



UHLS BOARD OF TRUSTEES
September 13, 2006
MINUTES

PRESENT: Erin Apostol, Brian Hartson, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Lois Prenovost, Pat Spohr, Richard Young, Hawley Zwahlen

EXCUSED: Rachel Baum, Cris Blanchard, Jeffrey Cannell, Charles Diamond

ABSENT: James Reilly

UHLS STAFF: Philip Ritter, Heidi Fuge

4:30 PM Meeting called to order by Vice-President L. Lundgren

I. MINUTES

MOTION: E. Apostol moved acceptance of the August 9, 2006 Minutes. H. Zwahlen seconded. Unanimous.

II. STAFF REPORT

P. Ritter highlighted the following in his written report:

- the Circulation Survey will be distributed to the Directors at their September meeting. After review and approval by the Directors, it will be distributed to the Board members;
- the Trustee Workshop on September 21st is filled. There are a total of 72 people, including the presenter and Table Talk facilitators;
- so far, 9 libraries have indicated that they will be submitting Construction grant applications. P. Ritter noted that there is \$441,000 available to UHLS libraries in the one-time special Construction grant appropriation. Deadline for submitting the grant application to UHLS is November 15th. He encouraged libraries to apply for projects dealing with accessibility or energy conservation;
- in addition to the one-time special Construction grant, there will also be \$25,000 in the usual Construction grant appropriation. Both Construction grants require a 50/50 match;
- UHLS employees expressed their appreciation to the Board for the one-time 4% payment;
- the Big Read grant application has been submitted.

III. TREASURER'S REPORT

M. Molgard reviewed the August 2006 Report. She noted that the balance of the State funds were received at the beginning of September.

MOTION: L. Lundgren moved acceptance of the August 2006 Treasurer's Report. E. Apostol seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Finance Committee reviewed and approved the August Purchase Journal and Payroll totalling \$130,441.70.

The Finance Committee set Thursday, October 12th at 4:00 PM for a Public Hearing on the Proposed 2007 Budget.

NEXT Finance MEETING: Wednesday, October 11th at 4:00 PM

Administration Committee

No meeting. No report.

NEXT Administration MEETING: Monday, October 9th at 4:00 PM

Services Committee

No meeting. No report.

NEXT Services MEETING: Wednesday, October 11th at 3:30 PM

Automated Services Committee

No meeting. No report

NEXT Automated Services MEETING: Wednesday, October 23rd at 9:00 AM

V. TRUSTEE REPORTS

L. Lundgren (Poestenkill) reported that the Library will hold their annual Fall Market Day on Saturday, Sept. 16th. This is one of their best fund-raisers.

M. Molgard (Berne) reported that the library has formed several Committees, that include many people from the community, for the planning process for the new library. The building will be built on a slab without a basement. The Town Supervisor has committed additional funds to the project as part of the match for a Construction grant. The Friends of the Library have raised over \$12,000 in the past year.

E. Apostol (Albany) reported that the library's building plans are being re-considered. The library is hoping for a referendum in December.

L. Prenovost (Brunswick) reported that a feasibility study showed that the Town Office building would not be a suitable site for a new library. The Board is now looking into renting a building just off Route 7.

VI. NEW BUSINESS

P. Ritter reported that the contract with TL Metzger Realty expires on 9/13/06 and asked if the Board would like to extend the contract to 3/13/07.

MOTION: M. Muller moved to extend the contract. E. Apostol seconded. Unanimous.

P. Ritter reported that R. Baum will be the NYLA President as of November 1st and she has asked for a leave of absence from both the UHLS Board and the Bethlehem Board. Bethlehem does not want to give the leave of absence, preferring instead that she remain on their Board and just try to attend as many meetings as possible. R. Baum suggested that Paula Read (President of the Bethlehem Board) could attend UHLS Board meetings in her place. Discussion. It was noted that there is no provision in the UHLS By-Laws for a proxy vote or for a leave of absence.

MOTION: H. Zwahlen moved to convey to the Bethlehem Board that P. Read is certainly welcome to attend any UHLS meetings but since she is not the official Board member, she would not be able to vote nor would her presence count toward a quorum. B. Hartson seconded. Unanimous.

P. Ritter reported that DLD has asked for a clarification to a section in the UHLS Plan of Service regarding fee-based and free services provided to the member libraries. He submitted an amendment to the Plan of Service Section 3.2 (Levels of Service) that provides the required information.

MOTION: E. Apostol moved acceptance of the amended Section 3.2 M. Molgard seconded. Unanimous.

MOTION: H. Zwahlen moved to adjourn. L. Prenovost seconded. Unanimous. Meeting adjourned at 5:20 PM.

NEXT Board MEETING: Wednesday, October 11th at 4:30 PM.

Heidi A. Fuge
9/14/06

**UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For August 2006**

September 13, 2006

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 4th for evaluation and discussion. We are still accepting revisions, corrections, and additions and plan to have a final version by their meeting on September 15th.

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. **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, will lead the program. **The deadline for registrations was September 1, 2006.**

Kids Cookin' by the Book – This LSTA grant project completed the final filming of the cooking show during August. Two days were spent at the nearby Westgate Price Chopper filming seven groups of children in the grocery store aisles, juggling garlic, reading labels, and discussing the various kinds of onions. Now we must wait for Time Warner Cable's editing and the beginning of airing in mid-September. We are also planning for TV show release parties at the participating libraries.

State Aid for Public Library Construction – The rules and regulations for the distribution of the additional **\$14 million (\$441,390 to UHLS)** in State Construction Aid were released on August 28th, and DLD has established a deadline of **December 29th** for Systems to submit applications. In order to meet this DLD requirement, I have established **November 15th** as the date when our member libraries must submit their applications to UHLS. I will be working with our member libraries to assist them in completing their applications on time. The Services Committee and Board of Trustees must then review, rank, and approve these applications at their **December 13th** meeting. (Please note that these funds are separate from the estimated \$25,222 of annual aid for public library construction that is usually received by UHLS. Those funds will be distributed in a separate application process.)

(Continued)

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PULISDO Trustee Training LSTA Development Grant – A “train the trainer” workshop was held on August 10th at UHLS to introduce Public Library System staff to a new program that is being developed by Jackie Thresher, Director of the Nassau Library System, and Susan Keitel, Library Consultant. They plan to prepare fifteen training modules that can be used by System staff to present two to three hour training sessions for local public library trustees. They are to be available in the spring of 2007.

Distribution of the \$729 Checks – After approval by the Board of Trustees, these checks for a portion of the one-time Supplemental System Aid were prepared and sent to all the UHLS member libraries on August 23rd.

CD&L Reimbursement Checks – These checks will be sent to the member libraries that reported losses in transit during January-February 2006. Since CD&L never sent us a check for these losses totaling **\$4,419.21**, we subtracted the appropriate amount from their weekly bills until the necessary total was reached. CD&L has made no comment about this, and we have waited several months to allow them time to object or comment. Because of the purchase of CD&L by Velocity Express, the four Systems (UHLS, Mohawk Valley Library System, Southern Adirondack Library System, and Capital District Library Council) have scheduled a meeting with the CD&L management staff on September 5th to discuss their ongoing operations. After this meeting, if they have not commented or objected to what we have done regarding the reported losses, we will send the appropriate reimbursement checks to the member libraries in mid-September.

Philip W. Ritter
Executive Director