



**UHLS BOARD OF TRUSTEES**  
August 9, 2006  
**MINUTES**

**PRESENT:** Rachel Baum, Jeffrey Cannell, Charles Diamond, Brian Hartson, LouAnne Lundgren, Lois Prenovost, James Reilly, Pat Spohr, Richard Young

**EXCUSED:** Erin Apostol, Cris Blanchard, Mary Alice Molgard, Mary Muller, Hawley Zwahlen

**UHLS STAFF:** Philip Ritter, Heidi Fuge

4:33 PM Meeting called to order by C. Diamond

**I. NOMINATING COMMITTEE FOR BOARD OFFICERS**

Report by R. Baum, Chair. The slate of Officers is as follows:

President -	C. Diamond
Vice-President -	L. Lundgren
Treasurer -	M. Molgard
Secretary -	R. Baum

**MOTION:** R. Baum moved to accept the slate as presented. J. Reilly seconded. Unanimous.

**II. BOARD COMMITTEES**

C. Diamond noted that he wished to continue with the current Committee assignments. Committee Chairs are: Administration - J. Reilly; Services - E. Apostol; Finance - M. Molgard; Automated Services - P. Ritter.

**III. MAY MINUTES**

**MOTION:** L. Lundgren moved acceptance of the May 10, 2006 Minutes. R. Young seconded. Unanimous.

**IV. STAFF REPORT**

P. Ritter highlighted the following in his written report:

- Mary Ellen Bena has retired from the position of Cataloging Specialist. UHLS is not planning on filling her position. UHLS has a contract with CDLC for cataloging and the member libraries have access to CatExpress to do their own cataloging.
- there should be a minimum of 30 reservations in order to hold the Trustee Training Conference. Reservations are due by September 1<sup>st</sup>. He urged the Trustees to get their reservations in ASAP in order to allow time to plan the Table Talks.
- member libraries are encouraged to send their newsletters to

UHLS for distribution at the UHLS Board meetings.

R. Baum asked about the status of the NYS Construction grants? P. Ritter noted that this is the first year in which the grants will be distributed through the Dormitory Authority and at this time there is no information about the distribution of funds.

R. Baum asked about the Circulation Survey mentioned in P. Ritter's written report. What is it? J. Cannell responded that the Survey was an outgrowth of the facilitated discussion at the June Directors Association meeting. P. Ritter noted that a draft of the Survey results has been distributed to the members and we are waiting for any corrections, additions, etc. The Survey results will be discussed at the September Directors Association meeting and will also be distributed to the UHLS Board.

#### **V. TREASURER'S REPORT**

Report by J. Cannell. He noted that there are three reports to review: May, June and July. The July report shows the income from the Basic State Aid and the LLSA and LSSA. We are still waiting for the Central Library funds and the Coordinated Outreach funds.

**MOTION:** J. Reilly moved acceptance of the May, June and July 2006 Treasurer's Reports. R. Baum seconded. Unanimous.

#### **VI. COMMITTEE REPORTS**

##### Finance Committee

Report by J. Cannell. The Committee reviewed and approved the May, June and July 2006 Purchase Journals and Payroll.

The Committee reviewed the Amended 2006 Budget and recommends acceptance by the Board.

**MOTION:** L. Lundgren moved acceptance of the Amended 2006 Budget. J. Reilly seconded. Unanimous.

**NEXT Finance MEETING: Wednesday, September 13<sup>th</sup> at 4:00 PM**

##### Administration Committee

Report by J. Reilly, Chair. The Committee discussed the expenditure of the one-time supplemental state aid in the amount of \$51,716. He noted that these funds had been appropriated by the State for the System's use. Other local Systems are using these funds to cover budget deficits or to make special purchases for the benefit of the

System headquarters. The Committee is recommending that these funds be divided between a 4% one-time payment to all UHLS staff with the balance being distributed to the 29 member libraries at \$729 per library. The funds will be distributed to the libraries without any restrictions but they will be encouraged to use them for professional development such as attendance at the NYLA Annual conference. He emphasized that this is a one-time grant and is not to be interpreted as ongoing. The funds should be spent within the 2006 calendar year to demonstrate, to the State, that there is a need for these funds.

**MOTION:** J. Cannell moved to accept the Administration Committee's recommendation for the expenditure of the one-time \$51,716 funds. P. Spohr seconded. Unanimous.

J. Reilly reported that the Committee discussed the suggestions from TL Metzger Realty regarding "curb appeal" improvements to the building. Some of the improvements were underway and others have been completed. The realtors will be contacted and informed that their recommendations had been undertaken.

Discussion regarding the space available for rent. J. Reilly suggested that if UHLS receives the special supplemental funds in the future, these might be used to renovate the space for UHLS use. P. Ritter noted that he had previously proposed that it be developed as a training space, but this idea had not been endorsed by the Directors Association.

## **NEXT Administration MEETING: Monday, Sept 11<sup>th</sup> at 4:00 PM**

### Services Committee

Report by L. Lundgren. The Committee reviewed the Five-Year Library System Plan of Service 2007-2011 and recommends its approval by the Board. The Plan has been discussed and accepted by all of the Advisory Committees and the Directors Association. Deadline for submission to the Division of Library Development is October 1, 2006.

**MOTION:** J. Reilly moved to accept the Five-Year Library System Plan of Service 2007-2011 as presented. L. Prenovost seconded. Unanimous.

The Committee reviewed the summary for the Big Read Grant and recommends approval by the Board.

**MOTION:** L. Prenovost moved to accept and submit the Big Read Grant application as presented. B. Hartson seconded. Unanimous.

## **NEXT Services MEETING: Wednesday, September 13<sup>th</sup> at 3:30 PM**

### Automated Services Committee

Report by P. Ritter. Minutes distributed with Board materials. No questions.

## **NEXT Automation MEETING: Tuesday , September 25<sup>th</sup> at 9:00 AM**

### VI. TRUSTEE REPORTS

B. Hartson reported that the **GUILDERLAND** library demolished the house on the neighboring property and during the demolition encountered some unexpected problems including asbestos. The Library Board was considering purchasing a 2<sup>nd</sup> property adjoining the library but withdrew the offer due to serious structural problems with the building on that property. The library is looking at expansion within the next 3 to 4 years.

J. Cannell reported that on Tuesday, August 8<sup>th</sup>, the **ALBANY** library officially became a wireless location. At their meeting on August 21<sup>st</sup>, the Albany Board will make decisions on some major facilities changes including a Branch location in Arbor Hill and a new or renovated Main Library.

C. Diamond reported that **WATERVLIET** will be holding their Annual Wine and Cheese Fundraiser from 5:30-7:30 PM on September 15<sup>th</sup>. Tickets are \$25 each.

### VII. OTHER BUSINESS

R. Baum had several questions:

- Will UHLS become involved in hosting Blogs for the libraries?  
P. Ritter suggested that she contact Joe Thornton for further information regarding Blogs, but noted that currently UHLS hosts a Blog for Bethlehem.
- What will be happening with the UHLS website?  
P. Ritter noted that there will be changes and improvements to the website and that UHLS will probably be contracting with a website designer.
- What is the explanation for the CD&L credits in the Purchase Journal?  
P. Ritter explained that these amounts are for items that were lost or damaged while being transported by CD&L. The company was billed for these items but never paid for them; UHLS subtracted these amounts from the CD&L invoices. In September, the payments will be sent to the appropriate member libraries.
- What is the status of the East Greenbush/Schodack situation?  
P. Ritter noted that he has not heard anything since the meeting on July 11<sup>th</sup> at which Dick Panz gave a presentation.

MOTION: R. Baum moved to adjourn. L. Lundgren seconded.  
Unanimous.

Meeting adjourned at 5:55 PM.

**NEXT Board MEETING: Wednesday, September 13<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
8/10/06

**UPPER HUDSON LIBRARY SYSTEM  
EXECUTIVE DIRECTOR'S REPORT  
For May, June, and July 2006  
August 9, 2006**

State Funding – The State Legislature approved a budget with \$2.7 million for Census funding for public libraries with the hold-harmless provision, \$3 million for library systems statewide, and \$14 million for public library construction. The Governor did **NOT** veto these items, and the State Budget has received final approval. The UHLS member libraries were allocated a total of **\$4,534** from the \$2.7 million for Census funding. The System was appropriated **\$51,716** from the \$3 million for public library systems (one-time) and **\$441,390** from the \$14 million for library construction (one-time). UHLS has already received 100% of the Basic State Aid, the additional one-time payment of \$51,716, 90% of the Local Services Support Aid (LSSA), and 90% of the Local Library Services Aid (LLSA). Checks for 100% of the LLSA were sent out to the member libraries in mid-July. We are still waiting for the Central Library Aid and the Coordinated Outreach grants, and there is still no word on when the Construction grants will be available.

**Sustaining Public Access Computing in Your Public Library** – This regional workshop, funded by the Bill and Melinda Gates Foundation, was held at the Mid-Hudson Library System in Poughkeepsie on May 3<sup>rd</sup> and 13 individuals from UHLS attended. The workshop offered a practical approach to sustaining technology in the local public library and was designed to help each library develop a community-specific action plan to sustain and upgrade their public access computing.

**The Internet Unveiled – The Newest Tools & Website Trends for Relationship Building: Your e-Philanthropy Toolkit** – UHLS joined with the Capital District Library Council to co-sponsor this program on May 3<sup>rd</sup> in the UHLS Meeting Room. The presenter, **Chris Painchaud**, Regional Account Executive, presented fundraising solutions for nonprofits with **eTapestry** to the nine representatives from local public and academic libraries.

**Sky Camp Project** – The **Institute of Museum and Library Services**, the Federal agency that oversees the LSTA grant program, featured this UHLS project on their website (<http://www.ims.gov/profiles/May06.shtm>). (See the attached copies.) This provided an opportunity to summarize the Needs, Goals, Strategy, and Results of the Project. It included interviews with **Mary Fellows** (UHLS Manager of Youth and Family Services), **Darlene Miller** (Director of the Castleton Public Library), **Ken Malloy** (Maple Hill Middle School Technology Teacher), and several students.

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**Riverway Storytelling Festival** – This year’s Festival, held during May 1-7, grew in attendance and media attention. The 26 events attracted **over 1,200 participants**. New this year was the addition of elder storytelling, a finale concert at the Bethlehem Public Library, and a “Laughin’ Night” concert at the William K. Sanford Town Library. Financially, the Festival did very well, ending up with a surplus of \$1,344 to be applied towards next year’s event.

**Annual Dinner Meeting** – This 45<sup>th</sup> annual event was held on June 14<sup>th</sup> at the Franklin Terrace Ballroom in Troy. UHLS Trustee, Mary Muller, must be thanked for finding this reasonably priced facility in Rensselaer County. The presenter and magician, **Jim Snack**, was a really big hit with his presentation of “**The Magic of Making a Difference.**” Jo-Ann Benedetti, Manager of Information and Outreach Services, must be thanked for recommending him as an entertaining speaker. There were 138 reservations, and a number of local legislators attended as guests of UHLS.

**Kids Cookin’ by the Book** – This LSTA grant entered its second year with the filming of the television cooking show called “**Feed Your Brain with Chef Gail Sokol.**” It will have seven episodes – one for each public library/school partner participating. Each show’s format is an opener, a segment at the library with Chef Gail and a dozen students talking about a book, a shopping segment at a local grocery store where the children read labels and choose ingredients, the cooking segment where three students make a dish related to the book, two booktalks by children, and a taste-test in the library by the first group of students. The shows are expected to air on **Time Warner Cable** beginning in mid-September. They will each air twice, then go to the cable-on-demand channel. The participating UHLS libraries are **Bethlehem, Colonie, Castleton, Hoosick Falls, Rensselaerville, Troy, and Voorheesville.**

**Circulation Survey** – At the request of the member library directors, UHLS conducted a survey of local library circulation policies. The results were compiled by Heidi Fuge and presented to the Directors Association on August 4<sup>th</sup> for evaluation and discussion.

**Retirement – Mary Ellen Bena** has retired from the position of part-time **Cataloging Specialist**. Her last day of work was Friday, July 28, 2006. She began working for UHLS in 1997 as a temporary relinker on the UHLAN project when UHLS began automating with DRA. In 1998 she became a temporary cataloger, and her position was reclassified to Cataloging Specialist in 2002. Mary Ellen has contributed a great deal to UHLS during her years of employment, and we wish for her a long and happy retirement.

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**Best of the Capital Region 2006** – The **Times Union** issued their annual review of the **Best** things in our area on June 15, 2006. It is noteworthy that the **UHLS Riverway Storytelling Festival** was selected as the **Best Storytelling Event**. Several of our member libraries also made the listings. The **William K. Sanford Town Library (Colonie)** was selected as the **Best Local Library for Books, Best Local Library for CDs, Best Local Library for DVDs, and Best Children’s Library**. The **Albany Public Library** and the **Bethlehem Public Library** were also included in the top three of these lists. The **Albany Public Library** was also selected as the **Best Place to Sample New Music** for their extensive collections of new music CDs. The most interesting selection was the **Guilderland Public Library** as the **Best Place for an Exiled Mall Rat**, i.e. the best place for a teenager to hang out now that the Crossgates Mall has imposed a curfew on teens.

**Trustee Training Conference** – Final arrangements are being made for this event and registrations are being accepted. The Conference will be held on **Thursday, September 21, from 4:00 until 8:00 p.m.** at the **Clarion Hotel** on Watervliet Ave. Ext. in Albany. It will be led by **James L. Farrell, Jr.**, formerly with the New York State Division of Library Development and now a Consultant specializing in public libraries and their Boards of Trustees. **The deadline for registrations in September 1, 2006.**

**Browse Scoping/Automation System Slowness** – The Automation Services staff turned browse scoping on for all libraries and *KidSearch* on May 11<sup>th</sup>, and since that time have not had to restart the HIP due to high CPU usage. The creation of *location* and *collection* indexes in the *item* table on the Horizon server apparently solved the problem. There are still occasional, brief CPU spikes that cause system slowness, but these are caused by other activities such as cataloging operations or report generation. The slowness caused by browse scoping has been a significant and ongoing problem since the installation of the new automation system in January 2003; the solving of this problem is a major accomplishment.

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**Philip W. Ritter**  
**Executive Director**