



BOARD OF TRUSTEES MEETING

August 11, 2004

PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Lou Anne Lundgren, Mary Alice Molgard, Paula Read, James Reilly, Pat Spohr

EXCUSED: Philip Erlich, Hawley Zwahlen, Robert Ganz

ABSENT: Lois Prenovost

UHLS Staff: Philip Ritter, Heidi Fuge

VISITORS: Anne Evans, Brian Hartson

4:40 PM meeting called to order by H. Fuge. She asked for a report from the Nominating Committee for Board Officers.

I. NOMINATING COMMITTEE

Report by J. Reilly.

MOTION: J. Reilly moved acceptance of the following slate of officers:
President - C. Diamond; Vice-President - L. Lundgren; Treasurer - M. Molgard;
and Secretary - J. Cannell. M. Molgard seconded. Unanimous.

II. TRUSTEES

C. Diamond noted that P. Erlich has submitted a letter of resignation (copy included with meeting correspondence).

MOTION: J. Reilly moved to accept P. Erlich's resignation with deep regret and sincere appreciation for all of his work. E. Apostol seconded. Unanimous.

MOTION: P. Read moved acceptance of the following Resolution. E. Apostol seconded. Unanimous.

"Whereas, Philip Erlich has served the Upper Hudson Library System Board of Trustees for over sixteen years in various capacities, and

Whereas, he has served as Board President, as Vice-President, and as a hardworking member of several Board committees, and

Whereas, he has successfully guided the Upper Hudson Library System through many major projects and changes.

Therefore, be it resolved that the Trustees of the Upper Hudson Library System wish to express their appreciation for his long service, and

In recognition of his exceptional commitment and leadership, hereby appoint him to the honorary position of Trustee Emeritus."

C. Diamond welcomed the new Trustees to the Board and administered the Oath of Office to A. Evans and B. Hartson. A. Evans is serving her first five-year term, representing small Rensselaer County libraries. B. Hartson, representing the Guilderland Public Library, is completing the term of R. Ganz, which expires in 2006.

III. EXECUTIVE DIRECTOR'S REPORT

P. Ritter noted the following additions to his written report:

- SALS (Southern Adirondack Library System), MVLS (Mohawk Valley Library System), CDLC (Capital District Library Council) and UHLS are looking into a joint/unified delivery system. RFPs were sent to several courier companies and proposals were received from CD & L and Velocity. The companies will make their presentations next week and then the organizations will make recommendations to their respective Boards. At this time, UHLS is the only organization in the group that contracts out for delivery. The other organizations hire employees and own vehicles. P. Ritter noted that UHLS is not anticipating any cost savings but does anticipate bringing a better level of service to the region.
- the work on the HVAC system has finally been scheduled and will consist of the installation of venting ducts in the roof to help with the airflow through the building. It is anticipated that the work will be completed by the end of September. The next step in this process will be an investigation of a software upgrade to the Staefa computer system which controls heating and cooling in the building.
- the DEA Task Force sent a registered letter stating that their last day in the building would be August 31st. They then rescinded that letter and will continue on a month-to-month basis. It is possible that they will be out of the building by the end of October. They are required to give UHLS a 30-day notice.
- DLD (Division of Library Development) has accepted all of the Annual Reports submitted by UHLS and the member libraries and has submitted them to the Federal government. UHLS is now preparing the Annual Report, including statistical charts, for printing.
- the Education portion of the State budget was approved by the legislator and the 5% cut was re-instated. The budget is now waiting for the Governor's signature. UHLS received 90% of its operating State aid. There has not been any notice about the release of the funds for the member libraries.

IV. TREASURER'S REPORTS

M. Molgard presented the reports for May, June, and July 2004. She noted the receipt of the 90% of the State aid and pointed out that it came just in time, the reserve

funds were being depleted.

MOTION: J. Reilly moved to accept the Treasurer's Reports for the months of May, June and July 2004. E. Apostol seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Committee reviewed and approved the Purchase Journals for May, June and July 2004.

The Committee reviewed and approved the Amended 2004 Budget.

MOTION: P. Read moved acceptance of the Amended 2004 Budget. E. Apostol seconded. Unanimous.

The Committee received the Proposed 2005 Budget for review and will discuss it at the September Committee meeting. Then, P. Ritter will present it to the Directors Association for their review. The Budget will be presented for preliminary Board consideration in October. In late October, a public hearing will be held and it is anticipated that the final budget will be accepted at the November Board meeting.

C. Diamond asked when libraries can expect their e-rate reimbursements? P. Ritter noted that the applications have been submitted and some libraries have already received their funds.

NEXT FINANCE COMMITTEE MEETING: WEDNESDAY, SEPTEMBER 8TH AT 4:00 PM

Services Committee

No meeting. No report

**NEXT SERVICES COMMITTEE MEETING (IF THERE IS BUSINESS TO CONSIDER):
WEDNESDAY, SEPTEMBER 8TH AT 3:30 PM**

Administration Committee

No meeting. No report.

**NEXT ADMINISTRATION COMMITTEE MEETING (IF THERE IS BUSINESS TO CONSIDER):
MONDAY, OCTOBER 11TH AT 4:00 PM. (NO SEPTEMBER MEETING)**

Automated Services Committee

Written report submitted. P. Ritter noted that UHLS has now “turned the corner” with the automation system and is no longer dealing with major problems. There will be an upgrade to the Horizon system in the fall. The serials and acquisitions modules are being tested by Voorheesville and Guilderland.

NEXT ASC MEETING: TUESDAY, SEPTEMBER 28TH AT 9:00 AM

VI. COMMITTEE APPOINTMENTS

C. Diamond made the following committee appointments:

FINANCE COMMITTEE

M. Molgard, Chair

J. Cannell

A. Evans

P. Spohr

H. Zwahlen

SERVICES COMMITTEE

E. Apostol, Chair

B. Hartson

L. Lundgren

L. Prenovost

R. Jaquay (Directors Association representative)

ADMINISTRATION COMMITTEE

C. Diamond, Chair

P. Read

J. Reilly

N. Pieri (Directors Association representative)

AUTOMATED SERVICES COMMITTEE

P. Ritter, Chair

VII. NOMINATING COMMITTEE

C. Diamond appointed J. Reilly, Chair of the Nominating Committee to seek Trustees

for the two vacancies on the UHLS Board: a Trustee representing the Troy Public Library (to fill G. O'Connor's term which ends 2008) and a Trustee representing medium-sized Rensselaer County libraries (to fill P. Erlich's term which ends 2008).

P. Read volunteered to serve as the Albany County representative on the Committee when she resigns from the UHLS Board. L. Lundgren will ask a member of the POES Board to serve as the Committee representative from Rensselaer County.

P. Ritter will send an email to East Greenbush, North Greenbush, Rensselaer, and Sand Lake asking for nominations for the Board vacancy.

VIII. TRUSTEE REPORTS

L. Lundgren reported that Poestenkill is working on a policy regarding law enforcement visits to the library. She asked if any other libraries had similar policies in place? J. Cannell noted that Albany is working on a policy.

M. Molgard is preparing a program on the Patriot Act and libraries that she will present in April 2005.

P. Read reported that she will be resigning from the UHLS Board and will take a position as the President of the Bethlehem Library Board. She expressed her appreciation to her UHLS colleagues.

MOTION: At 5:50 PM, M. Molgard moved to adjourn. L. Lundgren seconded.
Unanimous.

NEXT BOARD MEETING: WEDNESDAY, SEPTEMBER 8TH AT 4:30 PM.

Heidi A. Fuge
August 12, 2004

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For May, June, and July 2004
August 11, 2004

Manager, Information and Outreach Services – Jo-Ann M. Benedetti began work on May 5, 2004. She has acclimated herself very well to the responsibilities of this position, has visited many member libraries, and is doing an outstanding job. She is proving to be an excellent addition to our staff.

Sky Camp LSTA Grant – The LSTA grant Sky Camp has been in full flight this summer as four UHLS libraries and three MVLS libraries hold their three-day Sky Camps. Middle school students have met pilots, meteorologists, aviation entrepreneurs, and Air National Guard Antarctica Mission personnel at their libraries this summer. Science, math, aviation, technology, reading, and libraries have melded to help students boost their skills and understand the library as a welcoming place of lifelong learning. Although many presenters came to each camp, each library also had unique speakers and activities. In **Castleton**, a local amphibious aircraft pilot landed his plane on the Hudson River, to the excitement of the kids, adults, assorted townspeople, and news media. **Lansingburgh** campers learned about space and made comet nuclei using dirt, rocks, dry ice, and other materials. **Guilderland** students had a smooth online chat with Jeannine Atkins, author of Wings and Rockets: The Story of Women in Air And Space. Yet to come in the Sky Camp project are airplane rides for the students coordinated through the Schenectady County Airport.

Annual Meeting – The 43rd Annual Dinner meeting of the Upper Hudson Library System was held on June 9, 2004 at the Albany Country Club. Two new trustees, **Pat Spohr** from the Altamont Public Library and **Anne Evans** from the Nassau Free Library, were elected to their first five-year terms. **Ellen Bach** from the Albany Public Library and **Monica Shupe** from the Berlin Free Town Library received Trustee of the Year Awards. The **Petersburgh Public Library**, the **Cohoes Public Library**, and the **Watervliet Public Library** won Library Program of the Year Awards. It was an excellent meeting with over 150 people in attendance, including many County legislators, State legislators, and local elected officials. **Michael Borges**, Executive Director of the New York Library Association, was the featured speaker.

The Latest Edition – A brainstorming session was held regarding this UHLS newsletter, and it was decided that we would experiment during the next year with publishing the newsletter every other month rather than monthly. This will begin with the July/August 2004 edition. **Jo-Ann Benedetti** will serve as the Editor, and **Heidi Fuge** will continue to serve as the Managing Editor.

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UHLS – Executive Director's Report – May, June, July 2004 – page 2

PULISDO – The **Public Library Systems Directors Organization** held a retreat during June 17-18 in Saratoga Springs. The purpose of this retreat was to develop plans for increasing the visibility of public library systems in New York. The consensus was that PULISDO should apply for an LSTA grant to develop and implement a marketing plan. It was also agreed that the members should share their “best practices” and hold meetings throughout New York to provide an opportunity to see how our colleagues are doing things. PULISDO will meet again on August 30 at UHLS.

Interlibrary Loan Services – A special ad hoc committee was appointed to evaluate the interlibrary loan system within UHLS and its member libraries. This committee recommended that the recently vacated position of Resource Sharing Coordinator not be filled and that UHLS do the following:

- Individual member libraries should utilize the CDLC Point-to-Point system,
- Provide funding assistance to any member library that wishes to have an account with OCLC for Group Access Capability (GAC),
- Contract with CDLC to act as the borrower for any member library that does not have GAC access, and
- Continue to act as the lender for UHLS member libraries, handle the processing of materials that are being lent and borrowed, and perform these duties with existing UHLS personnel.

These recommendations have been implemented to everyone's satisfaction.

Agreement for Computerized Library Services (UHLAN Contract) – The UHLAN contract for January 1, 2006 – December 31, 2008, has been prepared and has been discussed with the UHLS Directors Association. After the Automated Services Committee approves it, the proposed contract will be presented to the UHLS Board of Trustees for approval. This process must be completed by the end of December 2004.

CD Distribution Program – A settlement in a 43-state antitrust case related to the pricing of music CDs will result in a free distribution of 230,755 CDs to New York's public library systems and schools. UHLS has been allocated **5,906** of these CDs and should receive them in September 2004. A decision about how we will distribute these CDs to our member libraries will be made in consultation with the UHLS Directors Association.

Adult Literacy Services Grant 2004-2005 – The application for this LSTA grant from the William K. Sanford Town Library was not funded.

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UHLS – Executive Director's Report – May, June, July 2004 – page 3

Parent and Child Library Services Grant 2004-2005 – Two UHLS member libraries received this special LSTA grant for the next fiscal year. **Guilderland Public Library** received **\$16,043** for a grant titled *Reading Connection @ the Guilderland Public Library: Linking Parents and Teens*, and **RCS Community Library** received **\$13,965** for a grant titled *Romp and Read, An Outreach Project to Families with Young Children*.

LSTA Competitive Grant Program – The NY State Library has changed this grant program to a two-year cycle that will operate from April 1, 2005 through March 31, 2007. Applications will be due on November 5, 2004, and no System may apply for more than two grants. UHLS is currently formulating applications for this program.

NOVEL Invitational Grant Program – The NY State Library has provided this LSTA grant program in order to increase training opportunities for library system and member library staff to more effectively use and promote the statewide NOVEL databases. UHLS has joined with MVLS, SALS, and CDLC in a Capital Region project titled *NOVEL Training to Go!* CDLC is the lead agency for this \$80,000 grant, has written the proposal, and will administer the training programs from September 1, 2004 to May 31, 2005.

Automation Services – Following are the significant automation activities:

- A great deal of discussion has taken place regarding the methods of notifying patrons regarding their Horizon transactions. Patrons will be given a choice of receiving notices by email, automated telephone (TeleCirc), or mail.
- The catalogers in our member libraries are enthusiastically and successfully using the OCLC's CatExpress cataloging tool, and the UHLS staff is now able to concentrate on cleaning up the database.
- We are still working with Dynix to complete several custom programming requests.
- The ongoing problem with Horizon Timeouts appears to have been solved, much to the relief of many of our libraries.
- UHLS is planning to purchase a new router that will replace three routers that are five years old.
- The Acquisitions and Serials modules are being tested and will soon be implemented at two libraries.

Philip W. Ritter
Executive Director