



**UHLS BOARD OF TRUSTEES**  
**May 10, 2007**  
**MINUTES**

**PRESENT:** Erin Apostol, Cris Blanchard, Charles Diamond , Brian Hartson, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Nancy Pieri, Lois Prenovost, Paula Read

**EXCUSED:** James Reilly, Pat Spohr, Richard Young, Hawley Zwahlen

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

**VISITOR:** Michael Zovistoski (UHY)

**4:35 PM** - meeting called to order by L. Lundgren

**I. FINANCIAL REPORT**

L. Lundgren welcomed M. Zovistoski from UHY. He was at the meeting to present the results of the Financial Review that his company had conducted for UHLS in April.

M. Zovistoski distributed copies of the financial report. He noted that a financial review is an inquiry and analytical review of the financial situation of the organization. He noted that UHLS is in a strong, healthy financial condition. He pointed out that there has been an increase in net assets in 2006 in comparison to 2005 this was due to a reduction in the depreciation of the automation system and a slight increase in state aid.

He reported that the Board members can feel confident that the monthly financial reports that they receive are accurate and reliable. He acknowledged the professional work done by Joe Sherry and Heidi Fuge.

**MOTION:** C. Blanchard moved acceptance of the 2006 Financial Report from UHY. L. Lundgren seconded. Unanimous.

**II. MINUTES**

**MOTION:** M. Pieri moved acceptance of the April 11, 2007 Minutes. B. Hartson seconded. Unanimous.

**III. STAFF REPORT**

P. Ritter highlighted features in his written report:

- The Big Read program is off to a great start. There were over 90 people at the Kick-off Tea held at the Guilderland library. Then, over 200 people attending the movie shown at the Writers Institute. The Harlem Renaissance Tour is filled and we had to go to a bigger bus to accommodate all of the people wanting to attend.
- Velocity Express is ready to start making some changes in the delivery schedule. They would like to consolidate some of their routes. UHLS has made it clear to them that they have to make sure that any changes do not disrupt the business of the libraries and they must stay within the parameters of the service contract.
- The State has announced a September 14<sup>th</sup> deadline for the construction grants and the applications are therefore going to be due at UHLS by August 1<sup>st</sup>. The State will be holding a workshop on the construction grants at the Schenectady Public Library on June 7<sup>th</sup> at 10:00 AM. All of the member libraries have been

informed about this workshop.

- The Riverway Storytelling Festival was very successful this year with a total attendance of 1,367.
- There will not be any Board or Committee meetings in June or July.
- P. Ritter will be on vacation from May 29 to June 13
- The Rensselaerville Library situation is very unfortunate. It is a local issue and does not involve UHLS. However, the Trustees have requested a copy of their construction grant application in order to determine how much they need in matching funds in order to keep the state funds. C. Blanchard asked if there were any guidelines for financial record-keeping in the public libraries and if this situation could have been avoided. P. Ritter noted that there are guidelines, but the libraries are not required to follow them. M. Molgard noted that the Rensselaerville situation has repercussions for several of the hilltown communities since there was some cooperative programming among the libraries.

#### IV. TREASURER'S REPORT

Report by M. Molgard. She noted that UHLS had finally received the final 2006 LSSA payment and some NEA funds for The Big Read grant.

**MOTION:** E. Apostol moved acceptance of the April 2007 Treasurer's Report. L. Lundgren seconded. Unanimous.

#### V. COMMITTEE REPORTS

##### Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the April Purchase Journal and Payroll totaling \$127,495.96

She reviewed the Central Library Development Grant and Central Book Aid Grant, noting that it had been approved by the Central Library Advisory Council and by the Board of Trustees of the Central Library (Albany Public Library) and now had to be approved by the UHLS Board prior to submission to the State.

**MOTION:** B. Hartson moved acceptance of the 2007 Central Library Development Grant and Central Book Aid. N. Pieri seconded. Unanimous.

**MOTION:** L. Lundgren moved acceptance of the statement from the Central Library noting that all of the 2006 Central Book Aid funds had been expended as budgeted. M. Muller seconded. Unanimous.

#### **NEXT FINANCE COMMITTEE MEETING: Wednesday, August 8<sup>th</sup> at 4:00 PM**

##### Administration Committee/Services Committee

Report by E. Apostol. She reported on the joint Administration/Services Committee meeting that was held prior to the Board meeting. The joint meeting was held to discuss the criteria for the various awards: Trustee, Program, Advocate and Volunteer. The

Committees agreed to create a weighted review form to assist the libraries in making nominations and to assist the committees in making their decisions.

**MOTION:** P. Read moved to add a \$500 stipend to the 2006 Volunteer of the Year Award from the current operating budget and to add this as a line in the 2008 budget. L. Prenovost seconded. Unanimous.

**MOTION:** B. Hartson moved to have the Awards reviewed by the following committees: the Administration Committee will review the Advocate and Trustee nominations, the Services Committee will review the Volunteer and Program nominations. L. Lundgren seconded. Unanimous.

**NEXT ADMIN. COMMITTEE MEETING: Monday, August 6<sup>th</sup> at 4:00 PM**

**NEXT SERVICES COMMITTEE MEETING: Wednesday, August 8<sup>th</sup> at 3:30 PM**

Automated Services Committee

P. Ritter noted that the Minutes from the last meeting had been mailed to the Board members and asked if there were any questions. No questions.

E. Apostol reported the trustees from the Albany Public Library who attended the recent NYSALB conference were very impressed with the self checkout system used at the Queens Public Library. P. Ritter noted that the Guilderland Library uses that type of system and that it is available to any of the libraries in UHLS. However, it is quite expensive and is a cost to the individual libraries.

Nominating Committee

E. Apostol reported that she has been confirmed to continue serving as the Albany Public Library's representative to the Upper Hudson Library System and can therefore be placed on the ballot for the Annual Meeting.

**VI. TRUSTEE REPORTS**

E. Apostol reported :

- the 2008 NYSALB Conference will be held in Saratoga Springs
- the Albany Public Library is looking into Green building construction as part of their new facilities plan
- the New Scotland library will be closed in June and the furnishings will be auctioned

L. Lundgren reported that this coming Saturday is Poestenkill's annual Spring Market Day on the village green.

M. Molgard reported:

- the film "Their Eyes were Watching God" was shown at the Berne Library
- heavy rains flooded the site that had been under consideration for the new library so the Building Committee is hoping to look at other sites

## **VII. OTHER BUSINESS**

P. Ritter reported that the New York Library Association (NYLA) is encouraging the library systems to take out an institutional membership. At this time, UHLS pays for the individual memberships of any staff members who want to join; those memberships currently cost \$475. The institutional membership is \$175. UHLS pays for an institutional membership with NYSALB so that all of the Trustees on the Board are members and receive information. Consensus to continue with the individual memberships for the staff in NYLA and the institutional membership in NYSALB.

**MOTION:** E. Apostol moved to offer Best Wishes to P. Ritter on his upcoming birthday and anniversary. M. Molgard seconded. Unanimous.

**MOTION:** P. Read moved to adjourn. M. Molgard seconded. Unanimous. Meeting adjourned at 5:40 PM.

Heidi A. Fuge  
5/10/07

**UPPER HUDSON LIBRARY SYSTEM**  
**EXECUTIVE DIRECTOR'S REPORT**  
**For April 2007**

**May 9, 2007**

**The Big Read** – Photographs were taken of over 70 people reading *Their Eyes Were Watching God*, and the photographer edited them to include the Big Read logo in the background. Some of the photos were chosen for posters that will be displayed in libraries and businesses during May. Advertising has been obtained on 50 CDTA buses for Albany and Rensselaer Counties during May. The bus trip to Harlem on May 12<sup>th</sup> is full, and there is a waiting list. A special web page has been prepared, and the URL is [www.uhls.org/bigread](http://www.uhls.org/bigread). The web page has information about the book, the author, a calendar of events, and a blog for sharing thoughts about the book. **Barbara York**, a local graphic artist, designed a calendar of events, and we produced 5,000 copies for distribution. We contracted with the *Times Union* to have a **Big Read Calendar** published as a full-page ad on April 29<sup>th</sup>. A special advertisement will be shown on all of the screens at the **Spectrum Theater** during May. Book club materials have been cataloged and put into "book club bins" that hold ten copies of the book, one copy on CD, one copy of the movie, ten Readers Guides, and one biography of Zora Neale Hurston. Almost all of the bins have been checked out. The Big Read is a program supported by funding from the **National Endowment for the Arts**. It is designed to revitalize the role of literature in the nation's popular culture by encouraging people to read for pleasure and enlightenment.

**Kids Cookin' by the Book** – The cooking grant came to a successful conclusion. The cookbook is finished and looks impressive. The cooking shows have been completed and are airing four times a week. The public libraries, schools, and children who are in the shows have copies of the seven-show, six and-a-half hour series. The show and the cookbook are also in our online catalog so that the public can check them out.

**Library Promos** – Funding in the LSTA **Kids Cookin' by the Book** grant has allowed us to produce 3-5 minute individual promos for each of the seven libraries involved in the grant. These are being filmed in May and will be aired on **Time Warner Cable**. The promos will also be available for the libraries to use for their own purposes.

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**Summer Reading Program** – UHLS libraries are gearing up for their Summer Reading Programs. This year's themes are (for children) **Get A Clue @ Your Library** and (for teens) **YNK-You Never Know @ Your Library**. UHLS will be using our SRP mini-grant of \$6,000 to purchase prize books for the libraries to give away during the program.

**Riverway Storytelling Festival 2007** – The fifth annual Riverway Storytelling Festival was staged during April 23<sup>rd</sup> – 29<sup>th</sup>. This year, for the first time, all of the storytelling concerts were free. Further information and statistics will be available at a later date.

**Keeping the Best, Reinventing the Rest: Customer Service in the 21<sup>st</sup> Century** – As a result of this \$15,000 LSTA grant, UHLS plans to have nine workshops between April 1, 2007 and March 31, 2008. **Michael Stephens** will present the first workshop, **Library 2.0: Becoming a User-Centered Library**, on **May 17<sup>th</sup>–18<sup>th</sup>**. He will present the workshop on Thursday in Clifton Park and on Friday at the **William K. Sanford Town Library**, and he will discuss **Web 2.0, blogs, wikis, RSS feeds, and social computing**. This initial program in the series is a UHLS joint venture with MVLS, SALS, and CDLC, and both sessions are already full with over 150 people registered to attend. Future programs in this series will include presentations on such topics as serving people with disabilities, getting boys into the library, reinventing customer service, web design and usability, and using customer service as a marketing tool.

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