



UHLS BOARD OF TRUSTEES
November 14, 2007
MINUTES

PRESENT: Cris Blanchard, Michael Borges, Charles Diamond , LouAnne Lundgren, Mary Muller, Nancy Pieri, Lois Prenovost, Paula Read, James Reilly, Hawley Zwahlen

EXCUSED: Erin Apostol, Mary Alice Molgard, Pat Spohr, Richard Young

UHLS STAFF: Philip Ritter, Heidi Fuge

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

I. MINUTES

MOTION: M. Muller moved acceptance of the October 10, 2007 Minutes. P. Read seconded. Unanimous.

II. STAFF REPORT

P. Ritter expanded on items in his written report:

- **PAINTING PROJECT** - the painting project for the building interior will probably start Thanksgiving week and will take about 6-8 weeks as the contractors will be working around meeting and work schedules.
- **LSTA CUSTOMER WORKSHOPS** - there is a whole series of workshops being planned under the auspices of the LSTA Customer-Centered Library grant administered by Jo-Ann Benedetti. Some will have better participation than others. The Jo Fenton workshop only has 12 people registered for it.

M. Muller complimented J. Benedetti on the recent Karen Hyman workshop held at Bethlehem. It had a very good, and strong, impact on the staff at the Troy library.

C. Blanchard asked about getting a list of the workshops so that interested Board members could attend. P. Ritter offered to send a list to the UHLS Board via email and also in the monthly meeting packet of information.

- **BIG READ PROGRAM** - P. Ritter and J. Benedetti attended the Big Read Orientation meeting in Minneapolis, MN and the new project is moving along. We are now waiting for the Writers Institute to come up with a keynote speaker for the 2008 program.

III. TREASURER'S REPORT

H. Zwahlen presented the report. He noted that we are expecting that the bulk of the receivables will be in by the end of the year.

MOTION: J. Reilly moved acceptance of the October 2007 Treasurer's Report. N. Pieri seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by H. Zwahlen in the absence of M. Molgard. He noted that the UHLS Managers are encouraged to expend their funds in November so that they can be posted in December; they are discouraging from spending anything other than the most vital expenses, in December. He noted that the Finance Committee reviewed and accepted the October Purchase Journal and Payroll totaling \$157,523.09.

H. Zwahlen noted that the Finance Committee has reviewed the Proposed 2008 Budget and recommends its acceptance by the Board. The Public Hearing was held in October and there were no attendees. M. Borges asked if the Supplemental Aid was included in the Budget? P. Ritter responded that the Supplemental Aid was handled as a separate account. M. Borges asked if the System had ever had to borrow money because of a delay in the State Aid? P. Ritter responded "No."

MOTION: C. Diamond moved acceptance of the 2008 Proposed Budget. J. Reilly seconded. Unanimous.

It is expected that the Finance Committee will not have to meet in December, therefore the next meeting will be: **Wednesday, January 9th at 4:00 PM.**

Administration Committee

Report by J. Reilly, Chair. He reported that the Committee members discussed the in-depth information that they had requested from Clune Electric regarding the Caterpillar Emergency generator and related equipment. They voted to approve the expenditure of \$49,000 for the generator and the contractor has been contacted to begin work.

The Committee continued to discuss the Evaluation form for the Executive Director and will continue to work on developing a form.

J. Reilly reported that UHLS will be getting its electricity through a renewable/green energy source called EnviroGen which is hydro and bioenergy. National Grid is still the conduit for the electricity but EnviroGen is the supplier.

The Committee established Monday, February 25th as the deadline for the Advocate and Trustee Award nominations.

It is expected that the Administration Committee will not have to meet in December, therefore the next meeting will be: **Monday, January 7th at 4:00 PM.**

Services Committee

Report by M. Muller in the absence of E. Apostol. She noted that the Services Committee has also established Monday, February 25th as the deadline for the Program and Volunteer Award nominations.

The Committee reviewed the Variance Requests from Stephentown and Brunswick. Stephentown will be in compliance with the Minimum Standards by the end of the year. Brunswick is still working on the appropriate building and location and this is at least the 10th year that they have requested a Variance. P. Ritter reported that he met with the Brunswick Library Trustees and the Town Board and he felt that in 2008 Brunswick should be able to make some significant progress: they have a building they are considering, they have funds in their budget for a building project, they have been promised a member item from Joe Bruno, and they have contracted with Libby Post to conduct a fundraising campaign. J. Reilly asked what would happen if a Variance Request is not approved. P. Ritter outlined the following steps that would be taken:

1. The Division of Library Development (DLD) would send a formal warning to the library;
2. DLD would conduct a review of the library's registration;
3. DLD would suspend the library's registration and the library would no longer be eligible for state aid;
4. DLD would revoke the registration issued by the Commissioner of Education and the library would no longer be eligible to receive any local public funds;
5. DLD would remove the library's Board of Trustees;
6. DLD would suspend the library's Charter.

MOTION: J. Reilly moved that the Board President should be authorized to sign Variance Requests from Stephentown and Brunswick and forward them to the Division of Library Development. C. Blanchard seconded. Unanimous.

It is expected that the Services Committee will not have to meet in December, therefore the next meeting will be: **Wednesday, January 9th at 3:30 PM.**

Automated Services Committee

Report by P. Ritter, Chair. He reviewed the AquaBrowser and WebFeat project costs and the motions and discussions from the September and October meetings of the Automated Services Committee (ASC). He pointed out that the motion to purchase AquaBrowser and WebFeat was not unanimous and that there were ASC members who were opposed to the expenditure, feeling that it was an expensive stop-gap measure. In Year 1, the maximum start-up cost for the project would be \$49,900 and in Year 2 the ongoing maintenance cost would be \$13,600. The start-up costs could be taken from the Automation Reserve account. The ongoing maintenance costs would have to be funded from our operating budget. If the Board votes to approve the purchase, it would take place in 2008 and therefore we would have until 2009 to figure out how to cover the ongoing maintenance cost.

P. Ritter and N. Pieri explained the public service value of AquaBrowser as a search engine and noted that with the addition of WebFeat, it searches not only the online catalog, but also the online databases (this is called federated searching). L. Lundgren asked how much longer we would have Horizon? P. Ritter noted that there is an ASC Sub-committee that is looking into integrated library automation systems and

they are finding that what we have is as good as anything currently on the market. Within two years, Sirsi/Dynix will no longer support the Horizon product and we will be forced to migrate to a new system whether it is a Sirsi/Dynix product, another product, or an open-source system still has to be determined. AquaBrowser is a transition piece between our current system and any future system since it is very likely that future systems will incorporate the features that we are buying with AquaBrowser. P. Ritter also noted that AquaBrowser will be set up as an option in the online catalog so that people who prefer to stay with the current searching method can do so. He reiterated that this is a temporary solution for two or three years until a new automation system can be implemented.

MOTION: J. Reilly moved to approve the purchase of AquaBrowser and WebFeat for \$49,900 which will come from the Automation Reserve Account. The Year 2 cost of \$13,600 will be covered by the operating budget. N. Pieri seconded. Unanimous.

Next ASC Meeting: **Tuesday, January 22nd at 9:00 AM**

V. TRUSTEE REPORTS

- L. Lundgren (Poestenkill) reported that the library budget passed in all four districts in the November elections. She also reported that Priscilla Fairbank, a Poestenkill resident, will be part of a grass-roots diplomacy delegation to Iran and is soliciting letters that she can take for Iranian citizens. Upon her return, she would be willing to give presentations at the libraries about her trip.
- C. Blanchard (Sand Lake) reported that the library dedicated its renovated program room to William Kennedy. There was a nice turn-out for the dedication ceremonies. She also reported that she had heard a rumor that the Nassau Library was thinking of establishing a Branch or book outlet at the Liquid Assets shop and she was wondering if this was a common practice? No one had any information about this.
- M. Muller (Troy) told the Board about a great new book that was just recently published: Free for All: Oddballs, Geeks, and Gangstas in the Public Library by Don Borchert.
- P. Read (Bethlehem) reported that the library received an Award from the Empire Friends Roundtable at the NYLA conference, honoring the rejuvenated Bethlehem Friends of the Library.

MOTION: J. Reilly moved to adjourn. H. Zwahlen seconded. Unanimous. Meeting adjourned at 5:30 PM.

It is expected that the Board of Trustees will not have to meet in December, therefore the next meeting will be: **Wednesday, January 9th at 4:30 PM.**

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For October 2007

November 14, 2007

Re-inventing the Customer-Centered Library: A 12-Step Program –

UHLS continued its series of LSTA customer service grant programs with this presentation by **Karen Hyman** of the South Jersey Regional Library Cooperative on **October 26** at the Bethlehem Public Library. The 60 attendees learned 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. Karen was a very effective and humorous presenter, and this was a well-attended and well-received presentation. All evaluations were very positive, and we were encouraged to bring her back to our area for similar presentations.

New York Library Association Annual Conference – Jo-Ann Benedetti

and **Mary Fellows** attended this conference in **Buffalo** during **October 17-20** and had many good things to say about the programs and activities that were available. Jo-Ann attended sessions on library management and e-rate while Mary attended a pre-conference on services to teens and managed YSS business sessions as she completed her term as Youth Services Section President.

Riverway Storytelling Festival 2008 – The featured storytellers have been chosen for the April 21-27 event and are as follows: **Gayle Ross** (Cherokee storyteller from Texas), **Baba Jamal Koram** (African-American storyteller from Virginia), **Leeny Del Seamonds** (Latino storyteller from Massachusetts), **Norah Dooley** (from Massachusetts), and **John Porcino** (from Massachusetts).

Online Databases – The three EBSCO databases that were selected by the Central Library Advisory Council have already been purchased and can now be accessed on the UHLS webpage. They are **Literary Reference Center**, **Novelist**, and **Home Improvement Reference Center**.

The Big Read* Orientation Meeting** – **Philip Ritter** and **Jo-Ann Benedetti** will attend this mandatory training session during **November 4-5** in **Minneapolis, MN**. All expenses are being paid by ***The Big Read program through **Arts Midwest**, and each grantee's director and project director are expected to be present and participate in all orientation sessions.

(Continued)

LSTA Customer Service Grant Program – UHLS will continue this series of training activities with a presentation on **November 15** at UHLS on **Close Encounters with THOSE People: A Different Perspective on Diversity & Disability**. The presenters will be **Ms. Jo Fenton**, Training Coordinator, and **Greg Jones**, Senior Attorney, of the **NYS Commission on Quality of Care & Advocacy for Persons with Disabilities**. This will be an activity-based workshop designed to provide the attendees with resources, strategies, and valuable information to better relate to one another and celebrate differences. All member library staff and trustees are invited to attend this and any of our customer service workshops. Please contact Jo-Ann Benedetti at 437-9880 x225 in order to register.

Philip W. Ritter
Executive Director