UHLS BOARD OF TRUSTEES
December 13, 2006
MINUTES

PRESENT: Erin Apostol, Jeffrey Cannell, Charles Diamond, Brian Hartson, LouAnne Lundgren,Mary Alice Molgard, Mary Muller, Lois Prenovost, Paula Read, James Reilly, Pat Spohr, Hawley Zwahlen
EXCUSED:, Richard Young, Cris Blanchard
UHLS STAFF: Philip Ritter, Heidi Fuge

4:29 PM - meeting called to order by C. Diamond, Chair

I. MINUTES

MOTION: E. Apostol moved acceptance of the November 8, 2006 Minutes. M. Molgard seconded. Unanimous.

II. EXECUTIVE DIRECTOR'S REPORT

P. Ritter asked if there were any questions about his Report which was included in the information mailed to the Board members. No questions. He handed out information about a library architecture workshop being sponsored by the Capital District Library Council and noted that UHLS member library staff and trustees are eligible to register for this workshop.

He noted that the renovations to the building are moving ahead satisfactorily.

III. TREASURER'S REPORT

Report presented by M. Molgard. She noted that the Report is reasonably healthy and most of the money has been received. The final 10% of the LLSA and LSSA are still outstanding and will, hopefully, be received before the end of the year.

MOTION: J. Reilly moved acceptance of the November 2006 Treasurer's Report. L. Lundgren seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reviewed the November 2006 Purchase Journal noting that the expenditures were average for the month.

M. Molgard noted that the Finance Committee reviewed the Proposed 2007 Budget and recommended acceptance.

MOTION: P. Read moved acceptance of the Proposed 2007 Budget. M. Muller seconded. Unanimous.

NEXT Finance Committee MEETING: Wednesday, January 10th at 4:00 PM

Administration Committee

Report by J. Reilly, Chair. He reviewed the Minutes from the December 11th meeting. He noted that the Committee is recommending an additional $5,000 be committed to the building project to cover any cost over-runs.

> **MOTION:** L. Lundgren moved that an additional $5,000 should be allocated to the building project. H. Zwahlen seconded. Unanimous.

The Committee reviewed the lease agreement to be presented to the NYSCASA. J. Reilly noted that the lease had been approved by the Board subject to revision and approval by the UHLS attorney. It has been modified by the attorney and submitted to NYSCASA.

The Albany Country Club has been confirmed as the site for the 2007 Annual Meeting. The Committee discussed possible speakers and developed a list and directed H. Fuge to contact them (in priority order):

1. John McEneny
2. Mark Twain impersonator
3. Sister Anne Bryan Smollin

NEXT Administration Committee MEETING: Monday, January 8th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She asked P. Ritter to explain the Construction Grant applications and review process. He noted that he gave Stephentown and Brunswick top priority in the $14 million grant because when their projects are completed they should be in compliance with the State Minimum Standards and would no longer have to submit Variance Requests.

E. Apostol explained the Evaluation criteria used by DLD in reviewing the grant applications.

> **MOTION:** J. Reilly moved acceptance of the following allocations in the $14 million grant category and authorized the Board President to sign the grant applications. B. Hartson seconded. Unanimous.

1.	Stephentown	$ 23,869	9.	Valley Falls	$ 1,453
2.	Brunswick	$ 38,650	10.	Rensselaer	$ 47,763
3.	Petersburgh	$ 6,977	11.	Altamont	$ 47,762
4.	Grafton	$ 4,064	12.	Berne	$ 47,762
5.	Troy - Lans.	$ 10,750	13.	Albany - Main	$143,286
6.	Troy - Main	$ 5,100	14.	Guilderland	$ 47,762
7.	Rensselaerville	$ 7,250	15.	Albany - Howe	$ - 0 -
8.	Hoosick Falls	$ 8,942	16.	Albany - Pine Hills	$ - 0 -

P. Ritter reviewed the applications in the $800,000 category. He pointed out that the Nassau Library has had difficulty obtaining construction funds in the past due to restrictions put on the library building by the State Historic Preservation Office (SHPO). The project that they are submitting this year has finally been approved by SHPO and it has been worded in such a way as to make it, possibly, fundable by the Division of Library Development.

MOTION: E. Apostol moved acceptance of the following allocations in the $800,00 grant category and authorized the Board President to sign the grant applications. M. Molgard seconded. Unanimous.

1.	Nassau	$ 3,400
2.	Hoosick Falls	$ 3,727
3.	Voorheesville	$ 4,524
4.	Albany - Main	$ 4,524
5.	Sand Lake	$ 4,524
6.	Altamont	$ 4,523
7.	Rensselaer	$ - 0 -

J. Cannell noted that the $14 million grant program has the potential to become an annual program and suggested that when trustees visit legislators on Lobby Day, they should be sure to convey their appreciation for the funds.

P. Ritter reported that the Division of Library Development will probably announce their decisions on the Construction grants at the end of January or beginning of February.

E. Apostol thanked P. Ritter for all of the work that he did in reviewing the applications and recommending funding.

NEXT Services Committee MEETING: Wednesday, January 10th at 3:00 PM

<u>Automated Services Committee</u>
Report by P. Ritter, Chair. Minutes of the November meeting were included in the Board packet. The December meeting was canceled.

NEXT Automated Services Committee MEETING: Tuesday, January 23rd at 9:00 AM.

V. TRUSTEE REPORTS

E. Apostol reported that in February 2007, **Albany Public Library** will be asking the voters to support the projected improvements at the Branch libraries. The Board is hoping that the improved programs and increased publicity will generate support for the library's funding referendum.

J. Cannell reported that **Albany Public Library** received the Joseph Shubert Award Honorable Mention for the Big Purple Bus. This is the second time that Albany Public has received a statewide award.

M. Muller reported that the **Troy Library** is moving ahead with its re-chartering. The Board voted unanimously to seek re-chartering as a special tax district.

P. Ritter reported that Maria Buhl at the **Guilderland Library** is one of the recipients of the NY Times Librarian of the Year Award. He pointed out that four UHLS librarians have received this Award within the last five years.

C. Diamond reported that the **Watervliet Library** held its Annual Volunteer Recognition Dinner on December 12th.

M. Molgard reported that the **Berne Library** is offering Christmas gift wrapping as a fundraiser.

VI. OTHER BUSINESS

MOTION: C. Diamond moved the appointment of M. Muller as Secretary to complete Rachel Baum's unexpired term. E. Apostol seconded. Unanimous.

MOTION: E. Apostol moved to adjourn the meeting. J. Cannell seconded. Unanimous.

Meeting adjourned at 5:25 PM.

NEXT Board MEETING: Wednesday, January 10th at 4:30 PM

Heidi A. Fuge
12/14/06

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

December 13, 2006

Kids Cookin' by the Book – As part of this LSTA grant, sixteen libraries invited young cooks to submit recipes for a UHLS-wide cookbook. The kids participated in cooking-related programs and contests at their libraries, and 157 interesting recipes are the result. The cookbook, complete with photos of the young cooks and fun facts about each participating library, will be professionally produced and will come out in February or March 2007. Each participating library will get a number of free copies. All UHLS libraries and branches were invited to participate in this project.

Riverway Storytelling Festival 2007 – Featured storytellers for the 2007 Festival have been selected. They are: **Len Cabral** from Rhode Island**, Karen Nur** from New Jersey, **Antonio Rocha** from Maine, and **Fran Yardley and the Storycrafters** from New York. We continue to create partnerships and raise money. We have the support already of the Friends groups of our main libraries.

UHLS Wikis – Two UHLS wikis to help librarians serving youth are up and running. The **Teens 'n Us Wiki** and the **Kids 'n Us Wiki** on the UHLS Intranet are each places for librarians to share programming and collection ideas in between and in addition to our Youth Services Advisory Council meetings. UHLS also has a **MySpace** profile on the Internet (http://www.myspace.com/), created to give libraries an example of how they might create their own presence in this cyberworld hangout for teens.

Public Library Construction Grants – UHLS has received more than enough applications to be able to distribute the full amount of allocated funds for construction projects in FY 2006-2007. We have $441,390 to distribute in the $14 Million program, and we have received 16 applications for a total of $980,441. We have $25,222 to distribute in the $800,000 program, and we have received seven applications for a total of $34,266. The Services Committee must review these applications and make their recommendations at the December 13th Board meeting.

Courier Services – Several meetings have been held with the management of Velocity Express, and adjustments have been made in their delivery of services. So far we are pleased with the progress that has been made. There are fewer problems and less complaints than during the last year of operation by CD&L.

(Continued)

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Energy Audit – This audit was conducted by an engineer from **Landsberg Engineering, PC** of Clifton Park under the auspices of the **New York State Energy Research and Development Authority (NYSERDA)**. The engineer presented a written report outlining steps that can be taken for energy conservation and cost savings. A total of ten conservation measures were recommended. They have an installed capital cost of $15,046 and an annual savings of $4,916 for a payback of 3.1 years. Potential NYSERDA incentives would reduce the cost to $13,652, and the payback would be reduced to 2.8 years. Several of the no-cost or low-cost recommendations have already been implemented including an earlier nighttime setback on the HVAC system, a reduction in the temperature for the hot water tank, and insulating the out line from the hot water tank. The engineer who performed the audit and presented the written report will be meeting with Philip Ritter and Heidi Fuge to review the report and discuss options for further implementation.

New Tenant – After the Board approved of leasing a portion of our vacant space to **NYSCASA (New York State Coalition Against Sexual Assault)**, UHLS has been in the process of negotiating the terms of a lease and arranging for the renovation of the 3,000 square feet that NYSCASA wants to rent. Work on the renovations will begin the first week of December, and it is expected that this new tenant will be able to move into the building by February 2007.

Health Insurance – Monica Knoll, from **Austin and Company**, presented several health insurance options for 2007. Based on budgetary considerations, UHLS will continue with the current MVP policies. Unfortunately, MVP has instituted a $100 per person deductible on the prescription plan that was not negotiable. The premium increase was within the budgeted amounts.

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Philip W. Ritter
Executive Director