

Board of Trustees April 9, 2008

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

EXCUSED: Charles Diamond

ABSENT: Richard Young

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

L. Lundgren reported that she had received a note from Tim Burke, Interim Director of the Albany Public Library, thanking the Board for the Outreach mini-grant.

I. MINUTES

MOTION: P. Read moved to accept the Minutes of the March 12, 2008 meeting as presented. J. Reilly seconded. Unanimous.

II. STAFF REPORT

P. Ritter reported the following:

- The Victorian Tea, held at the Albany Women's Club, went very well. It was a nice setting and good kick-off for the Big Read Program.
- WMHT will be doing an hour-long special on April 17th at 9:00 PM on the Big Read.
- The Riverway Storytelling Festival is gearing up. The Festival coordinators are finding it difficult to raise the funds needed in order to continue with the Festival. Mary Fellows spends a great deal of time raising funds for this program and that is not the best use of her time. We will need to discuss the situation after this year's program. If the Storytelling Festival is going to continue, there has to be a better method of funding the programs.
- April 11th at 5:00 PM is the deadline for proposals for the delivery service. We are also looking at figures for doing the service in-house. This was an option that several library directors felt should be pursued. P. Ritter intends to have all of the options discussed at all three committee meetings in May with the possibility of a decision at the Board meeting. M. Muller asked if the Directors will have a chance to discuss this prior to the Committee and Board meetings? P. Ritter noted that yes, they would since they meet the Friday before the Committees and the Board. The courier situation at this time has stabilized although it is still not working as well as we would like it to. Continuing with the current company is also an option for consideration.
- In regard to the State budget situation, the \$5 million in library aid (to the systems) has been restored by the Governor and the Assembly. The \$14 million in

construction aid has also been continued. There has been an overall \$2million cut in library aid to all libraries. We don't know how this will affect UHLS at this time.

- The LSTA Customer Service grant was completed at the end of March.
- Karen Hyman will speak at the June annual meeting and that afternoon will present a program for library staff members.
- Albany Public Library has suggested that Warren Graham might be a possibility as a speaker on library security - this is a major issue for public libraries. The Mid-Hudson Library System has him for a daylong program on May 29th and we are looking into possibly arranging to have him give a program for UHLS at that time.

III. TREASURER'S REPORT

Report by M. Molgard. She noted that there is nothing unusual in the March report. We usually have to wait until after the State Budget for any major income.

H. Fuge reported that she received a telephone call from NYSCASA saying that they would be late in paying the April rent and were hoping that the \$100 late fee would be waived. She told them that this was not possible since it is one of the terms of their lease.

MOTION: E. Apostol moved acceptance of the Treasurer's Report for the period ending March 31, 2008. M. Muller seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reviewed the March Purchase Journal and Payroll totaling \$163,174.30 and noted that it had been approved by the Finance Committee.

NEXT MEETING: Wednesday, May 14th at 4:00 PM

Administration Committee

Report by J. Reilly, Chair. The Committee made its selection for the Trustee of the Year Award. The nominations, as a whole, were much better presented than in previous years. The nomination from Stephentown was head and shoulders above the rest and Anthony Beverly was chosen to receive the Award.

The Committee began a review of the By-Laws and this will continue at subsequent meetings.

The Committee is continuing its on-going discussion of the annual evaluation of the Executive Director position. The evaluation will deal with Goals and Objectives and a way to measure progress on them. The Committee asked P. Ritter to come up with four to six Goals that can be refined and used for the basis of an evaluation in 2009.

NEXT MEETING: Monday, May 12th at 4:00 PM

Automated Services Committee

Report by P. Ritter. He noted that there is a subcommittee that is looking into alternative automation systems due to the fact that in the near future, SirsiDynix will no longer support the Horizon software and so we will have to come to a decision about migrating to another system. N. Pieri noted that the subcommittee is also looking at some open source software. P. Ritter noted that this may not be a solution for UHLS since the open source systems require a larger staff than we have at this time.

M. Molgard asked about the Instant Messaging (IM) discussion at the ASC meeting. To what libraries is this important? P. Ritter noted that it is probably the libraries that have their own automation staff and that want to be immediately notified about any situation with the automation system. M. Molgard noted that there are serious limitations in using IM for the smaller libraries due to poor phone service and so this would probably not be something useful for them. P. Ritter noted that this demonstrates the disparity in serving the member libraries; we cannot satisfy everyone.

NEXT MEETING: Tuesday, May 27th at 9:00 AM**V. TRUSTEE REPORTS**

- M. Muller - TROY had great support from DLD (Grace Kelly) for the press conference about the new elevator in the library. Channel 10, the *Times Union*, and the *Troy Record* were also in attendance.
- J. Reilly - VOORHEESVILLE is beginning a building project and had a preliminary meeting with the architect who did a presentation on the type of spaces needed based on a community survey and input from the library staff.
- E. Apostol - ALBANY was thrilled to be notified that they will receive the Program of the Year Award for "Garage Bands in the Garage." The Award will be presented at the June Annual Meeting.

VI. NEW BUSINESS

P. Ritter reported that he is working on a construction needs survey due to DLD at the end of April. This is basically a list of dreams for the libraries within the next five years. DLD will use this when requesting construction funds from the legislature. To date, he has a list of \$109 million worth of projects, the majority of which are expenses for a new Main Library and the Branches at Albany Public. He will have the completed list for the Board to see at the May meeting.

MOTION: M. Muller moved to adjourn. E. Apostol seconded. Unanimous. Meeting adjourned at 5:05 PM

Next meeting: Wednesday, May 14th at 4:30 PM

Heidi A. Fuge
4/10/08

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For March 2008

April 9, 2008

LSTA Customer Service Grant Programs – UHLS continued this series of training activities with a presentation on **March 3rd** by **Michael Sullivan** on **Breaking all the Rules**. The 46 attendees were challenged to re-think collection development, reference, and programming and to think about the customer in front of the desk. Sullivan suggested that libraries should get rid of the reference collection, catalog on the fly to get books into the patron's hands more quickly, and stop reading book reviews and simply buy what the customers want. The last event in the series was a presentation on **March 20th** by **Ted Baumhauer** on **Coaching for Performance**. Baumhauer explained to the 25 attendees how to be an effective manager as well as specific training skills for managers. Both of these programs were held at the Guilderland Public Library.

NYLA Lobby Day – Over **1,000** people from throughout New York State attended this special library advocacy day on **March 11th** in Albany. UHLS had **35** people attend our meetings with the 5 Assemblymen and 2 Senators who represent UHLS in the NYS Legislature. The goal this year was to encourage the legislators to restore the \$5 million that Systems received in 2007 but was removed from the proposed budget by the previous Governor, and it appears that our legislators want this to be done. However, it is uncertain what the impact of a new Governor will have on the budget process.

Summer Reading Program Planning Workshop – UHLS collaborated with the Mohawk Valley Library System to present a full day of activities to assist our library directors and youth services librarians with plans for this year's Summer Reading Program. The 63 attendees participated in activities filled with program ideas for all ages, program management expertise, food, buggie jokes, and more. The program themes for this year are ***Catch the Reading Bug*** for children and ***Metamorphosis @ Your Library*** for teens.

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 on April 1st at the Women's Club of Albany, and there will be a tour on April 19th 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 complete Calendar of Events can be found at www.albanypubliclibrary.org/bigread.

(Continued)

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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. Final arrangements have been made, but we are still attempting to secure funding to cover the costs of this event.

Courier Delivery – At the request of the Board, a formal *Request for Proposal* for daily courier delivery service within UHLS was prepared and sent out to 16 possible vendors. All proposals from vendors must be received by **5:00 p.m. on Friday, April 11, 2008**. The RFP will be made available to anyone who requests it, and electronic copies will be sent to those vendors who request it. It is expected that the Administration, Services, and Finance Committees will discuss the responses to this RFP at their May meetings.

Philip W. Ritter
Executive Director