BOARD OF TRUSTEES MEETING
October 13, 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

4:40 PM meeting called to order by C. Diamond, President

I. MINUTES

MOTION: J. Reilly moved to accept the Minutes of the September 8, 2004 Board meeting. E. Apostol seconded. Unanimous.

II. UHLS STAFF REPORT

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

- the Central Library Advisory Council met on October 7th to discuss the online databases. The Council decided to drop World Book Online and Oxford Reference. UHLS pays for the Learning Express and Children's Literature databases and the Central Library (Albany Public) pays for the other five databases. The total cost for the online databases in 2005 will be approximately $104,456.
- the Automation upgrade is on schedule
- the activation of the KidSearch module is on schedule
- Jo-Ann Benedetti and Mary Fellows will be representing UHLS at the NYLA Conference in Rochester during October 20-23.
- P. Ritter will be on vacation from October 22nd to November 2nd.

III. NOMINATING COMMITTEE

Report by J. Reilly, Chair. The two vacant positions on the Board will be filled by the following: Cris Blanchard from the Sand Lake Town Library has been nominated to complete Philip Erlich's term, representing medium Rensselaer County libraries; Mary Muller from the Troy Public Library has been nominated to complete George O'Connor's term.

MOTION: J. Reilly moved to accept the new trustees. E. Apostol seconded. Unanimous.

C. Diamond appointed both new Trustees to the Administration Committee.

IV. TREASURER'S REPORT

Report by M. Molgard. She noted that on the September Report, the August figures are correct but since UHLS has not yet received the bank statements, the September figures do not show any bank charges or interest accrued.

> **MOTION:** L. Lundgren moved to accept the September 2004 Treasurer's Report as presented. J. Reilly seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Finance Committee reviewed and approved the September Purchase Journal and Payroll totaling $321,071.01.

The Committee reviewed the proposed 2005 Budget which was based on full State funding. If there is a cut in funding in 2005, the budget will be adjusted at the beginning of the new year. A Public Hearing on the budget will be held on October 14th at 4:00 PM. Both the Finance Committee and the Directors Association have reviewed and accepted the proposed 2005 Budget.

M. Molgard explained that the New York State Employees Retirement System has changed the deadline for payment of the 2004 retirement. Instead of December 2004, the payment will be due in February 2005. There are funds in both the 2004 and 2005 budget for the retirement payments. The Committee recommends the establishment of a Retirement Reserve account using the $71,410 amount from the 2004 budget.

> **MOTION:** E. Apostol moved to establish a Retirement Reserve Account using the $71,410 budgeted for the 2004 retirement payment. This account can then be used to cover any shortfall in the retirement payments in future years, if necessary. L. Lundgren seconded. Unanimous.

M. Molgard reported that the Committee discussed grant application deadlines and recommended authorizing the Executive Director to apply for certain grants without prior approval from the Board of Trustees.

> **MOTION:** R. Baum moved to authorize the Executive Director to use his discretion in applying for grants, excluding IMLS and LSTA grants, as they

become available and report to the Board on the applications. E. Apostol seconded. Unanimous.

NEXT Finance MEETING: Wednesday, Nov. 10th at 4:00 PM

Administration Committee

Report by C. Diamond, Chair. He summarized the discussion at the October 11th meeting and noted that the June Annual Dinner meeting will be held at the Albany Country Club on June 8th. No Board action is required on anything at this time.

NEXT Administration MEETING: Monday, Nov. 8th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She reported that the Committee reviewed the proposed courier contracts and recommends acceptance of the C D & L contract with a modification to Section 7.1 noting that the $100 and $500 liability insurance is per item. R. Baum questioned Section 12 "Non-solicitation of employees or independent contractors." She felt that it was unfair to the courier's employees. This is a standard statement in these type of contracts.

> **MOTION:** E. Apostol moved acceptance of the C D & L contract, with the changes in the liability section, to commence on January 1, 2005. J. Reilly seconded. AYES: 11; ABSTENTION: 1 Motion carried.

> **MOTION:** B. Hartson moved to authorize the Executive Director to give notice to Velocity Express that their contract will not be renewed for 2005. H. Zwahlen seconded. Unanimous.

E. Apostol reported that the Committee reviewed the proposed LSTA grant applications and recommends their approval. She noted that the Literacy Initiative grant is a cooperative grant, coordinated by the Southern Adirondack Library System (SALS), and involving several Library Systems.

> **MOTION:** E. Apostol moved acceptance of the LSTA grant applications for Kids Cookin', the eBookshelf, and the Literacy Initiative. J. Cannell seconded. Unanimous.

> **MOTION:** E. Apostol moved acceptance of the Frederick McDonald Trust grant for the Riverway Storytelling Festival. M. Molgard seconded. Unanimous.

E. Apostol reported that the Committee reviewed the policy for Travel Reimbursement for the member libraries. In order to make the Policy more equitable and to make the budgeted funds last longer, the Committee is recommending several changes in the policy:

- Reimbursement Requests must be submitted to UHLS by the end of each month. Requests that arrive late will not be reimbursed.
- Requests will be funded on a first-come, first-served basis until the amount in the UHLS budget has been depleted.
- Round trip travel will be reimbursed at the IRS rate.
- UHLS will no longer pay for staff time.

> **MOTION:** B. Hartson moved acceptance of the following Policy: *"UHLS will reimburse, at the current IRS rate, all member libraries for round trip travel for their Director (or designated staff member) from their library to any UHLS-related meetings including the Directors Association and Central Library meetings. Completed Reimbursement Requests must be sent to UHLS by the end of each month. Requests received after the end of the month in which the expenses were incurred will not be reimbursed."* R. Baum seconded. Unanimous.

NEXT Services MEETING: Wednesday, Nov. 10th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the only item requiring Board attention is the "Agreement for Computerized Library Services" aka UHLAN contract, for 2006-2008. The contract has been approved by the Directors Association and the Automated Services Committee and is being presented for Board approval.

Discussion. J. Reilly suggested that on page 3, Section B3 the following words should be added at the beginning of the statement: "After consultation with the appropriate UHLS staff member, negotiate and contract......."

> **MOTION:** R. Baum moved acceptance of the Agreement for Computerized Library Services for 2006-2008 with the change to B3 as noted above. E. Apostol seconded. Unanimous.

NEXT ASC MEETING: Tuesday, November 16th at 9:00 AM

VI. TRUSTEE REPORTS

M. Molgard reported that Berne received a $5,000 grant from Senator Breslin to be used for construction and renovation of the library building.

P. Spohr reported that Altamont Public Library recently formed a Friends Group and is using the By-Laws from the Berne Friends Group as a model for their own.

C. Diamond reported the P. Ritter and J. Cannell spoke to the Watervliet Board of Trustees about the rechartering process. It was a much appreciated and very informative presentation.

E. Apostol reported that Ellen Bach, an Albany Public trustee, was appointed to the Regents Advisory Commission.
B. Hartson reported that Guilderland is designing a Literary Garden.

R. Baum reported that Bethlehem now has a Disaster Policy.

VII. PRIVILEGES OF THE FLOOR

C. Diamond encouraged trustees to speak with their legislators regarding library funding and the 5% cut.

P. Spohr reported that she and G. LaJuene (Altamont's Director) met recently with Assemblyman McEneny to discuss library funding.

> **MOTION:** At 6:22 PM, L. Prenovost moved to adjourn. H. Zwahlen seconded. Unanimous.

NEXT Board of Trustees MEETING: Wednesday, Nov. 10th at 4:30 PM

Heidi A. Fuge
10/14/04

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT
For September 2004

October 13, 2004

UHLS 2003 Annual Report – The printer has delivered the annual reports, and they will be delivered to the member libraries, trustees, public library systems, and others during the next week.

Drug Task Force – This tenant vacated the building as of September 30, 2004, and the UHLS Board of Trustees will need to discuss the options and decide how the 5,000 square feet of space can be used.

Velocity Express Courier Service – The service provided by Velocity Express continues to be very erratic, and I will be recommending to the Board that the agreement with this company be terminated at the end of this calendar year.

Proposed Regional Courier Service – **CD&L, Inc.** has presented us with a reasonable contract proposal for a regional courier service that will provide for direct daily service to all of the member libraries in the Upper Hudson Library System, Southern Adirondack Library System, Mohawk Valley Library System, and Capital District Library Council. SALS and MVLS plan to begin with CD&L on November 1, and CDLC is discussing if and when they will begin the service. I will recommend that UHLS approve the proposed contract with CD&L with service to begin on January 1, 2005.

Agreement for Computerized Library Services (UHLAN Contract) – The Automated Services Committee and the UHLS Directors Association have each reviewed and approved the proposed UHLAN contract for January 1, 2006 – December 31, 2008, along with the associated fees. This proposed contract will be presented to the UHLS Board of Trustees for approval.

New Books List – With the assistance of John Love of the Bethlehem Public Library, Joe Thornton has created a program that produces lists of the new books that have been added to individual member library collections within a prescribed time period. The program is automatic and runs every night. A link will be produced on the UHLS homepage and offered to member libraries for use on their websites.

(continued)

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Trials of Online Databases – The Adult Services and Youth Services Advisory Councils have worked with Jo-Ann Benedetti to evaluate twenty new and eight existing databases for the member libraries. They will be making a final recommendation to the Central Library Advisory Council at its next meeting on October 7, 2004. The CLAC will make the final decision on which online databases will be purchased for 2005.

KidSearch – The Youth Services Advisory Council has been working for some time on the design of this special feature for younger users of the Horizon online catalog. While it is not perfect and has several limitations, the Automated Services Committee agreed to accept the current KidSearch feature, to make it available to any library that wanted to add a link to it on their homepage, and to bring it up in its present form on October 15, 2004. The YSAC will continue to work with the ASC to make modifications and improvements in this feature.

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