



BOARD OF TRUSTEES
March 9, 2005
MINUTES



PRESENT: Erin Apostol, Rachel Baum, Cris Blanchard, Jeffrey Cannell, Charles Diamond, Anne Evans, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, Lois Prenovost, James Reilly

EXCUSED: Pat Spohr, Hawley Zwahlen

UHLS STAFF: Philip Ritter, Heidi Fuge, Mary Fellows

4:30 PM meeting called to order by C. Diamond, Chair

I. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the February 9, 2005 meeting as presented. L. Lundgren seconded. Unanimous.

II. STAFF REPORT

P. Ritter introduced M. Fellows to speak about the Riverway Storytelling Festival and she noted the following:

- this is the 3rd Annual Festival;
- there are eight member libraries involved with performances in the libraries and other venues;
- there will be performances at the NYS Museum with both professional and student tellers. M. Fellows asked if any of the Board members would like to volunteer to help at the Museum on Thursday, April 7th between 9:30 AM and 12:00 Noon;
- she and her Committee have raised \$7,300 in cash and \$21,900 in in-kind support;
- she distributed tickets for the Festival.

P. Ritter acknowledged all of M. Fellow's work and effort in producing the Festival.

<applause> He went on to highlight the following from his written report:

- all of the libraries have submitted their State Annual Reports. The Reports were finished by March 2nd, one day past the deadline, and the earliest all of the reports have been completed;
- he distributed copies of the Lobby Day schedule. C. Diamond volunteered to serve as the spokesperson for the UHLS group;

- in cooperation with SALS, MVLS and CDLC, UHLS has submitted a request for a \$40,000 Member Item (\$10,000 per organization). The funds would be used to support the coordinated delivery system - primarily the purchase of special plastic bins. Senator Breslin's office contacted P. Ritter to request further information. Whatever amount comes from the requests will be evenly divided among the four organizations;
- the Troy Music Hall has offered UHLS 10 free tickets to the "Leaves of Grass" concert. Any trustees interested in attending should contact P. Ritter.

III. TREASURER'S REPORT

Report presented by M. Molgard. She noted that there was a bank error on the February statements when the Bank mistakenly removed funds from the Unemployment Account. The error was corrected in March and the change will show on the March Treasurer's Report.

MOTION: J. Cannell moved to accept the February Treasurer's Report. E. Apostol seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reported that the Committee approved the February 2005 Purchase Journal and Payroll totaling \$121,227.93.

She also reported that the Committee reviewed the proposed 2005 Amended Budget. The budget was amended to reflect the projected 5% cut in State funding. The largest change was to cut out the \$29,000 in Incentive Grants for the member libraries. P. Ritter noted that UHLS should not serve as a funding agency for the member libraries but as a service agency. J. Cannell reported that P. Ritter twice presented the Amended Budget to the Directors Association, and there was extensive discussion. At the last Association meeting, the Directors voted to approve the Amended Budget as presented.

MOTION: E. Apostol moved to accept the Amended 2005 Budget. B. Hartson seconded. Unanimous.

NEXT Finance Committee MEETING: Wednesday, April 13th at 4:00 PM

Administration Committee

Report by J. Reilly, Chair. He reported that the Committee discussed the proposed contract for listing the vacant DEA space with Prudential Blake Atlantic Realtors. The contract requires a payment of 6% for the initial term of the lease and then 4% thereafter. The Committee approved the contract and suggested that the lease terms, when a suitable tenant is located, should be for one-year terms with a fixed rent for five years.

MOTION: J. Reilly moved to authorize the Board President to sign the listing contract with Prudential Blake Atlantic Realtors. M. Molgard seconded.
Unanimous.

J. Reilly reported that the Committee discussed the possibility of engaging the group "O.I.N.K" for a performance at the June Annual Dinner Meeting. However, since they charge a fee that is outside the limits of our budget, one or more sponsors need to be found to support at least half of the fee. He asked the Board members for ideas or contacts. J. Cannell offered to contact David Brown at Sawchuk, Brown Co. to see if anything could be expedited. B. Hartson will look into WeatherGuard Roofing as a potential sponsor. If a sponsor has not been found by March 25th, another speaker will be arranged.

NEXT Administration Committee MEETING: Monday, April 11th at 4:00 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the Minutes from the February meeting had been distributed and asked if there were any questions.

NEXT Automated Services Committee MEETING: Tuesday, April 26th at 4:00 PM

V. NOMINATING COMMITTEE

C. Diamond appointed the following Nominating Committee members: E. Apostol, Chair, L. Lundgren, and J. Reilly. There are three Board members whose terms expire in June 2005. All three are eligible for another 5-year term: C. Diamond, L. Prenovost, and H. Zwahlen.

VI. TRUSTEE REPORTS

A. Evans reported the following for Nassau:

- the library raised \$1,400 in a quilt raffle and \$500 in a Book/Bake Sale;
- the library sent out Surveys regarding a 414 proposition. The returned Surveys will be reviewed at the Nassau Board meeting next week;
- the library held a successful series of concerts sponsored by an Arts Grant.

M. Muller reported the following for Troy:

- P. Ritter attended the February meeting of the Troy Board of Trustees and gave a very good presentation regarding library funding methods. He urged the library to consider becoming a Special District library. M. Muller hopes that the Troy Board will be leaning in that direction.

M. Molgard reported the following for Berne:

- the library will be hosting a series of transcendental readings from a newly-formed Buddhist Community in Berne. The readings will be held on March 23rd;
- the library received its full funding request from the Town of Berne.

J. Cannell reported that he attended a reception for nationally-known librarian Nancy Pearle. She looks just like her action figure.

VII. OTHER BUSINESS

P. Ritter introduced the \$6,000 LSTA mini-grant for the Summer Reading Program. This is the first time that the State has required Board review and approval of this particular grant. The funds will be used to purchase 1,875 paperback books to be given away as Summer Reading Program prizes.

MOTION: J. Cannell moved to authorize the application for the \$6,000 Summer Reading Program grant. M. Molgard seconded. Unanimous.

MOTION: J. Reilly moved to adjourn. R. Baum seconded. Unanimous.

5:30 PM - Meeting adjourned.

Heidi A. Fuge
3/10/05

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For February, 2005
March 9, 2005

C D & L, Inc. – The delivery system is going well. CD&L has been very responsive and are very easy to work with in resolving problems. Most of the routes have been corrected, and problem drivers have been replaced. UHLS has ordered 250 plastic shipping boxes, and they should be here within a month. They should go a long way in protecting the books and materials as well as keeping the items contained better than the canvas bags. A listserv has been started that will facilitate communication regarding the delivery system among the libraries in the ten-county area.

Erate Applications – The “471” applications have been completed for 27 of the 30 libraries, including UHLS. The Albany Public Library and the William K. Sanford Library prepared their own applications, and the Rensselaer Public Library did not provide the necessary information by the deadline.

Kids Cookin’ by the Book: Food, Families, Libraries & Literacy – This LSTA grant was funded at \$83,352 for the two-year period. Nine UHLS libraries will be involved in the project, which begins in March 2005.

Riverway Storytelling Festival, April 4-10, 2005 – We are on the downhill slope to Riverway Storytelling Festival, April 4-10, 2005. With procurement of in-kind support from various partners, our budget now stands at \$37,500. With the \$5,500 contribution from UHLS (including \$500 for American Sign Language), this means that we have raised \$32,000 in support! Our latest coup was signing on Capital News 9 and Radio Disney as media partners.

State Annual Reports – The member libraries did a good job in preparing these reports, and they have all been reviewed and corrected as needed. There is only one report remaining to be completed.

Awards – The letters announcing the annual UHLS Board of Trustee Awards for Library Program, Trustee, and Advocate have been sent to the Member Library Directors, Board Presidents, and UHLS Trustees. The deadline for nominations is Monday, March 28, 2005.

Philip W. Ritter
Executive Director