



Board of Trustees October 8, 2008

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, Charles Diamond, Ronald Ginsburg, Brian Hartson, Mary Alice Molgard, Nancy Pieri, Lois Prenovost, Mary Muller

EXCUSED: Cris Blanchard, James Reilly

ABSENT: Nikki Caruso, Richard Young

Meeting called to order at 4:35 PM by L. Lundgren.

I. MINUTES - September 10, 2008

MOTION: E. Apostol moved acceptance of the Minutes of the September 10, 2008 meeting. R. Ginsburg seconded. Unanimous.

II. STAFF REPORT:

P. Ritter highlighted the following items in his report:

- **Courier Delivery:** the new service continues to be successful and reliable with 150-200 totes processed, delivered and exchanged on a daily basis among member libraries with no complaints registered. A one day turnaround time for requested items is now a common and relatively certain occurrence. The sorting routine is usually completed by 5:00 P.M. without incident or delay. Four hundred new totes have been ordered to meet current, as well as future increased circulation demands and should be received by October 15th.
- **Third Annual Trustee Workshop:** the September 25th trustees' workshop held at the Albany Marriott Hotel was well received and considered a great success. Seventy-three attendees completed 51 surveys offering positive feedback for the program's format and content. It was noted that a majority of responders indicated that they would prefer a future workshop with a subject matter relating to library construction and renovation issues.
- **Survey:** P. Ritter distributed an article from HealthNewsDigest.com. September is "Library Card Sign-up Month" and the story related that a recent Harris Poll concerning libraries found that three-quarters of all individuals possessing a library card have used library services within the past year. Among other findings, the survey concluded that library patrons view libraries as important educational and cultural resources in their communities.
- **NYLA Budget Priorities:** P. Ritter distributed a listing of budget priorities as identified

by NYLA. In light of the state's precarious financial position, aid to libraries in the nature indicated on the list, as well as other developing issues will become the focus of talking points at next March's annual Lobby Day at the New York State Legislature.

- **from Farm to Table:** P. Ritter distributed information regarding the "from Farm to Table" television production of WMHT, cosponsored, among other groups, by UHLS. This series of 13 cooking-related shows premieres October 9th and promotes the farming operations and food products of New York's Capital Region. This production is linked to the MetLife Fit for Life Grant from which UHLS was awarded \$25,000.

III. TREASURER'S REPORT

Reported by M. Molgard who provided a general review of the Treasurer's Report and Purchase Journal for the month ending September 30, 2008. She noted the consolidation of the Operational Accounts into a single entry as a result of the recent UHLS custodial bank's change in record-keeping policy and also the receipt of \$99,116. in Outreach Basic Grant income during the reporting period.

MOTION: N. Pieri moved acceptance of the September 30, 2008 Treasurer's Report. E. Apostol seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Reported by M. Molgard, Chair.

- The Finance Committee reviewed and approved the September Purchase Journal and Payroll totaling \$165,910.83.
- Noted expenditures in the Purchase Journal included \$6,056. for the purchase of 8 Toshiba laptop computers, the annual Cat Express charge in the amount of \$29,005., GAC fees for specified member libraries and the Trustee Workshop charges incurred at the Albany Marriott totaling \$4,588.
- A letter from VOOR Library Director Gail Sacco expressing her concerns about the potential for a diminution in state aid, existing funding levels and program expenses as contained in the proposed 2009 budget was distributed to Board members. Annotated throughout the body of the letter were responses to the issues prepared by H. Fuge and submitted to P. Ritter.
- In light of the current fiscal crisis of instability and uncertainty confronting the State of New York, it was decided to table consideration of the proposed 2009 UHLS Budget for full Board review and acceptance until the December meeting. Updated financial information will hopefully become available for any proposed UHLS budget revisions following the anticipated reconvening of the Legislature sometime in November.

NEXT FINANCE COMMITTEE MEETING: Wednesday, November 12th at 4:00 P.M.

Administration Committee

Reported by Y. Caldwell, in the absence of J. Reilly, Chair.

- The Committee continues to discuss and develop the Executive Director Goals and Objectives for 2009 with the intention of completing the document for full Board review and acceptance by the December meeting. Proposed means and methods by which information will be collected and evaluated for use in the Director's annual performance review are being formulated for presentation and consideration at the next committee meeting.

MOTION: N. Pieri moved acceptance of the UHLS By-Laws as amended and previously furnished to the Board. B. Hartson seconded. Unanimous.

NEXT ADMINISTRATION COMMITTEE MEETING: Monday, November 10th at 4:00 P.M.

Services Committee

Reported by E. Apostol, Chair.

- In response to concerns raised by various Directors and Trustees, the Committee continues to review existing policy and guidelines with respect to the evaluation and award of Construction Grants. It was noted that the award process might be characterized as more subjective than scientific in nature and accordingly, the Committee is exploring options and soliciting suggestions and ideas for revisions to the criteria used in assessing grant applications. Committee members are considering a number of scenarios by which to quantitatively and objectively prioritize and measure the relative worthiness of the diverse projects submitted by member libraries of varying physical and financial composition.

NEXT SERVICES COMMITTEE MEETING: Wednesday, November 12th at 3:30 P.M..

V. TRUSTEE REPORTS

- M. Muller (Troy) distributed a "Frequently Asked Questions" brochure to the Board which addressed the issues involved with the re-chartering process for the Troy Public Library. She related public outreach efforts toward garnering support for the upcoming public referendum including, but not limited to, post card mailings, canvassing voter registration lists and editorial endorsement from the Troy Record newspaper. Two initiatives will appear for voter approval on the November 4th ballot to establish and fund the new special district library.
- L. Prenovost (Brunswick) reported that renovation of the new Brunswick library facility

- continues with approximately 50% of the desired funding having been raised.
- Y. Caldwell (Bethlehem) reported that noted author Jeffery Deaver will perform a reading before a capacity audience at the library on October 18th. The 2nd Annual Technology Fair will be held on November 1st offering free information and instructions about solar energy, digital TV, computers and more. The Summer Reading Program was a tremendous success with 8,289 books read and 1,400 reviews submitted.
 - R. Ginsburg (Altamont) reported that the library will be hosting a combination wine tasting event and art exhibit. A program will be offered on October 27th featuring alternatives to traditional cooking routines which will involve smoothies and other raw vegetable concoctions.
 - C. Diamond (Watervliet) reported that in lieu of the annual wine and cheese fund-raising reception, an Oktobfest will be held in the adjacent Senior Citizen Center on October 17th (6:30-10:00 P.M.). Authentic German cuisine and spirits will be served while accompanied by a performance of The Tom Healey Band.
 - L. Lundgren (Poestenkill) reported that the library had received legislative technology grant funding from the offices of Senator Joseph Bruno (\$25,000.) and Assemblyman Tim Gordon (\$5,000.).

MOTION: E. Apostol moved to adjourn. R. Ginsburg seconded.
Unanimous. Meeting adjourned at 5:40 P.M..

NEXT BOARD MEETING: Wednesday, November 12th at 4:30 P.M.

Charles E. Diamond
10/20/08

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

October 8, 2008

Courier Delivery Service – The transition to **A. L. Delivery Service** has gone very well, and everyone seems to be pleased with the quality of the service. The quantity of totes delivered and picked up each day continues to be higher than expected, but the drivers are handling the load without issue and have usually completed their deliveries and sorting by 5:00 p.m. each day. So far this change in courier vendors has been well worth the effort. In order to reduce the weight of the totes, we have phased out the use of the larger totes and have ordered 300 of the smaller totes. Once they arrive, we will have enough totes to handle the number of items being sent through the courier service.

Explore Your Shore: Discovering Community History @ Your Library – **Mary Fellows** was invited to speak, along with Jerry Jennings and Mike Breslin, at a news conference on **September 10th** at the Albany County Convention and Visitors Bureau during which “Henry Hudson” was officially launched. This life-size doll was a great hit. The fact that the doll can be borrowed by families from participating libraries was reported in several news stories. Libraries are already getting calls from patrons who want to “reserve” Henry.

Show Me the Money! – This grant writing workshop was presented to a capacity audience of 16 member library staff on Monday, **September 15th** by **Jo-Ann Benedetti** and **Mary Fellows** at UHLS. Their individual presentations were followed by a “grant lab” during which the attendees worked on laptops to prepare grant applications. Several people remarked on how helpful it was to have a ready-made opportunity to work on a grant with help nearby. This was the first attempt at a lab situation following the purchase of the new laptops, but it was successful enough to try again. Our plans are to offer such a workshop at least once a year and more often if the demand warrants it.

Third Annual Trustee Workshop – This popular workshop was held on Thursday, **September 25th**, at the Albany Marriott Hotel. There were two concurrent programs beginning at 5:00 p.m., and dinner was served at 7:00 p.m. with concluding remarks at 8:00 p.m. **Josh Cohen**, Executive Director of the Mid-Hudson Library Systems, spoke on ***Essential Duties and Responsibilities for Library Trustees***. **Libby Post**, President of Communication Services, spoke on ***Advocacy and Public Relations for Library Trustees***. Total attendance for the workshop was 73, and everyone seemed to be pleased with the content and format of the event.

(Continued)

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ALSC Institute – **Mary Fellows** attended this annual institute sponsored by the **Association for Library Services to Children**, a division of the American Library Association, in **Salt Lake City** during **September 18th-20th**. This institute featured training activities that focused entirely on youth services in public libraries and resulted in program ideas for libraries, future grant possibilities, and potential workshop speakers.

Fit for Life Grant – UHLS was awarded this **\$25,000** grant that was made possible by 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**. The five topics and dates will be as follows:

- 1) *Beyond an Apple a Day: Providing Consumer Health Information in the Public Library* – **October 17, 2008**
- 2) *Prescription for Success: Consumer Health Information on the Web* – **November 21, 2008**
- 3) *From Snake Oil to Penicillin: Evaluating Consumer Health Information on the Internet* – **December 19, 2008**
- 4) *PubMed for the Rest of Us: Searching Medical Literature for the Nonexpert* – **January 16, 2009**
- 5) *Reference Rx: Case Studies in Consumer Health* – **February 20, 2009**

Jo-Ann Benedetti attended the required training for the administration of this grant during **September 24th-26th** in New York City.

Family Literacy and Programming: You Can Do It! – UHLS is hosting this daylong workshop by **Sue McCleaf-Nespeca**, noted presenter and Ohio children's literature consultant, on **September 29th**. This training will satisfy a requirement of the LSTA *Explore Your Shore* grant and will focus on incorporating parental presence and involvement, interactive literacy components, and parent education into programming.

Philip W. Ritter
Executive Director