UHLS BOARD OF TRUSTEES
October 10, 2007
MINUTES

PRESENT: Erin Apostol, Cris Blanchard, Charles Diamond , LouAnne Lundgren, Mary Alice Molgard,, Mary Muller, Nancy Pieri, Lois Prenovost, Paula Read, James Reilly, Pat Spohr, Richard Young
ABSENT: Michael Borges, Hawley Zwahlen
UHLS STAFF: Philip Ritter, Heidi Fuge

4:30 PM - meeting called to order by L. Lundgren

I. MINUTES

MOTION: N. Pieri moved acceptance of the September 12, 2007 Minutes. E. Apostol seconded. Unanimous.

II. STAFF REPORT

P. Ritter expanded on items in his written report:

- based on the Survey conducted at the end of the evening, the Trustee Workshop was a success. All of the respondees said that they would attend another Workshop. This year's format was also overwhelmingly approved.
- Mary Fellows gave him additional information about the Summer Reading Program. The drop in attendance was only 10% which was less than originally reported. E. Apostol noted that mothers who work outside the home need library programs in the evenings or on weekends.
- Jo-Ann Benedetti and Mary Fellows will be representing UHLS at the NYLA Conference in Buffalo. P. Ritter has a long-standing prior commitment for that weekend.
- UHLS has received approval for the 2008 Big Read grant. The NEA grant will total $20,000. Programming will be planned for March 2008. P. Ritter and J. Benedetti will attend a Big Read Training program in Minneapolis, MN on November 4th and 5th.

III. TREASURER'S REPORT

Report reviewed by M. Molgard.

MOTION: J. Reilly moved acceptance of the September 2007 Treasurer's Report. P. Read seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Finance Committee reviewed and approved the September Purchase Journal and Payroll totaling $113,391.65.

The Committee also reviewed the Proposed 2008 Budget and approved it for submission to the Board with the information mailed for the November meeting.

P. Ritter reviewed the handout outlining the proposed expenditure of the additional state aid for 2007. He noted that the amount on the first line (Redesign of the UHLS website, etc) had been increased by $5,000 to $30,000 based on estimates from the M2 Design company. The amount on line three (contract to enhance UHLS database) would be decreased by $5,000 to $45,000. He noted that this list had been developed with extensive input from the Directors Association. All of this additional aid must be spent by the end of 2008.

> **MOTION:** E. Apostol moved to accept the Proposed Expenditure of Additional State Aid for 2007 as outlined by P. Ritter including the changes to lines 1 and 3. C. Blanchard seconded. Unanimous.

M. Molgard reported that the Committee reviewed and approved the request for $49,000 to be taken from the Building Reserve Account to purchase a generator. The generator specifications are being reviewed by the Administration Committee.

> **MOTION:** J. Reilly moved to spend $49,000, from the Building Reserve Account, for a generator, pending Administration Committee approval of the specifications. M. Muller seconded. Unanimous.

NEXT FINANCE MEETING: Wednesday, November 14th at 4:00 PM

Administration Committee

Report by J. Reilly, Chair. He reported on the following:

- the Committee approved the revised/expanded Guidelines for the Trustee and Advocate Awards
- the Committee is working on developing a professional evaluation for the System Director for the coming year that will be based on mutually approved goals and objectives
- the Committee recommends that UHLS contract with Ted Kennedy to paint the common areas of the building (hallways, meeting rooms, bathrooms) and the UHLS offices at the cost of $36,000-$38,000. The monies to pay for this project would be transferred from the Building Reserve Account.

> **MOTION:** C. Diamond moved acceptance of the Committee's recommendation for painting at a cost of $36,000-$38,000 with funds transferred from the Building Reserve Account if necessary. M. Molgard seconded. Unanimous.

NEXT ADMIN. MEETING: Monday, November 12th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She reported on the following:

- the Committee approved the revised/expanded Guidelines for the Program and Volunteer Awards
- the Committee recommends Board approval of the grant applications

submitted to the Arts Center of the Capital Region and the Frederick McDonald Trust for Riverway Storytelling Festival programming.

MOTION: P. Read moved approval of the above-mentioned grant applications. L. Prenovost seconded. Unanimous.

- the Committee reviewed and approved the revised Guidelines and form for the Outreach mini-grants.

  MOTION: J. Reilly moved acceptance of the revised mini-grant Guidelines and form. M. Molgard seconded. Unanimous.

- the Committee reviewed and approved the new contract with Velocity Express. This is a three-year contract with pricing held at the contract rates for the term of the contract. P. Ritter pointed out that the major change in the contract involved the additional cost per stop for 11 or more totes/bags.

  MOTION: N. Pieri moved to approve the new contract with Velocity Express and authorize the Board President to sign the new contract for the period of January 1, 2008 through December 31, 2010. C. Blanchard seconded. Unanimous.

- the Committee reviewed the Pre-Application Questionnaire to the Standish Fund and agreed that if the Fund determines that UHLS is eligible, Board approval to submit a grant application is needed. The grant would provide additional support for the Big Read program.

  MOTION: L. Prenovost moved to approve applying for a grant from the Standish Foundation to support the Big Read program. R. Young seconded. Unanimous.

NEXT SERVICES MEETING: Wednesday, November 14th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. The ASC reviewed and approved the Agreement for Computerized Library Services (aka UHLAN Contract) and recommends Board approval.

MOTION: M. Muller moved to accept the Agreement for Computerized Library Services 2009-2011 as presented. E. Apostol seconded. Unanimous.

Discussion regarding AquaBrowser. P. Ritter explained that he is not asking for Board approval to purchase AquaBrowser at this time because the costs have not been finalized. Once all of the costs have been obtained, the ASC will be asked for a second review of their decision to purchase the software and hardware. N. Pieri explained that AquaBrowser facilitates searching in the online catalog and searches both the catalog and the online databases. It also presents the results in several formats.

NEXT ASC MEETING: Tuesday, November 27th at 4:00 PM

V. TRUSTEE REPORTS

L. Lundgren drew the Board's attention to the handout that listed the libraries which each trustee represents. She noted that she will begin contacting the libraries which she represents prior to the Board meetings to see if they have any issues that need to be presented to the Board and also to keep the Board apprized of their activities.

- L. Prenovost (BRUNSWICK) reported that the Library has hired the Libby Post Company to conduct a feasability study and community survey and also prepared a capital campaign. The library will be looking to raise $500,000 for a new building and will also work toward a 414 campaign.

- C. Blanchard (SAND LAKE) reported that the library director, Jane Minotti, has resigned to take another position and the library is now searching for a new director.

- P. Ritter (on behalf of SCHAGHTICOKE) reported that the library director, Verna Bink, has retired and that library is also now searching for a new director.

- M. Molgard (BERNE) reported that the library Board met with the Masons to discuss using their building as a library but the situation is not favorable.

- P. Spohr (ALTAMONT) reported that their library is still working on raising money for their new building. They recently received an anonymous donation of $2,000.

- R. Young (HOOSICK FALLS) reported that the library is working on their construction projects including the roof, lighting, and new paths outside the building. They are also considering allowing the use of wireless laptops and asked what other libraries have experienced. N. Pieri noted that at Bethlehem there has been a very positive response to wireless access and it definitely does increase use of the library and also allows for increased after-hours use.

- L. Lungren (POESTENKILL) reported that the library is going ahead with its 414 campaign and it will be on the November ballot. P. Spohr noted that Altamont has found that a Bake Sale near the voting site helps increase voter turnout.

MOTION: M. Molgard moved to adjourn. J. Reilly seconded. Unanimous. Meeting adjourned at 5:45 PM.

Heidi A. Fuge
10/11/07

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For September 2007

October 10, 2007

Connecting Boys with Books – As part of its LSTA customer service grant, UHLS presented this special program on Tuesday, **September 11**, 2007 from 9:00 a.m. until 4:00 p.m. at the William K. Sanford Town Library in Colonie. The 42 attendees learned how public libraries lose boys, and why, what the consequences are for boys, and what we as librarians can do to save boys from lives as non-readers. The presenter, **Michael Sullivan,** shared practical and proven suggestions on how to turn boys into life-long readers.

Trustee Workshop – This second annual workshop for UHLS member library trustees was held on **September 20**, 2007, at The Albany Marriott. **Josh Cohen**, Executive Director of the Mid-Hudson Library System in Poughkeepsie, NY, spoke on “Increasing Board Effectiveness” at the opening session. He also spoke on the “Fiscal Responsibilities of Library Boards” at a break-out session. **Rebekkah Smith Aldrich**, Coordinator of Member Information of the Mid-Hudson Library System, spoke on “Building and Renovation” at a break-out session. There were 77 people in attendance, and the 61 surveys returned to us indicated a positive response to this workshop and a desire to have a similar one next year. There was overwhelming approval of the format that was used this year, i.e. a speaker on one topic for one hour followed by two or three concurrent sessions and dinner within the time frame of 5:00 to 8:00 p.m.

Summer Reading Programs – The statistics for 33 of our 36 outlets have been submitted to date. A total of 5,247 children and teens registered for the Summer Reading Programs in UHLS libraries this year, while 22,002 attended 1,030 programs in our libraries. The numbers show that overall registration and children registering are both down over 20 percent this year, while the number of teens registering is slightly up. More programs were offered this year for both children and teens. Consequently, attendance at programs was also up for both groups. Accounting for the fluctuations is always difficult. Pre-program promotion, other community offerings, and the requirements of a library‘s Summer Reading Program all may have an impact. Mary Fellows will be talking with staff at those libraries whose numbers were significantly down to see what new strategies might be employed next year.

Annual Meeting – The Albany Country Club has been booked as the meeting site for the UHLS annual dinner meeting on Wednesday, June 11, 2008.

(Continued)

Promotional Videos – All of the videos have been distributed to the libraries and accepted with great approval. Time-Warner Cable has given us a price of $2,500 apiece for any future library promotional videos that we want to do.

"Sounds True" Arts Grant – The programs funded by this arts grant have concluded with positive results for reaching the tween age group in our libraries. The project introduced and trained tweens in the art of creating sound imagery to enhance visual or oral storytelling. Each program began with an hour-long workshop on sound. Percussion artist Brian Mellick demonstrated using sound qualities to support imagery and introduced a new potential career: Foley Artist (film sound effects person). He and the tweens then created basic instruments out of found objects. During the second hour, professional storyteller, Marni Gillard joined the program, performing a story while Brian added sound imagery. Marni then taught the tweens that same story helping the tellers to learn the story while Brian mentored the tweens creating the sound imagery. Aftter more rehearsal, the tweens presented the program to a library audience of families with younger children. The deadline for next year's arts grant is October 10, and we hope to apply on behalf of UHLS for Riverway Storytelling Festival and also ghostwrite a grant to bring The Puppet People, a well-respected local puppetry duo, into the member libraries.

Re-inventing the Customer-Centered Library: A 12-Step Program – UHLS continues its series of LSTA customer service grant programs with this presentation by **Karen Hyman** of the South Jersey Regional Library Cooperative from 9:30 a.m. to 12:30 p.m. on Friday, **October 26**, 2007, at the Bethlehem Public Library. Attendees will learn how to see their library from the customer's point of view, focus on user needs/expectations and service opportunities, operate their library for the convenience of the customer, and make customer service a way of life.

UHLS Advisory Councils – All of the Advisory Councils have met this month and are working on various projects for the System and its member libraries. The Automated Services Committee has formed an ad-hoc Migration Planning Committee that is investigating the possible need to migrate to a new automation system. UHLS also formed an ad-hoc Web Committee of staff members that has investigated and made recommendations regarding the need for a new UHLS logo/tagline and a revision of the UHLS webpage.

Philip W. Ritter
Executive Director