



BOARD OF TRUSTEES MEETING

September 8, 2004

PRESENT: Erin Apostol, Rachel Baum, Jeffrey Cannell, Charles Diamond, Anne Evans, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Lois Prenovost, James Reilly, Pat Spohr, Hawley Zwahlen

UHLS Staff: Philip Ritter, Heidi Fuge

4:45 PM meeting called to order by C. Diamond.

I. OATH OF OFFICE

C. Diamond administered the Oath of Office to R. Baum, the new trustee from Bethlehem. She will be completing Paula Read's term which expires in 2008.

II. MINUTES

MOTION: J. Reilly moved to accept the Minutes of the August 11, 2004 Board meeting. E. Apostol seconded. Unanimous.

III. UHLS STAFF REPORT

P. Ritter augmented his written report with the following information:

- Courier: In mid-July, a driver resigned from Velocity Express and it wasn't until the beginning of September that the company found a new permanent driver. Once the new driver learned the route, the service stabilized, but prior to that there were many problems including delayed deliveries. There have been ongoing problems with the delivery and the company has not been responsive in correcting these. For the contract to be non-renewed, Velocity must be notified at the beginning of November; which is 60 days prior to the end of the contract period.
C, D & L is the delivery company that is being considered by UHLS, SALS, MVLS and, possibly, CLDC, to provide a regional courier service. SALS and MVLS will be contracting with this company to begin service in January 2005. C,D & L has proposed a co-mingled courier system that would operate from a central location (their warehouse). P. Ritter is waiting for the contract from C, D & L to present to the UHLS Board for approval.
- UHLAN Contract: the ASC is working on the contract for 2006-2008. The process so far has gone very smoothly.
- Automation upgrade: there will be another upgrade to the UHLAN automation

system on October 28th. Joe Thornton, Manager of Automation Services, is doing an excellent job of preparing for the upgrades and overseeing the system.

IV. TREASURER'S REPORT

M. Molgard presented the Report for the period ending August 31, 2004. She noted that UHLS has received 90% of the LSSA funds and the Basic Aid but nothing else. However, there has been a 5% cut in funding, so the 90% is less than anticipated. Discussion regarding the State's actions in approving the budget. M. Molgard noted that if the 5% cut is not restored, UHLS will have to use the reserve funds to make up the deficit.

MOTION: A. Evans moved to accept the August Treasurer's Report. M. Molgard seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Finance Committee reviewed and approved the August Purchase Journal and Payroll totaling \$142,396.05.

The Committee also reviewed the Proposed 2005 budget and recommends its adoption by the Board. The Proposed Budget will be distributed to the Board members prior to the October meeting. P. Ritter will discuss the budget at the next Directors Association meeting and a public hearing will be held on Thursday, October 14th at 4:00 PM at UHLS.

M. Molgard reported that the DEA Task Force has canceled their lease, effective September 30, 2004.

The Committee discussed the \$3,000 budgeted for travel reimbursement for the member libraries. The funds budgeted for 2004 have been spent and the Committee will not increase the amount in the 2004 budget. However, the Reimbursement Policy will be put on the Agenda for discussion at the next Finance Committee and Services Committee meetings.

Discussion regarding the Dynix contract and the unpaid 10% balance.

MOTION: E. Apostol moved that UHLS will not pay the final \$36,277 due on the Dynix contract as per the letter from the UHLS attorney to Dynix. L. Lundgren seconded. Unanimous.

NEXT FINANCE COMMITTEE MEETING: Wednesday, October 13th at 4:00 PM

Automated Services Committee

P. Ritter noted that the primary topics for discussion by the ASC are the notification methods and the UHLAN contract.

NEXT ASC MEETING: Tuesday, October 25th at 9:00 AM

Services Committee

No meeting. No report

NEXT SERVICES COMMITTEE MEETING: Wednesday, October 13th at 3:30 PM

Administration Committee

No meeting. No report.

NEXT ADMINISTRATION COMMITTEE MEETING: Monday, October 11th at 4:00 PM

VI. CORRESPONDENCE

C. Diamond noted the August 20, 2004 letter from Paula Read, President of the Bethlehem Public Library, appointing Rachel Baum to fill her position on the UHLS Board of Trustees.

VII. PRIVILEGES OF THE FLOOR

E. Apostol noted that she will be attending a Board meeting for the New York State Association of Library Boards (NYSALB). The 2005 NYSALB conference will be held in Syracuse in April.

M. Molgard asked about the distribution of the CDs that would be taking place in September. P. Ritter noted that there has been a delay while the restrictions on the collections have been reviewed and revised. Now, the libraries receiving the CDs are free to keep them, give them away, or sell them and use the money to benefit the library's music program. UHLS is slated to receive 5,906 CDs. The library directors are waiting to see the quality of the collection before deciding how they will be distributed. None of the libraries are required to take any of the CDs.

MOTION: J. Reilly moved to adjourn. H. Zwahlen seconded. Meeting adjourned at 5:29 PM.

NEXT BOARD MEETING: Wednesday, October 13th at 4:30 PM

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For August 2004
September 8, 2004

Sky Camp LSTA Grant – The LSTA grant Sky Camp is winding down. The culmination of the project was a free airplane ride for every young Sky Camp participant. More than 50 excited kids and their somewhat nervous parents gathered at the Schenectady County Airport on August 23 and 24. Plane after plane took off with their cargo of bright-eyed, grinning kids. The pilots were volunteers who regularly fly kids as part of the Young Eagles program of the Experimental Aircraft Association. The Sky Camp fliers received a classy certificate signed by EAA President Harrison Ford and will be listed on the Young Eagles website (www.youngeagles.org/).

Summer Reading Program – The prize books purchased through the \$5500 grant from the State for the Summer Reading Program have been a big hit with young readers. UHLS selected and purchased thousands of paperbacks that libraries awarded to kids and teens who finished their reading programs. Libraries will be finishing up their Summer Reading Programs this month.

Velocity Express Courier Service – The service provided by Velocity Express has been very erratic for the past few weeks. One of the drivers resigned in mid-July, and Velocity Express has been using several substitute drivers. These drivers do not know the routes, and we have to train new people on a daily basis. Velocity Express is supposed to provide us with permanent drivers for all three routes, but our attempts to get them to hire a permanent replacement have been futile. The situation is very frustrating, but we are researching possible solutions.

Proposed Regional Courier Service – Interviews were conducted on August 16 and 20 with the two companies that responded to our request for proposals. One company is an excellent possibility, but we are waiting for clarification of several points in their proposal. Whenever we have an acceptable contract, I will present it to the Finance Committee for consideration. This arrangement would provide for faster delivery service among UHLS, SALS, MVLS, and CDLC.

Trials of Online Databases – While our member libraries are basically satisfied with the online databases that are currently being offered, eighteen different databases will be available for previewing on the UHLS Intranet through September 20, when recommendations for purchase will be made to the Central Library Advisory Council.

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Latest Edition – As reported last month, we decided to experiment during the next year with publishing the UHLS newsletter bi-monthly rather than monthly. This began with the September/October 2004 edition. **Jo-Ann Benedetti**, Editor, and **Heidi Fuge**, Managing Editor, have also redesigned the newsletter. Please send any comments or suggestions for improvement to either of them; and we will continue to evaluate the efficacy of this newsletter during the next year.

Agreement for Computerized Library Services (UHLAN Contract) – The Automated Services Committee began its review of the proposed UHLAN contract for January 1, 2006 – December 31, 2008. The UHLS Directors Association will also review the proposed contract. After the ASC approves a final version, it will be presented to the UHLS Board of Trustees for approval.

Automation Services Upgrade – UHLS has scheduled the upgrade to Horizon 7.3.2 and HIP 3.04 for Thursday, October 28, 2004. The Automation Services staff installed and tested the upgrades on our clone database. The performance of these upgrades has been satisfactory.

Philip W. Ritter
Executive Director