



**BOARD OF TRUSTEES
February 9, 2005
MINUTES**



PRESENT: Rachel Baum, Jeffrey Cannell, Charles Diamond, Anne Evans, Brian Hartson, Lou Anne Lundgren, Mary Muller, Pat Spohr, Hawley Zwahlen

EXCUSED: Cris Blanchard, Mary Alice Molgard, Lois Prenovost, James Reilly

ABSENT: Erin Apostol

UHLS STAFF: Philip Ritter, Heidi Fuge

4:30 PM meeting called to order by C. Diamond, Chair (on time!)

I. MINUTES

MOTION: H. Zwahlen moved to accept the Minutes of the January 12, 2005 meeting as presented. M. Muller seconded. Unanimous.

II. STAFF REPORT

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

- all of the UHLAN contracts have now been received, C. Diamond will sign them and one copy will be returned to the libraries.
- the LSTA grant "Kids Cookin' by the Book" has been approved with \$83,000 for the two-year grant. Although this is less than the amount requested, Mary Fellows has been able to re-adjust the budget and it should not significantly impact the libraries' participation.
- the LSTA grant for eBooks was not funded. UHLS will consult with the Division of Library Development to find out why this grant was rejected. Jo-Ann Benedetti will seek alternative funding sources (i.e. foundations or other agencies) for this grant.

III. TREASURER'S REPORT

H. Zwahlen presented the January 2005 report.

MOTION: H. Zwahlen moved acceptance of the January 2005 Treasurer's Report. L. Lundgren seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen in the absence of M. Molgard, Chair. He noted the following:

- the Committee reviewed and approved the January Purchase Journal and Payroll totaling \$258,649.08.
- the Committee reviewed the Reconciled 2004 Budget. H. Zwahlen pointed out that the \$13,121 balance includes \$3,366.00 in 2004 Outreach funds to be spent in 2005. He explained that the Reconciled Budget figures are incorporated into the System's report to NYS and that approval of the Reconciled Budget will also include approval of that portion of the State Report.

MOTION: J. Cannell moved acceptance of the Reconciled 2004 Budget and approval of the 2004 State Report. B. Hartson seconded. Unanimous.

- the Committee is in the process of reviewing an amended 2005 Budget and will discuss it further at their March 9th meeting. He suggested that Trustees should discuss this with their library Directors. The amended budget was presented at the February Directors Association meeting and will again be a topic at the March Directors Association meeting.

NEXT FINANCE MEETING: Wednesday, March 9th at 4:00 PM

Administration Committee

Report by M. Muller in the absence of J. Reilly, Chair. She reviewed the Minutes from the Committee's February meeting and noted that the UHLS staff will be contacting a realtor to discuss leasing the former DEA section of the building.

P. Ritter noted that Jim Conroy, from Prudential Blake-Atlantic Real Estate, had been contacted by M. Muller and he came to look at the space. He was encouraging and said that it was very marketable. He will prepare a contract proposal that will be presented to the Administration Committee and the Board. His costs appeared to be within the parameters established by the Committee.

NEXT ADMINISTRATION MEETING: March 7th at 4:00 PM.

Services Committee

Report by L. Lundgren in the absence of E. Apostol, Chair. She highlighted features from the Committee's meeting and noted the following:

- the guidelines for the Library Program and Advocate Awards have been approved
- the Committee reviewed the Adult Literacy Grant submitted by the Wm. K. Sanford Town Library

MOTION: L. Lundgren moved that the Adult Literacy grant be ranked as #1 and submitted to the State. H. Zwahlen seconded. Unanimous.

J. Cannell noted that he is very unhappy with the Mohawk/Hudson Chapter of Literacy Volunteers of America. They are showing a definite lack of cooperation with the local libraries, and in order for libraries to submit Literacy grants, they must partner with a literacy group.

- the Committee reviewed the names of three new members to the Outreach Advisory Council to replace those who have resigned or whose terms have expired.

MOTION: L. Lundgren moved that the following people be appointed to the Outreach Advisory Council for three year terms as of January 2005: Deidre Greco, Barbara Wyman, and Rose Golden. J. Cannell seconded. Unanimous.

- the Committee reviewed the suggested revisions to the Outreach mini-grant applications and felt that they clarified the target populations and took care of some of the problems encountered with the 2004 application process.

MOTION: L. Lundgren moved acceptance of the revised Outreach mini-grant applications. H. Zwahlen seconded. Unanimous.

- the Committee reviewed the Services section of the System's Annual Report to NYS. Review of the Report is a new requirement for 2005.

MOTION: L. Lundgren moved approval of the 2004 State Report. H. Zwahlen seconded. Unanimous.

Automated Services Committee

P. Ritter noted that the Minutes of the last meeting had been distributed and asked if there were any questions.

V. TRUSTEE REPORTS

C. Diamond asked how the new delivery company was working out? P. Ritter noted that they have been very responsive, have made adjustments to the routes to accommodate the libraries and have replaced any problem drivers. The next step is for UHLS to purchase the proper kinds of containers - heavy-duty plastic tubs with lids. There have been discussions with the other library systems regarding these containers and Sara Dallas at the Southern Adirondack Library System (SALS) wants to submit a member item request for the funding to purchase the containers.

B. Hartson reported that Guilderland has been negotiating with its tenant to expand onto its property next door so that the parking lot and library facility can be enlarged.

A. Evans reported that Nassau has distributed a survey to get feedback on community needs prior to putting up the library funding for public vote.

C. Diamond reported that he is now the Vice-President at Watervliet. A new President has finally been elected. On February 17th, the library trustees will be meeting with the Mayor and the City Council regarding the possibility of re-chartering the library.

MOTION: H. Zwahlen moved to adjourn the meeting. C. Diamond seconded.
Unanimous.

5:15 PM meeting adjourned.

NEXT BOARD MEETING: Wednesday, March 9th at 4:30 PM

Heidi A. Fuge
2/10/05

EXECUTIVE DIRECTOR'S REPORT
For January, 2005
February 9, 2005

C D & L, Inc. – The first month of operation has been a little rocky, but improvements are being made on a daily basis. Several routes have been rearranged, and some of the drivers have required further instruction. All things considered, the transition has been completed without any major incidents or problems.

Riverway Storytelling Festival, April 4-10, 2005 – This event is shaping up into a busy Festival. New this year will be another workshop on Friday for librarians and teachers and a Sunday performance for adults, targeting seniors especially. Fundraising to meet our budget of \$30,000 continues, and we have recently been working on media partners.

Cataloging Training Workshop – This workshop was held at UHLS on January 26 with 20 cataloging staff in attendance. Basic procedures were reviewed for the linking of item records to bibliographic records, the searching of CatExpress for bibliographic records, and the editing of the MARC records after importing them into the Horizon database. The UHLS Cataloging Standards Manual was reviewed and discussed.

UHLAN Contracts – As of January 31, 2005, we had received signed contracts from 25 of the 29 member libraries. I will contact the four libraries that have not yet submitted the signed contracts.

UHLAN Charges – The actual charges for 2006 and the estimated charges for 2007-2008 have been calculated. A chart showing these charges was sent to the Directors of the member libraries on January 26, 2005. These charges are based on an escalating formula approved by the Automated Services Committee and the Board of Trustees.

State Annual Reports – All the member libraries are working on these on-line reports with a February 15 deadline for submission to UHLS for review.

Philip W. Ritter
Executive Director