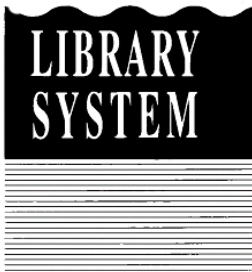




BOARD OF TRUSTEES March 8, 2006 MINUTES



PRESENT: Erin Apostol, Rachel Baum, Jeffrey Cannell, Charles Diamond, Brian Hartson, Lou Anne Lundgren, Mary Alice Molgard, Mary Muller, Lois Prenovost, James Reilly, Pat Spohr,
EXCUSED: Hawley Zwahlen
ABSENT: Cris Blanchard,
UHLS STAFF: Philip Ritter, Heidi Fuge

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

I. MINUTES

MOTION: J. Reilly moved to accept the February 8, 2006 Minutes as presented. B. Hartson seconded. Unanimous.

II. UHLS STAFF REPORT

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

- OverDrive (Digital Library Reserve) has taken off tremendously. As of the end of February, there are 732 unique patrons. In January and February, there were 1,588 checkouts and 861 holds. We started OverDrive with 968 titles, Albany then purchased an additional 73 titles, and Colonie purchased 31 titles. The item with the most holds is The Autobiography of Benjamin Franklin.
- P. Ritter distributed the schedule for the annual NYLA Lobby Day on March 14th. The legislators' staff have not been real eager to make individual appointments and so UHLS has been combined with other organizations for some of the visits. P. Ritter also distributed a summary of NYLA's five legislative priorities. The two that seem to have the best chance of support are "2000 Census NOW!" and "Return on Investment? Funds for NY's Library Systems."

III. TREASURER'S REPORT

M. Molgard presented the report for February 2006. She noted that it was fairly standard for this time of year, with expenses exceeding income.

MOTION: L. Lundgren moved to accept the February 2006 Treasurer's Report. E. Apostol seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Finance Committee discussed the following:

- reviewed and approved the February Purchase Journal and Payroll totaling \$156,325.00.
- the annual Financial Review will begin on Monday, March 20th

- there is money in the budget if the Board decides to hire Jim Snack as a speaker for the annual dinner meeting
- the Committee authorized P. Ritter to apply for an LSTA mini-grant for the Summer Reading Program (\$6,000) and for a Gates "Staying Connected Phase 2" grant (\$4,511). The deadlines for both of these grants are prior to the April Board meeting.

NEXT FINANCE COMMITTEE MEETING: Wednesday, April 12th at 4:00 PMAdministration Committee

Report by J. Reilly, Chair. He reported that the Administration Committee met with Tracy Metzger from TL Metzger Associates, Realty to discuss a contract for listing the vacant space in the building. The contract is for a six month listing with a 6% commission for the base term and 3% commission on any renewals. The realtors recommended charging \$10 per square foot plus utilities.

MOTION: E. Apostol moved to authorize the President to sign the contract with TL Metzger Associates and to list the building at \$10 per square foot plus utilities. M. Molgard seconded. Unanimous.

J. Reilly reported that the Committee members discussed speakers for the Annual Dinner meeting and viewed a demo tape from Jim Snack. He would charge a fee of \$1,000 for a 40-45 minute presentation entitled "The Magic of Making a Difference." The Committee felt that this would be an appropriate Trustee Training expenditure.

MOTION: L. Prenovost moved to hire Jim Snack to give his presentation "The Magic of Making a Difference" for a fee of \$1,000 as a Trustee training expenditure. E. Apostol seconded. Unanimous.

NEXT ADMINISTRATION COMMITTEE MEETING: Wednesday, April 12th at 4:00 PMServices Committee

No meeting. No report.

NEXT SERVICES COMMITTEE MEETING: Wednesday, April 12th at 3:30 PMAutomated Services Committee

Written report distributed. No questions.

NEXT ASC MEETING: Tuesday, April 25th at 9:00 AM**V. TRUSTEE REPORTS**

L. Prenovost reported that **BRUNSWICK's** building plans are proceeding. The old Town Hall has been offered as a location for a new library, it has approximately 3,000 square feet. The trustees have presented a member item for renovation costs to Senator Bruno.

J. Reilly reported that **VOORHEESVILLE** is considering a long-term expansion project that will involve purchasing property adjacent to the current library. The Trustees held a Staff Development Day to apprise the staff of the plans and get them involved in the project.

M. Molgard reported that the Town of **BERNE** gave the library a piece of property in the current Town Park for the site of a new library. The property will be sufficient space-wise and parking-wise however some contour work will have to be done to make it suitable for a building.

R. Baum reported that **BETHLEHEM** recently purchased two properties, with buildings, adjacent to the library's parking lot. The properties are being referred to as "Annex 1" and "Annex 2." Some asbestos abatement will need to be done on one of the building prior to demolition.

J. Cannell reported that **ALBANY** signed contracts for options on properties on Delaware Ave. and New Scotland Ave.

P. Spohr reported that **ALTAMONT** hired an architect to draw up plans to convert the old train station into a library. The library received a donation to purchase a fibreglass pig as part of a Chamber of Commerce project to raise funds for local non-profits. Events featuring pigs will include a "Pig-nic" and a "HogTober Fest."

E. Apostol asked about the "Big Read" grant. P. Ritter responded that the grant was not approved, however there might be another opportunity for a similar grant in the Fall.

VI. NOMINATING COMMITTEE

C. Diamond appointed the following to a Nominating Committee for UHLS Trustees: R. Baum (chair) and L. Lundgren. Two trustees (B. Hartson and M. Molgard) have terms expiring in 2006, both were completing unexpired terms and are available to serve their own five-year term. A new trustee from small libraries in Rensselaer County will be needed to complete Anne Evans' term and Richard Young from Hoosick Falls has volunteered for that position.

MOTION: R. Baum moved to appoint Richard Young to fulfill Anne Evans' unexpired term. J. Cannell seconded. Unanimous.

MOTION: M. Molgard moved to adjourn the meeting. E. Apostol seconded. Unanimous.

Meeting adjourned at 5:25 PM.

NEXT BOARD OF TRUSTEES MEETING: Wednesday, April 12th at 4:30 PM

Heidi A. Fuge
3/9/06

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For February 2006

March 8, 2006

Courier Delivery Service – UHLS received a payment from **CD&L** of **\$9,116.19** for materials “lost in transit” by member libraries, and these funds were distributed to the appropriate libraries. **CD&L** acknowledged their responsibility for this problem, took appropriate personnel action, and promised to reimburse us for all losses that had been experienced. We still have an outstanding bill for **\$3,703.39**, and more will probably follow. Most importantly, we are now experiencing a much-reduced loss of library materials in transit and trust that this matter is resolved.

Annual Reports – The **System Annual Report** was submitted to the State on February 21st, and the member libraries were very responsive in submitting their Annual Reports with 27 of 29 meeting the UHLS deadline of February 6th. Although two libraries had to be prodded to complete their reports, all of the reports of our member libraries were submitted well in advance of DLD’s March 1st deadline. On February 24th we received word that UHLS was the first Public Library System to submit its report and the reports of all of its member libraries. Heidi Fuge is to be commended for being so conscientious in assisting the member libraries and for thoroughly reviewing all of the reports.

Summer Reading Program 2006 – The *Summer Reading Program Planning Workshop* on February 16 was a rousing success with 72 attendees enjoying program ideas all related to the theme, ***Books: A Treasure***. Presenters included local librarians as well as a sprinkle of performers who showcased their talents to their potential employers. Theme-related food, decorations, door prizes, and jokes all added to the fun of the day in addition to being replicable at individual libraries. The workshop was hosted by MVLS this year and held at the Schenectady County Public Library.

Kids Cookin’ by the Book – Plans for the cooking show that is part of this LSTA grant are surging forward. We have a name: ***“Feed Your Brain with Chef Gail Sokol.”*** Having the chef’s name in the title saved us money that we can use for other aspects of the project. We have book tie-ins identified, as well as a beautiful kitchen to film in (belonging to a UHLS member library librarian). The next few months will be busy with scriptwriting, organizing student participation, and filming. The participating librarians are very excited.

Riverway Storytelling Festival – More support for this year’s Festival was received this month. **Hudson River Bank & Trust Foundation, Stewart’s Shops, Cargill, and Honest Weight Food Co-op** each contributed **\$1,000**. In addition, the **Times Union** increased their in-kind sponsorship by fifty percent to **\$7,500**. All of this helps narrow the gap between what we have and what we still need. Another windfall has been the pro bono work of **Rueckert Advertising** in redesigning our logo. A redesigned website is also on its way.

In other Riverway Storytelling Festival business, tellers have been booked and the schedule planned for this year's festival, **May 1-7, 2006**. **Judith Black** from Massachusetts and **Dan Keding** from Illinois are our headliners this year. Each brings a wealth of experience and a sterling reputation. Among other events, they will each be presenting workshops on Friday for librarians and teachers that are free to UHLS member library staff. A detailed schedule of the whole festival will be available shortly.

Therapy Dog Reading Program – **Heidi Fuge** and her Australian Shepherd, **Tymber**, will visit the **Castleton Public Library**, holding a "Meet the Dog" night at the library on March 15th and conducting a Reading Program the following week with any students who sign up for the program. This is the first time that she has presented this program in the UHLS service area, but she has offered this program to all of our member libraries.

Public Library Association Conference – **Jo-Ann Benedetti** will represent UHLS at this biennial conference for public librarians that will be held during March 21-25 in Boston, MA.

Philip W. Ritter
Executive Director