



BOARD OF TRUSTEES

May 11, 2005

MINUTES



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

EXCUSED: Rachel Baum

UHLS STAFF: Philip Ritter, Heidi Fuge

VISITORS: Mike Zovistoski, Marc Mesick (UHY)

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

I. REPORT FROM UHY

M. Zovistoski and M. Mesick explained the 2004 Financial Review conducted by UHY. They explained the difference between a Financial Audit and a Financial Review and noted that a Review was sufficient for this particular organization; there is no external reason for an Audit and the current administrative staff keep sound, accurate and detailed financial records. A Review consists of analysis, inquiry and testing of the financial information and an Audit would include all of those items plus 3rd party confirmations (i.e. reports from the Bank regarding balances.)

M. Mesick reviewed the various sections of the Review. He noted the System does not accrue postretirement health care costs, choosing instead to recognize these costs as they are paid. This is a deviation from generally accepted accounting principles but has been ongoing, and acceptable for several years. The cost of an actuary to determine the postretirement costs outweighs the benefits.

M. Mesick highlighted the following in the 2004 Report:

- there was a decrease in grant revenue
- there was a decrease in rent revenue
- having a fund balance allows the System to get through times of revenue decreases
- there was a substantial increase in the Retirement percentage from 2003 to 2004

II. MINUTES

MOTION: J. Reilly moved to accept the Minutes of the April 13, 2005 meeting as presented. E. Apostol seconded. Unanimous.

III. STAFF REPORT

P. Ritter reported the following:

- the Stephentown Library will be receiving an additional \$2,500 in construction aid funds from the State;
- the Library Director position at Stephentown has been re-advertised;
- due to the PULISDO Conference and vacation, P. Ritter will be out of the office from May 19th through May 26th;
- the Realtor will be putting up a "For Lease" sign on our building and informed us that they had a potential client who wanted to look at the space on Thursday afternoon.

II. TREASURER'S REPORT

Report for period ending April 30, 2005 presented by M. Molgard.

MOTION: L. Lundgren moved to accept the Treasurer's Report. C. Blanchard seconded. Unanimous.

III. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. The Finance Committee reviewed and approved the April Purchase Journal and Payroll. She noted that the Committee members discussed the following issues:

- Central Library

P. Ritter explained the required Assurances for the 2004 Central Book Aid expenditures and the 2005 Central Library Development Grant budget.

MOTION: E. Apostol moved acceptance of the 2005 Central Library Development Grant Budget. A. Evans seconded. Unanimous.

MOTION: L. Lundgren moved acceptance of the letter certifying that in 2004, the Central Book Aid funds were spent as required. C. Blanchard seconded. Unanimous.

- Time Warner Contract

P. Ritter explained the current situation and the options. He recommended going with the fiber option - it would be a much more stable bandwidth and give us room for growth, including enough to allow for video conferencing. Time Warner would be willing to re-negotiate this contract if there were great technological advances. M. Muller noted that the increased bandwidth could be used to create interactive training programs.

Time Warner is proposing a five-year contract at a total monthly rate ('phone lines and

Internet access) of \$1,780. There will be a \$500 installation charge.

MOTION: M. Molgard moved to authorize the President to sign a five-year Fiber Option contract with Time Warner for telephone and internet service at \$1,780 per month. A. Evans seconded. Unanimous.

Automated Services Committee

P. Ritter highlighted features in the April Minutes:

- he encouraged the Board members to familiarize themselves with the section of Minutes dealing with the Summer Reader program.
- the options for Authority Control will be presented to the ASC who will then make a recommendation to the Board. The current cost estimate is \$30 - \$35,000. This is a vital expenditure and the funds are available in the Automation Reserve Account.

IV. TRUSTEE REPORTS

E. Apostol reported on the recent, very successful, Trustee Institute held by the New York State Association of Library Boards (NYSALB). She noted that there were several good speakers and M. Muller and J. Cannell attended. She explained that one of the benefits of the 2-day Institute is the networking and sharing of programs that takes place. She gave an example of a discussion regarding the effects of the Patriot Act on the relationship between Library Directors and their Boards of Trustees. In 2006, the Institute will be held on April 28th and 29th in Albany.

B. Hartson asked if there is any law that requires public libraries to have an annual audit? P. Ritter will contact the Division of Library Development.

V. NEW BUSINESS

The Administration Committee will not meet in June.

Discussion regarding Board meetings in the summer. Consensus that the Board will NOT meet in July. The next Board meeting will be on Tuesday, August 10th.

VI. NOMINATING COMMITTEE FOR BOARD OFFICERS

C. Diamond appointed the following Committee who will report at the August Board meeting: E. Apostol (Chair), J. Reilly and M. Muller.

MOTION: M. Molgard moved to adjourn. A. Evans seconded. Unanimous. Meeting was adjourned at 5:50 PM.

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For April 2005

May 11, 2005

Riverway Storytelling Festival, April 4-10, 2005 – In its third year, this event continued its tradition of attracting users of all ages to UHLS libraries to hear stories from many traditions. Ten of our 29 libraries hosted performances that brought listeners as young as three and as old as eighty-something together to enjoy the oral tradition. Total attendance at the Festival was 954, a slight increase over last year. Two library performances were special highlights: the Guilderland Public Library hosted two ghost story concerts on Friday night that engaged first 82 children and families and later 50 teens and adults with stories of varying degrees of eeriness. On Sunday afternoon, the William K. Sanford Town Library hosted *Susan Klein Live!*, a concert of stories just for adults. Despite the fabulous spring weather, 46 people attended. Workshops on storytelling that were free to member library staff, student teller performances, *Story Walk!* at the NYS Museum where four schools brought third graders, weeknight performances in UHLS libraries, and a full slate of activities at the Albany Public Library all rounded out the seven-day festival. A new feature, *Laughin' Night*, brought 116 people out on Saturday night to hear stories at the College of St. Rose.

Central Library Advisory Council – At the meeting on April 14, it was decided that we would not renew the subscription to **DearReader.com** (formerly Chapter-A-Day) when it expires on August 1, 2005. The status of Learn-A-Test was discussed, and a decision will be made regarding it by the end of 2005.

Meeting with Assemblyman Robert Reilly – Representatives from UHLS and CDLC met with this new State Assembly member at UHLS on April 15, 2005. While he initially expressed reservations about the value of Library Systems, by the end of the visit he said that he better understood the services that Systems provide to the local public libraries and why they are necessary. His favorable opinion was made more definite after we visited with the staff at the Clifton Park-Halfmoon Library, and he ended his discussion by affirming that he would now support additional funding for all Library Systems.

Construction Aid Funds – The Troy Public Library was awarded an additional sum of \$6,000 for the roofing project at the Lansingburgh Branch Library, bringing the total amount awarded to \$10,322. The additional funds were made possible because of the availability of unused portions of construction aid funds.

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Summer Reader Program – The Youth Services Advisory Council is investigating a software program that will enable the member libraries to manage the Summer Reading Program registration, **Summer Reader** from Evanced Solutions. The software also has other useful features, including allowing kids and teens to submit online book reviews. It is hoped that one or two UHLS libraries will try it out this year at their own expense. The ASC has agreed to host the software on the UHLS server if it is used by at least two member libraries.

Public Library System Directors Organization of New York State – Three representatives from UHLS (Jo-Ann Benedetti, Mary Fellows, and Philip Ritter) will attend this biennial PULISDO Conference on May 24-25, 2005. It is being held at the Sheraton LaGuardia East Hotel in Flushing, NY, and will include tours of the Flushing Library and the Corona Branch Library of the Queens Borough Public Library. There will be a keynote address, breakout sessions for the directors and managers, a session on “Dealing with the Media,” and an author luncheon.

Philip W. Ritter
Executive Director