlich referred the letter to the Services Committee for consideration.

The Services Committee recommended the following funding for the Outreach mini-grants:

Albany Public Library	\$1,250.
Cheney Library	\$ 500.
Guilderland Public Library	\$1,041.
Nassau Free Library	\$1,110.
Petersburgh Public Library	\$1,248.
Poestenkill Library	\$1,250.
Sand Lake Town Library	\$1,250.
Stephentown Memorial Library	\$1,215.
Troy Public Library	\$1,120.
Valley Falls Free Library	\$ 525.

MOTION: R. Ganz moved that the Services Committee funding recommendations should be approved with the understanding that the Advisory Council's recommendation are suggestions, not conditions for grant acceptance. J. Reilly seconded.

Voting on the motion - AYES: 11, ABSTAIN: 1 MOTION PASSED.

MOTION: E. Apostol moved to authorize UHLS to apply for the \$5,000 Summer Reading Program grant. R. Ganz seconded. Unanimous.

MOTION: E. Apostol moved to authorize UHLS to apply for the \$4,204 Gates Staying Connected grant. R. Ganz seconded. Unanimous.

MOTION: E. Apostol moved to authorize UHLS to apply for the \$500 Poets and Writers grant. R. Ganz seconded. Unanimous.

NEXT SERVICES COMMITTEE MEETING: April 14th at 3:30 PM.

VI. OTHER BUSINESS

P. Erlich appointed P. Read to serve as Chair of the Nominating Committee for UHLS Trustees. Tobi Freeburn, from the Rensselaer Public Library Board, will also serve on the Committee. Other members are being sought and will be appointed at the April meeting. P. Erlich asked if any trustees will not be continuing on the UHLS Board, they should notify P. Read by the April meeting.

MOTION: At 5:50 PM, R. Ganz moved to adjourn. M. Molgard seconded. Unanimous.

Heidi A. Fuge
3/18/04

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For February 2004

March 10, 2004

Bechtel Fellowship – The **Association for Library Service to Children**, a division of the American Library Association, has announced that children's librarians Jean Hatfield of Merriam, Kansas, and **Joyce Laiosa of Voorheesville, New York**, have been selected as the 2004 recipients of the **Louise Seaman Bechtel Fellowship**. The Bechtel Fellowship is designed to allow children's librarians to spend a month or more reading and studying at the **Baldwin Library of Historical Children's Literature**, part of the George A. Smathers Libraries at the University of Florida, Gainesville, which contains a special collection of 85,000 volumes of children's literature published mostly before 1950. **The fellowship provides a stipend of \$4,000, which must be used between January and September 2005.** Joyce Laiosa, Head of Youth Services at the Voorheesville Public Library, will study Alphabet books of the 19th century during her time at the Baldwin Library. "I want to study the illustrations as well as the illustrators of alphabet books," said Laiosa. "Looking at these books from long ago, I might find many clues to the way children were treated, the toys or playthings of long ago, and where adults fit into these scenes. It will be fascinating to see how girls and boys were portrayed in their daily activities, and how we see them today."

NYLA Legislative Day – The annual "lobby day" when library advocates meet with local legislators will be held on Tuesday, March 16, 2004. Since the Governor has proposed a 5% cut in state aid, the UHLS Library Advocacy Advisory Council is encouraging all member libraries to send representatives to the special "Library Rave" to be held between 11:00 a.m. and 12:00 noon in Meeting Room 6 of the Concourse at which legislative leaders will speak. We will follow this event with individual meetings with our legislators. In order to lobby for the restoration of the proposed cut in funding, it is critical that the largest possible turnout is present to meet with the leadership of the Legislature.

Outreach Mini-Grants – Several libraries have submitted mini-grants, and the Coordinated Outreach Advisory Council will review them on March 4. Their recommendations will be presented for approval to the UHLS Services Committee and Board of Trustees on March 10.

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Manager of Information and Outreach Services – A Search Committee has been formed with representatives from the Directors Association, member library outreach staff, and UHLS staff, who will review the applications and interview the candidates for the position. The review process will begin on March 3, and it is hoped that interviews can be scheduled soon thereafter. My goal is to have someone in place by July 2004.

State Annual Report – The member libraries have done a good job completing and submitting their annual reports. Heidi Fuge has done a commendable job coordinating this effort for the first time. Only one library has not submitted their report to date.

Philip W. Ritter
Executive Director