

Board of Trustees September 10, 2008

PRESENT: LouAnne Lundgren, Erin Apostol, Cris Blanchard, Yolanda Caldwell, Charles Diamond, Ronald Ginsburg, Brian Hartson, Mary Alice Molgard, James Reilly, Mary Muller

EXCUSED: Nikki Caruso, Nancy Pieri

ABSENT: Lois Prenovost, Richard Young

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

I. **MINUTES** - August 13, 2008

Y. Caldwell asked if abstentions could be asked for in future motions. She noted that the Minutes at the August meeting are shown approved unanimously, however she did not actually vote on them since she was new to the Board and had not attended the meeting to which the Minutes referred.

MOTION: J. Reilly moved acceptance of the Minutes of the August 13, 2008 meeting. E. Apostol seconded. Unanimous.

II. **STAFF REPORT**

P. Ritter highlighted the following in his Report:

- Delivery: the new service has been running for five weeks now and the volume seems to be leveling out, although it is still a higher volume than anticipated and periodically P. Ritter or J. Benedetti have had to stay late to deal with the sorting. The Directors Association has had no complaints and the Directors seem happy with the service, especially since there is a guaranteed one-day turn around in moving items. We have ordered additional smaller bins to make the handling easier.
- Trustee Workshop: at this point, there are 67 people registered and we expect that they will all be satisfied with the presentations.
- “Explore Your Shore” grant: P. Ritter handed around a Henry Hudson calling card and reported that M. Fellows attended a press conference to announce the program and kick-off the events.
- “Show Me the Money”: this workshop, to be held on September 15th, is full and J. Benedetti and M. Fellows are collecting names for a possible second Workshop.
- “Fit for Life”: P. Ritter distributed the list of workshops that are being held under this grant. The Medical Library Association will offer certification for anyone taking at least 4 of the workshops.
- Asian Arts: this group has been a tenant in our building for one year and they are celebrating with an Open House on Saturday, September 13th.
- P. Ritter distributed copies of the Times Union article about the Bethlehem Library

which is in the top 50 libraries in the nation for circulation per capita. L. Lundgren offered to send a congratulatory note to the Bethlehem Board of Trustees on behalf of the UHLS Board of Trustees.

III. TREASURER'S REPORT

Report by M. Molgard. She reviewed the report for the months ending August 31, 2008. She noted that this will be last report that will show the two Operating Accounts since they have been combined. She pointed out the pass-through grant funds from the State that were received in August and sent out to the member libraries.

MOTION: M. Muller moved acceptance of the August 31, 2008 Treasurer's Report. C. Blanchard seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reported on the following:

- The Finance Committee reviewed and approved the August Purchase Journal and Payroll totaling \$487,728.69.
- In the Purchase Journal, she pointed out the LLSA payments to the member libraries and noted that there might be a small loss to UHLS by the end of the year because the libraries were paid 100% of the anticipated amount, even though UHLS had only received 90%. We have been informed that all unpaid State funds will be reduced by a percentage that has not yet been exactly determined. When the exact amounts are known, the Finance Committee will ask the Board to make an official motion accepting the reduced figures in order to satisfy the auditors.
- The Committee reviewed the Proposed 2009 Budget with a 3% COLA and has approved the Budget as presented for consideration by the Board at the October meeting. M. Molgard warned that since the State funding situation is uncertain, the Budget will probably have to be amended earlier in the new year once the exact funding levels are announced. P. Ritter will review the Budget with the Directors Association at their October meeting and will bring their comments back to the Finance Committee. The Committee decided not to hold a public hearing since no one attends.

NEXT FINANCE COMMITTEE MEETING: Wednesday, October 8th at 4:00 PM

Administration Committee

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

- The Committee has completed its review of the UHLS By-Laws and has made several amendments in order to have the By-Laws conform to current practice. The By-Laws were handed out to the Board at this meeting for their consideration with action to be taken at the October meeting.
- The Committee will probably propose that UHLS select two newspapers of record

(*Times Union* and *Troy Record*) at the next Board meeting in order to comply with the amended By-Laws. Public posting of the notice of the Board meetings will be satisfied by sending a schedule of meetings to the libraries at the beginning of the year and ask them to post it on their public bulletin boards.

- The Committee continued its discussion of the Executive Director's Goals and Objectives for 2009 and will give them another review in October.
- The Committee recommends holding the 2009 Annual Dinner on June 10th at the Albany Country Club.

MOTION: J. Reilly moved that the 2009 UHLS Annual Dinner on June 10th should be held at the Albany Country Club. B. Hartson seconded. Unanimous.

Discussion regarding a possible speaker for the Dinner. J. Reilly noted that the Committee had suggested \$2,000 as a target figure for a speaker's fee. He thought that perhaps something related to the Hudson River quadricentennial would be a good idea. M. Mogard mentioned that the Underground Railroad history group are doing a good job in researching and presenting history programs, as well as someone in the State Museum. M. Muller suggested Russell Shorto, author of Island at the Center of the World as a speaker.

NEXT ADMINISTRATION COMMITTEE MEETING: Monday, October 6th at 4:00 PM

Services Committee

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

- The Committee re-considered the \$14million construction grant allocations that were approved at the last meeting. The re-consideration was due to the fact that Troy amended their grant application to a smaller figure which left \$6,864 to be re-allocated among the other applicants. After much discussion, the Committee recommends that the funds be divided equally between Altamont, Rensselaer, Rensselaerville, Stephentown, Troy, Guilderland, Bethlehem and Albany, with each library allocated an additional \$858. Neither Valley Falls or Brunswick are eligible to be included since they have already been recommended for the full amount of funding.

MOTION: M. Muller moved to divide the \$6,864 equally among all of the applicants except Valley Falls and Brunswick. M. Molgard seconded. Unanimous.

The Committee engaged in extensive discussion regarding the allocation of the grant funds and finally concluded that they have to develop guidelines for the method of funding the Construction Grant applications.

- The Committee reviewed the summaries for grants to the Frederick McDonald Trust and the Community Arts Center for operating funds for the Riverway Storytelling Festival.

MOTION: J. Reilly moved that the President be authorized to sign the grant applications to the Frederick McDonald Trust and the Community Arts Center for operating funds for the Riverway Storytelling Festival. B. Hartson seconded. Unanimous.

- The Committee reviewed the Resolution required to apply for the DEC quadricentennial grant which was approved in August and recommends that the Board Secretary sign the Resolution as required. (Copy on page 5)

MOTION: Y. Caldwell moved that the Board Secretary be authorized to sign the Resolution that will accompany the Hudson-Fulton-Champlain Quadricentennial grant application. C. Blanchard seconded. Unanimous.

NEXT SERVICES COMMITTEE MEETING: Wednesday, October 8th at 3:30 PM

V. TRUSTEE REPORTS

- Y. Caldwell (Bethlehem) reported that the library roof is being worked on and also that the Library is very satisfied with the press coverage regarding their high per capita circulation.
- M. Muller (Troy) reported that the re-chartering as a Special District library will be on the November 4th ballot. Board members have been very active in disseminating information about the benefits of this change - they have visited School Open Houses and Neighborhood Association meetings to talk about the re-chartering. Following the re-chartering, the Board members will have to be elected to the Board. \$800,000 in local funding would bring the library to the Regents-recommended level of \$20 per capita.
- C. Blanchard (Sand Lake) reported that Assemblyman Tim Gordon visited the library as a result of the NYLA initiative which encouraged legislators to become more familiar with the public libraries in their region.
- R. Ginsburg (Altamont) reported that on September 18th the library will hold its official ground-breaking ceremony.
- L. Lundgren (Poestenkill) reported that the library will hold its fundraising Market Day on Saturday, Sept. 13th. Assemblyman Tim Gordon also visited their library and held a photo-op with a mock check presentation.
- E. Apostol (Albany) reported that the library is moving ahead with the renovations and has opened several temporary Branches while the old buildings are being torn down.

MOTION: R. Ginsburg moved to adjourn. E. Apostol seconded. Unanimous. Meeting adjourned at 5:30 PM.

NEXT BOARD MEETING: Wednesday, October 8th at 4:30 PM.

Heidi A. Fuge
9/15/0

Upper Hudson Library System

RESOLVED:

That Lou Anne Lundgren as President of the Upper Hudson Library System Board of Trustees is hereby authorized and directed to file an application for funds from the Hudson-Fulton-Champlain Quadricentennial Grant Program in accordance with the Hudson-Fulton-Champlain Quadricentennial Act, in an amount not to exceed \$11,900, and upon approval of said request to enter into and execute a state assistance contract with the Department of Environmental Conservation for such financial assistance to this Upper Hudson Library System Board of Trustees for "Sails and Tales: New York's Story on the Banks of the Hudson."

Suggested certification language:

I, Charles Diamond, the duly elected and qualified secretary of the Upper Hudson Library System Board of Trustees of Albany, New York, corporation subject to the Not-for-Profit Corporation Law of New York State and qualified for tax exempt status under the federal internal revenue code do hereby certify that the following resolution was adopted at a regular meeting of the Upper Hudson Library System Board of Trustees held on September 10, 2008 and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

Date 9/10/08

Print Name CHARLES E. DIAMOND

Charles E. Diamond
(Signature of Secretary)

Seal of Organization



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

September 10, 2008

A. L. Delivery Service – The UHLS contract with this new courier delivery service began on August 1st. Initially, there were a large number of items picked up and delivered, and the UHLS staff had to assist in the sorting of materials. The company and their three drivers are doing an outstanding job in learning the routes, picking up, and delivering the materials on time. All reports from the member libraries are positive, and everyone seems to be relieved that we now have a dependable courier delivery service. A number of trips were made during the first ten days of August to Velocity Express, our previous contractor, to make certain that none of our materials and totes remained in their warehouse. A few totes were found, but there were no books or other materials. We will continue to make adjustments as needed in the schedules, routes, and sorting procedures in order to make the delivery service as efficient as possible.

NYS Library Systems for the 21st Century – The first meeting in about ten years of all the System Directors in New York (i.e. Publics, 3Rs, and Schools) was held on August 7th – 8th at the Rensselaerville Institute. The purpose of this meeting was to build a cooperative alliance among all Library Systems to best meet the needs of libraries and their users. **Philip Ritter** represented UHLS at this meeting and found it to be informative.

Institute of Museum and Library Services – On August 12th UHLS was visited by **Robin R. Cabot**, Senior Program Officer for State Library Programs of this federal agency. He was accompanied by **Mary Linda Todd** of the Division of Library Development as they toured the UHLS facility and discussed the value of LSTA grants and programs with **Philip Ritter** and **Mary Fellows**.

Third Annual Trustee Workshop – This popular workshop will be held on Thursday, **September 25th**, at the Albany Marriott Hotel. There will be two concurrent programs beginning at 5:00 p.m., and dinner will be served at 7:00 p.m. with concluding remarks at 8:00 p.m. **Josh Cohen**, Executive Director of the Mid-Hudson Library Systems, will speak on *Essential Duties and Responsibilities for Library Trustees*. **Libby Post**, President of Communication Services, will speak on *Advocacy and Public Relations for Library Trustees*. The cost is \$30 per person, and all trustees and member library directors are encouraged to attend.

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Summer Reading Program –We are at an in-between time with this program. Libraries have finished their activities, but the statistics have not yet been compiled or submitted. Anecdotal evidence suggests that there were good numbers this year, and a final report will be available next month. **Mary Fellows** is serving on a statewide committee on online SRP registration software. The plan is that this software will be available free to libraries next summer. This software would allow libraries the opportunity to register and record reading online, and the plan is for UHLS to encourage our member libraries to offer this service.

What to Do with Those Tweens: Program, Ideas, and Solutions – This youth services training was offered to the member library staff on **August 25th** by **Maureen Ambrosino** of the Central Massachusetts Regional Library System. Other similar programs are planned for October and November.

Show Me the Money! – This grant writing workshop will be offered on Monday, **September 15th**, 9:30 a.m. – 3:00 p.m., by **Jo-Ann Benedetti** and **Mary Fellows** at UHLS. Directors, library staff, and trustees are urged to come and learn the ins and outs of the successful writing of grants. During the morning, participants will learn how to find money and how to maximize the chances of success in the grant application process. In the afternoon, participants will work on a real grant application.

Explore Your Shore: Discovering Community History @ Your Library – The member libraries are ordering materials and planning their programming for this grant project that will begin this fall. The full-size puppet of Henry Hudson is now dressed and scheduling his visits. He even has his own “sleeping bag” that will protect him as he moves from place to place.

Picturing America Grant – UHLS has been notified by the **National Endowment for the Humanities** that we have received this grant on behalf of eight of our member libraries who chose to participate (**Albany, Altamont, Bethlehem, Cohoes, Colonie, East Greenbush, Guilderland, and Troy**). The goal of the program is to bring “high-quality reproductions of notable American art into public and private schools, libraries, and communities . . . as a catalyst for the study of America—the cultural, political, and historical threads woven into our nation’s fabric over time.” Each library will receive a set of 40 images and a teacher’s resource book that will help with publicity and any programming that the libraries choose to do.

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Playaways – UHLS is now ordering these new audio formats to add to our rotating audio collections. We will be able to add 2 to 3 per collection, and we hope that this will encourage all of our member libraries to try this new audio format and to purchase them for their collections. (Playaways are devices with a single audio book loaded onto them. Patrons then borrow the device with headphones.)

Fit for Life Grant – UHLS was awarded this \$25,000 grant that was made possible by the generous support of the **Metlife Foundation**. As part of the preparation for increased consumer health reference services in member libraries, **Jo-Ann Benedetti** will offer five training sessions at the Albany Public Library over the next few months. These classes will award participants continuing education credits from the **Medical Library Association**. While all of the dates have not yet been determined, the five topics will be as follows:

- 2) *Beyond an Apple a Day: Providing Consumer Health Information in the Public Library*
- 4) *Prescription for Success: Consumer Health Information on the Web*
- 6) *From Snake Oil to Penicillin: Evaluating Consumer Health Information*
- 8) *PubMed for the Rest of Us: Searching Medical Literature for the Nonexpert*
- 10) *Reference Rx: Case Studies in Consumer Health*

More details will be available when the dates are determined.

Philip W. Ritter
Executive Director