



BOARD OF TRUSTEES MEETING
November 10, 2004

PRESENT: Erin Apostol, Rachel Baum, Jeffrey Cannell, Charles Diamond, Anne Evans, Brian Hartson, Lou Anne Lundgren, Mary Muller, James Reilly, Pat Spohr

EXCUSED: Cris Blanchard, Mary Alice Molgard, Lois Prenovost

ABSENT: Hawley Zwahlen

UHLS Staff: Philip Ritter, Heidi Fuge

4:37 PM meeting called to order by C. Diamond, President

I. OATH OF OFFICE

President C. Diamond administered the Oath of Office to M. Muller and welcomed her to the Board of Trustees. She was assigned to the Administration Committee.

It was noted that C. Blanchard had called to say that she was unable to make it to the meeting due to an injury.

II. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the October 13, 2004 Board meeting. J. Reilly seconded. Unanimous.

III. STAFF REPORT

P. Ritter reviewed his written report and noted the following:

- included in the Board packet was a list of the Board members, a 2005 Holiday schedule, a proposed 2005 Meeting Schedule and a brochure on Public Library Systems printed by the Division of Library Development.
- he has notified Velocity Express that their courier contract will not be renewed after December 31, 2004. The current situation with the Velocity is not as satisfactory as it could be but is not desperate. He warned to expect problems at the end of the year with the switchover from Velocity to C D & L. The contract with C D & L will be signed as soon as possible.
- the UHLAN contracts for 2006-2008 have been sent out to the member libraries and so far four have returned them for signing. The libraries have until the end of January 2005 to return the contracts.
- the LSTA grants approved at the last Board meeting have been submitted to the

State. The eBook grant is a one-year project, the Kids Cookin' grant is a two-year project.

- several libraries have submitted construction grant applications. These applications will be reviewed by the Services Committee at their December meeting and then will be presented to the Board. Six applications have been submitted, totaling \$103,000. UHLS has only been given \$24,000 to distribute.

IV. TREASURER'S REPORT

Report presented by J. Cannell.

MOTION: J. Reilly moved to accept the October 31, 2004 Treasurer's Report as presented. L. Lundgren seconded. Unanimous.

There was a question about the State funds for the libraries. P. Ritter noted that UHLS has been notified that the Local Library Services Aid (LLSA) has been released and the checks should be sent to the Library Systems within the next couple of weeks. The funds will then be disbursed to the member libraries.

V. COMMITTEE REPORTS

Finance Committee

Report by J. Cannell. He noted that the Committee reviewed and approved the October Purchase Journal and Payroll totaling \$81,052.27.

J. Cannell reported that the Committee held a public hearing on the proposed 2005 Budget on October 14th. No one attended. The Budget has been reviewed and discussed by the Finance Committee and the Directors Association.

P. Ritter cautioned that if the 5% cut in State aid is maintained in 2005, the proposed Budget will have to be amended during the first half of the year.

MOTION: E. Apostol moved acceptance of the Proposed 2005 Budget. R. Baum seconded. Unanimous.

NEXT FINANCE COMMITTEE MEETING: Wednesday, December 8th at 4:00 PM

Services Committee

Report by E. Apostol. She noted that the Services Committee reviewed the recommended procedures for the distribution of the 5,900 CDs that UHLS received as

a result of the music industry settlement.

MOTION: E. Apostol moved acceptance of the following procedures for the distribution of the CDs:

- all of the libraries, including branches, will be treated equally
 - the libraries can choose to participate or not and the CDs will be divided equally among those who wish to participate
 - those who participate will be required to submit a report on the use of CDs to UHLS by September 1, 2005. R. Baum seconded the motion.
- Unanimous.

NEXT SERVICES COMMITTEE MEETING: Wednesday, December 8th at 3:30 PM

Administration Committee

Report by J. Reilly. The Committee reviewed several proposals for the upgrade of the HVAC control system and recommends acceptance of the Technical Building Services (TBS) proposal at the cost of \$10,500. The funds are not in the budget for this project and will have to be taken from the Building Reserve account.

MOTION: J. Reilly moved acceptance of the TBS proposal with the payment for the project coming from the Building Reserve account. R. Baum seconded.

Unanimous.

J. Reilly reported that the Committee also reviewed a proposal for the installation of a generator but felt that it was too expensive, unless outside funding could be obtained.

The Committee members viewed the former Task Force space in the building and were amazed at how well it looked after the cleaning. They discussed possible uses for the space and asked H. Fuge to contact a real estate agent about the feasibility of leasing out the front (road-side) section for offices. CDLC does not want to move out of its current space into this area, but is definitely interested in assisting with the creation of a training/videoconferencing center.

NEXT ADMINISTRATION COMMITTEE MEETING: *No meeting in December*

Automated Services Committee

No meeting. No report.

NEXT ASC MEETINGS: Tuesday, November 16th at 9:00 AM
Tuesday, December 14th at 9:00 AM

VI. TRUSTEE REPORTS

A. Evans reported that Nassau is considering a Chapter 414 proposal and the Board had a presentation by a librarian from New Lebanon, who spoke about their success. Nassau is conducting their annual Quilt raffle. Stephentown is working on a fundraising drive for building renovation.

M. Muller reported that the Troy Board has established a new subcommittee to investigate new funding sources. There have recently been many changes on the Troy Board with several new members and the appointment of new committee members.

J. Cannell reported that the Albany Library's Citizens' Advisory Committee will soon be presenting a report on their findings in regard to the library's construction proposal. He is hoping that the Committee members will continue to serve as an oversight group for the construction project.

VII. NEW BUSINESS

C. Diamond asked J. Reilly to serve as the Chair of the Administration Committee.

NEXT BOARD MEETING: Wednesday, December 8th at 4:30 PM

Heidi A. Fuge
11/11/04

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT For October 2004

November 10, 2004

Velocity Express Courier Service – Velocity Express has been notified by certified/return receipt mail that UHLS will terminate its agreement for courier service as of December 31, 2004. While they were not pleased, they understand that they are obligated to provide service through the end of the calendar year.

C D & L, Inc. – The contract for courier service to begin on January 1, 2005, has been finalized, and we are waiting for it to be signed. The representative with whom we are working has been out of the country on vacation. We will complete the contract when he returns.

Agreement for Computerized Library Services (UHLAN Contract) – Since the UHLS Board of Trustees approved this new contract for January 1, 2006 – December 31, 2008, along with the associated fees, contracts were prepared and delivered to all the UHLS member libraries for approval by their local Boards of Trustees. Approved and signed contracts have already been received from three member libraries: Rensselaerville, Cohoes, and Westerlo.

Online Databases – The Central Library Advisory Council met on October 7, 2004, and made the final decisions regarding the subscriptions to online databases for 2005. The CLAC decided to discontinue the subscription to World Book Online and Oxford Reference Online. They decided to subscribe to Ebsco Masterfile Premier, Reference USA, Books in Print, Learning Express (Learn-A-Test), Children's Literature Comprehensive Database, and the Times Union for a total estimated cost of \$104,456. It was agreed that UHLS would pay for Learning Express and Children's Literature for a total of \$20,500, and that Albany Public Library would pay a total of \$83,956 from the Central Library Development Grant for the other databases.

KidSearch – This Dynix kids catalog module was made available on October 15 and can be accessed at the link: http://www.uhls.org/uhrs/kids_catalog.cfm. The Youth Services Advisory Council has designed this special feature for younger users of the Horizon online catalog, and they will continue to recommend modifications and improvements in this feature. Anecdotes are being collected about its reception by the public.

UHLS Building – The cleaning company has completed their project in the former DEA Task Force space. The ceiling tiles and walls have been washed, the floor stripped and waxed, and the carpet steam-cleaned. The cleaning has made a significant difference in the attractiveness of the space.

(Continued)

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Automation Services Upgrade – The upgrade to Horizon 7.3.2 and HIP 3.04 was completed on Thursday, October 28, 2004. The upgrade went relatively well, but it was not as seamless as we had hoped. The Automation Services staff began work at 1:00 a.m. on October 28, and the Horizon system was ready to be used at 9:00 a.m. However, there proved to be problems placing requests, and there were several minor problems related to incorrect colors in KidSearch and broken links in several functions. However, these were quickly corrected. By early afternoon, everything was working smoothly with only a few minor changes remaining to be made. The member libraries were very patient and cooperative, and they seem to be satisfied with the process and result.

Kids Cookin' by the Book: Food, Families, Libraries & Literacy – This 2005-2007 LSTA grant was written to include nine UHLS libraries: Bethlehem, Castleton, Colonie, Hoosick Falls, Rensselaerville, Sand Lake, Stephentown, Troy, and Voorheesville. If the grant is approved and fully funded, the participating libraries will engage their 4th and 5th graders in math, science, technology, and literacy activities involving food and culminating in the publication of a cookbook. We can expect to hear in February 2005 whether we receive the grant, and it would begin in April 2005.

The eBookshelf: Books 24/7 From Your Public Library – This 2005-2006 LSTA grant was written to include all of the 29 member libraries of UHLS. The Capital District Center for Independence, the Northeastern Association of the Blind at Albany, and sixteen member libraries have submitted letters of support. This project will provide and promote the use of eBooks, both digital and audio, to meet the needs of those patrons who are looking for library resources in alternative formats. Those patrons will include the technologically savvy traveler, the computer-oriented teen readers, and print-impaired library patrons such as the blind, visually impaired, and physically challenged. The proposed project will provide the System with a core eBook collection that all the member libraries will share. We can expect to hear in February 2005 whether we receive the grant, and it would begin in April 2005.

State Aid for Public Library Construction FY 2004-2005 – DLD notified UHLS that completed grant applications from this program would be due at DLD by December 15, 2004. While the projects submitted by six member libraries totaled \$103,191, UHLS has only \$24,553 to be distributed on a 50/50 matching basis. The grant applications were to be submitted to UHLS by November 3 so that they could be reviewed, completed, and presented for approval to the Services Committee and Board of Trustees at their meetings on December 8, 2004.

Philip W. Ritter
Executive Director