



## BOARD OF TRUSTEES MEETING

May 12, 2004

**PRESENT:** Erin Apostol, Philip Erlich, Robert Ganz, Lou Anne Lundgren, Mary Alice Molgard, Lois Prenovost, Pat Spohr

**EXCUSED:** Charles Diamond, Paula Read, James Reilly, Mary Ellen Schroder

**ABSENT:** Jeffrey Cannell, George O'Connor, Hawley Zwahlen

**UHLS Staff:** Philip Ritter, Heidi Fuge, Mary Fellows, Jo-Ann Benedetti

**VISITORS:** Michael Zovistoski and Marc Mesick (from UHY Advisors)

4:35 PM meeting called to order by P. Erlich. **A quorum was not present and no formal action could be taken on any items.**

### I. INTRODUCTION OF STAFF

P. Ritter introduced J. Benedetti, the new Manager of Information and Outreach Services.

### II. FINANCIAL REPORT

M. Mesick from UHY Advisors (formerly Urbach, Kahn & Werlin) reviewed the Financial Review for the period ending 12/30/03. He noted that they no longer conduct a financial audit, just a review, and this was accepted by the Troy Savings Bank at the time the building loan was re-financed. He noted that the UHLS assets decreased by approximately \$280,000 and this was due primarily to the use of the debt service reserve funds in paying off the IDA bond. He thanked J. Sherry and H. Fuge for their excellent preparatory work for the review.

M. Zovistoski noted that the organization is financially secure and has done a good job of managing the revenues and expenses.

### III. MINUTES

Minutes of the April 14, 2004 were discussed. No one suggested any corrections or additions. No action taken by the Board due to lack of a quorum.

### IV. EXECUTIVE DIRECTOR'S REPORT

P. Ritter re-introduced J. Benedetti. The Trustees introduced themselves to her and welcomed her to the staff.

**V. TREASURER'S REPORT**

M. Molgard presented the Treasurer's Report for the period ending April 30, 2004. P. Ritter reported that the first installment of the State funds will be released shortly. No action taken by the Board due to lack of a quorum.

**V. COMMITTEE REPORTS****Finance Committee**

Report by M. Molgard, Chair. The Committee reviewed and authorized the April Purchase Journal.

M. Molgard reported that M. Fellows asked the Committee to add a \$6,000 line item to the 2005 budget for the 3<sup>rd</sup> Annual Riverway Storytelling Festival. The Committee approved the line and recommends that the Board accept the addition to the budget. M. Fellows noted that it is important to have the Board's commitment to the project so that she can begin contracting with storytellers in 2004. Consensus that such a line should be added.

Discussion regarding the scope, evaluation method and audiences for the Storytelling Festival. E. Apostol would like to see more involvement with the schools; P. Ritter would like to see more involvement from the UHLS member libraries; R. Ganz would like to see more follow-up publicity of the events.

No action taken by the Board due to lack of a quorum.

**NEXT FINANCE COMMITTEE MEETING: Wednesday, August 11<sup>th</sup> at 4:00 PM.**

**Administration Committee**

No meeting. No report.

**NEXT ADMINISTRATION COMMITTEE MEETING: Monday, August 9<sup>th</sup> at 4:00 PM**

**Services Committee**

Report by E. Apostol, Chair. The Committee reviewed the Central Library Development Grant application and recommends acceptance and transmittal to the Division of Library Development. No action taken by the Board due to lack of a quorum.

E. Apostol reported that the Committee made the following selections for the Library Program of the Year Awards: in the rural category - the Petersburg Library for their

program "The Geeks from Oz," and in the urban/suburban category - the Cohoes Library and Watervliet Library for their joint program "Reading Together."

The Committee did not select a winner for the William Meredith Advocate of the Year Award.

**NEXT SERVICES COMMITTEE MEETING: Wednesday, August 11<sup>th</sup> at 3:30 PM**

**Automated Services Committee**

Minutes from the April meeting were mailed with the Board information. There were no questions or comments.

**NEXT ASC MEETING: Tuesday, June 22<sup>nd</sup> at 9:00 AM.**

**Nominating Committee**

P. Ritter reported on behalf of P. Read. Pat Spohr (ALTM), representing small Albany County libraries, and Anne Evans (NASS), representing small Rensselaer County libraries, have agreed to run for their first five-year terms and will be presented to the membership at the June 9<sup>th</sup> Annual Meeting.

P. Erlich noted that he had received a letter of resignation from G. O'Connor. P. Ritter will contact the Troy Public Library and see if a new representative would be available for election at the June Annual Meeting.

**Nominating Committee for Board Officers**

P. Erlich appointed the following members to this Committee: J. Reilly, R. Ganz, and H. Zwahlen. The Committee will report at the meeting following the June Annual Meeting.

**VI. OTHER BUSINESS**

E. Apostol distributed handouts from the 2004 NYSALB Trustees Institute. She noted that cassettes and CDs of the presentations will be available eventually. The 2005 Institute will be held in Rochester.

Discussion about the fact that due to the lack of a quorum, several important items of business were not accomplished. P. Erlich asked H. Fuge to contact all of the Trustees to ascertain if a quorum would be available if a meeting was held on June 9<sup>th</sup> at 5:30PM, at the Albany Country Club, prior to the Annual Dinner. An Agenda will be

mailed prior to the meeting. If a quorum would not be available at the Dinner, H. Fuge was directed to use May 26<sup>th</sup> as an alternate date.

Heidi A. Fuge  
5/13/04

## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT

For April 2004

May 12, 2004

**Automated Services Committee** – This committee made several important decisions during its most recent meeting, especially regarding the inclusion of a **MARC 520** field in the cataloging of children's and teen books and in the implementation of Email notices. UHLS will begin utilizing OCLC's **CatExpress** as a cataloging tool on May 1, and this will greatly improve the ability of catalogers to find and import data for new books and materials. Dynix staff came to UHLS for Sybase, Acquisitions, and Serials training during April 26-30, and on April 19 the Albany Public Library joined the libraries that have implemented Telecirc.

**Retirement – Noralee Itchoak, Resource Sharing Coordinator** with UHLS since October 1995, announced her intention to retire. Her last day of employment with UHLS was on April 16, 2004. Before filling this position, I have asked a group of Interlibrary Loan Librarians from various member libraries to assist me in evaluating how ILLs are handled and processed within UHLS. After this special committee reports its recommendations to me, I will decide whether and/or how we should fill this position. In the meantime, CDLC and UHLS staff members have taken on various aspects of this responsibility.

**Riverway Storytelling Festival** – This annual event began on April 26 and attracted people from across the Capital Region to its 23 events. Initial events included a performance hosted by the Westerlo Library that attracted 82 people! The Festival continued through May 1, and a final report will be available next month.

**Sky Camp LSTA Grant** – Libraries involved in this grant have scheduled their summer camps even as they continue to host programs involving storytellers, meteorologists, and ultra-light developers. The project is proving popular with the middle school audience.

**Annual Meeting** – The UHLS Annual meeting is scheduled for **June 9, 2004**, at the Albany Country Club. The featured speaker will be **Michael J. Borges, Executive Director of the New York Library Association**. Invitations will be mailed during the first week of May, and everyone is urged to respond in a timely manner.

**UHLS System Annual Report** – The Division of Library Development has given provisional approval to our system's report. However, there is still one member library that has not submitted its report.

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Philip W. Ritter

**Executive Director**