

Board of Trustees

March 12, 2008

PRESENT: LouAnne Lundgren, Cris Blanchard, Nikki Caruso, Ronald Ginsburg, Brian Hartson, Lois Prenovost, Mary Muller, Erin Apostol, Paula Read, James Reilly

EXCUSED: Charles Diamond, Mary Alice Molgard, Nancy Pieri

ABSENT: Richard Young

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

I. NEW TRUSTEES

L. Lundgren welcomed N. Caruso, the representative from the William K. Sanford Town Library, and B. Hartson, the representative from the Guilderland Public Library. N. Caruso will be filling Hawley Zwahlen's term which expires in 2010. She was appointed to the Finance Committee. B. Hartson will be filling Michael Borges' term which expires in 2011. He was appointed to the Services Committee. N. Caruso was voted on at the February meeting.

MOTION: A motion was made and seconded that L. Lundgren should appoint B. Hartson to the Board to fill Michael Borges' term. Unanimous.

L. Lundgren noted that she sent notes to Pat Spohr and Hawley Zwahlen thanking them for their service on the Board.

II. MINUTES

MOTION: A motion was made and seconded to approve the Minutes of the February 13, 2008 Board meeting. Unanimous.

III. STAFF REPORT

Report by P. Ritter:

- he distributed copies of the new Riverway Storytelling brochure
- he distributed copies of the proof of the *Times Union* ad for the Big Read program
- he distributed copies of the brochure for the trip to France that is a part of the Big Read program
- the RFP for the courier service is almost finished and will probably be sent to prospective vendors by the end of the week. Responses will be required by April 11th and will be reviewed at the May Board meeting.
- National Grid will be turning off the power to the UHLS building on the evening of

March 12th in order to allow the electricians to complete the connections needed for the new generator. The member libraries have all been given sufficient warning of the power outage and an alert was placed on the UHLS website.

IV. TREASURER'S REPORT

L. Lundgren reviewed the Report for the period ending February 29, 2008. She noted that there was a transfer from the Automation Account to the Operating Account to cover the first payment for AquaBrowser. The income and expenses are normal for this time of year.

MOTION: A motion was made and seconded to approve the February 2008 Treasurer's Report. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

Report by L. Lundgren, Chair. She reported that the Committee reviewed and approved the February Purchase Journal and Payroll totaling \$207,177.59.

NEXT Finance Committee MEETING: Wednesday, April 9th at 4:00 PM

Administration Committee

No meeting. No Report.

NEXT Administration Committee MEETING: Monday, April 7th at 4:00 PM.

Services Committee

Report by E. Apostol, Chair. She reported that the Committee members reviewed the nominations for the 2007 Program of the Year Award and the 2007 Volunteer of the Year Award. She noted that the nominations were all very well written and presented and that the selection of the Award winners was more difficult than it has been in prior years. The Committee made the following selections: Program of the Year will go to Albany for its "Garage Bands in the Garage," and East Greenbush Library's Teaching Team (Dan Cornman, Reed Dawley and Ed Evans) will receive the Volunteer of the Year Award.

The Committee reviewed the Bill and Melinda Gates Foundation "Opportunity Online Hardware Grant Program" and recommends its approval by the Board. These are 50/50 matching grants to pre-determined libraries for pre-determined funds. UHLS will receive 7% of the total funds to cover administrative costs.

MOTION: A motion was made and seconded to authorize the President to sign the "Opportunity Online Hardware Grant Program" application. Unanimous.

NEXT Services Committee MEETING: Wednesday, April 9th at 3:30 PM

Automated Services Committee

No meeting. No. Report

NEXT Automated Services MEETING: Tuesday, April 22nd at 9:00 AM

VI. TRUSTEE REPORTS

The Trustees all introduced themselves to the new Board members and welcomed them. The following reports were made:

- **L. Prenovost (Brunswick)** reported that the library has finally located a new building - it is a former Veterinary Hospital and is in the right location and has the right amount of space. There will be expenses associated with renovating the space for the library's use and so the Board will continue with its fundraising plan.
- **N. Caruso (W.K. Sanford - Colonie)** reported that there has been a substantial turnover in the trustees on the library Board due to a change in the Town administration.
- **B. Hartson (Guilderland)** reported that the Town has finally halted its plans to pave a new road that would have gone through the library's Literary Garden.

MOTION: A motion was made and seconded to adjourn the meeting. Unanimous. Meeting adjourned at 5:30 PM.

NEXT BOARD MEETING: Wednesday, April 9th at 4:30 PM

Heidi A. Fuge
3/13/08

UPPER HUDSON LIBRARY SYSTEM

EXECUTIVE DIRECTOR'S REPORT

For February 2008

March 12, 2008

LSTA Customer Service Grant Programs – UHLS continued this series of training activities with a presentation on **February 5th** of **Accessibility and Library Webpages** by **Eleonora Morrell**. In this full-day workshop, the 26 participants became familiar with the importance of website accessibility including: design and legal issues, assistive technologies, browser considerations, checking for accessibility, and design techniques. The next presentation will be on **March 3rd** with **Breaking all the Rules** by **Michael Sullivan**. This half-day program will present alternative approaches to library service focusing on radical customer service, and a capacity audience of 46 people have already registered. It will push the attendees to question the most basic assumptions about what public libraries do and why, and it will offer examples of radical departures from standard library practice. The last event in the series will be a presentation on **March 20th** by **Ted Baumhauer** who will do training for managers, directors, and supervisors on **Coaching for Performance**. Both of these programs will be held at the Guilderland Public Library.

The Big Read – A number of special programs and activities have been planned during April 2008 to celebrate the reading of ***The Age of Innocence*** by **Edith Wharton**. The kick-off event is a Victorian Tea at the Women's Club of Albany, and there will be a tour of Troy's Victorian houses used in the filming of the movie. There also will be a bus tour on **April 26th** featuring a visit to Wharton's estate, *The Mount*, to the *Ventfort Hall Mansion*, and to the *Gilded Age Museum* in Lenox, MA. A print calendar will be available by March 15th, and a complete Calendar of Events can be found at www.albanypubliclibrary.org/bigread.

Riverway Storytelling Festival 2008 – There are a record 31 events being held during **April 21-27, 2008**. Performances will include 12 family, 2 adults, 4 senior outreach, 5 school outreach, 1 story swap, and 1 day of stories at the NYS Museum for school classes. There will also be 2 workshops each for adults, for teachers and librarians, and for students and adults. The sponsors will be finalized during March, and we will then have a clearer picture of the financial status of the Festival.

Courier Delivery – At the request of the Board, a formal *Request for Proposal* for daily courier delivery service within UHLS is being prepared. After reviewing it with the UHLS Directors Association, it will be released to vendors. Two firms have already expressed interest.

(Continued)

Parenting in the 21st Century – **Mary Fellows** was a guest on this local access cable show filmed at the William K. Sanford Town Library in Colonie. The topic was the recently released report by the National Endowment for the Arts on the decline of reading among teens and adults and what libraries and parents can do to reverse the trend.

NYLA Lobby Day – Appointments have been set for meetings on **March 11th** with the 5 Assemblymen and 2 Senators who represent UHLS in the NYS Legislature. Trustees, staff, and friends are invited to join us for this annual day during which libraries attempt to make a case for additional funding. The goal this year is to encourage the legislators to restore the \$5 million that Systems received in 2007 but was removed from the proposed budget by the Governor.

Eileen Williams Named Monroe Award Recipient – **Eileen Williams**, Adult Reference and Senior Outreach Librarian at the Guilderland Public Library, was named the 2008 recipient of the **Margaret E. Monroe Library Adult Services Award** administered by the Reference and User Services Association (RUSA), a division of the American Library Association (ALA). This annual citation is presented to a librarian who has made a significant contribution to library service for adults.

Staff Consulting – Philip Ritter met with the Board of Trustees of the **RCS Community Library** on February 25th to discuss possible renovation and expansion opportunities for this library. **Jo-Ann Benedetti** conducted training sessions on February 27th-28th in Bristol, CT, for Connecticut public librarians as part of the **Libraries for the Future Equal Access Initiative**, teaching sessions on creating a consumer health information center in a public library and on health reference resources.

State Annual Reports – The annual reports from 28 of our 29 member libraries were submitted to the State prior to the March 3rd deadline.

Philip W. Ritter
Executive Director