

**Board of Trustees**  
**December 10, 2008**

PRESENT: LouAnne Lundgren, Erin Apostol, Charles Diamond, Brian Hartson, Mary Alice Molgard, Nancy Pieri, James Reilly, Mary Muller

EXCUSED: Cris Blanchard, Yolanda Caldwell, Ronald Ginsburg, Lois Prenovost,  
Richard Young

ABSENT: Nikki Caruso

Meeting called to order at 4:40 PM by L. Lundgren.

**I. RESIGNATIONS**

L. Lundgren acknowledged letters of resignation from C. Blanchard and R. Young. She will send notes to them, thanking them (especially C. Blanchard) for their contributions to the work of the Board of Trustees.

**MOTION:** E. Apostol moved to accept, with regret, the resignations of C. Blanchard and R. Young. J. Reilly seconded. Unanimous.

P. Ritter was directed to contact the Boards of libraries represented by C. Blanchard and R. Young and ask for volunteers to fill these positions.

**II. MINUTES - NOVEMBER 12, 2008**

**MOTION:** C. Diamond moved acceptance of the Minutes of the November 12, 2008 meeting. M. Molgard seconded. Unanimous.

**III. STAFF REPORT:**

P. Ritter highlighted the following items in his report:

- **Courier Service:** the deliveries are going very well and there are no major problems. The 400 new bins have arrived and should alleviate the problem of not enough bins. We will probably have to make a purchase like this every year since the bins disappear or become unusable.
- **Website:** UHLS did a "soft rollout" of the new website. It is still a work in progress but has been very well received.
- **Email:** Jonathan Koppel has been working hard with a new provider to decrease the amount of spam in the UHLS email. He has been very successful.
- **Arts Center Grant:** UHLS received a \$5,000 grant from the Arts Center of the Capital Region in support of the Riverway Storytelling Festival. We are very pleased because the grant is for the full amount requested.

P. Ritter notified the Board that he will be on vacation from December 19<sup>th</sup> to January 5<sup>th</sup>.

Since he will be out of the office at the time that the Board packets are mailed, he will present his Executive Director's report at the January meeting instead of mailing it.

#### **IV. TREASURER'S REPORT**

Report by M. Molgard. She reviewed the Treasurer's Report for the period ending November 30, 2008. She reported that it had just been recently announced that some of the remaining state funds will be released shortly.

**MOTION:** E. Apostol moved acceptance of the Treasurer's Report for the period ending November 30, 2008. M Muller seconded. Unanimous.

#### **V. COMMITTEE REPORTS**

##### **Finance Committee**

Report by M. Molgard, Chair. She reviewed the November Purchase Journal and Payroll totaling \$160,744.49 and reported that it had been accepted and signed by the Finance Committee.

She reported that the Finance Committee reviewed the Proposed 2009 Contingency Budget and recommends its acceptance by the Board with the understanding that if the funding level is higher than projected, a COLA for the staff would be the first priority to be restored in the budget. The budget will be re-visited and amended once the amount of State funds for 2009 is known.

**MOTION:** N. Pieri moved acceptance of the Finance Committee's recommendation. B. Hartson seconded. Unanimous.

She reported that the Committee reviewed the Riverway Storytelling Festival funding summary and that the two Committee members in attendance had conflicting opinions about the continuation of the fundraising for Riverway and whether it was the best use of funds and staff time. B. Hartson asked how much time Mary Fellows spent on the Riverway fundraising? P. Ritter reported that it is 10-15% of her time on a yearly basis. The summary was presented in order to inform the Board about the fundraising activities and a similar summary will be presented at intervals. If any of the Board members had contacts within any of the funding agencies, or could suggest other sources for funds, they should contact M. Fellows. P. Ritter also pointed out that contracts and obligations for the 2009 Festival have already been signed and so it cannot be canceled. If the fundraising does not meet the projected expenses, the Festival can be scaled down.

**MOTION:** J. Reilly moved to authorize M. Fellows to continue the fundraising for the 2009 Riverway Storytelling Festival as she sees fit. B. Hartson seconded. Unanimous.

**NEXT Finance Committee meeting: Wednesday, January 14, 2009 at 4:00 PM**

**Administration Committee**

Report by J. Reilly, Chair. He noted that the development of an evaluation process for the Executive Director has been completed and is now being presented to the Board for their approval. All of the Board members will ultimately be involved in this process since that is their responsibility. He explained that since Board members do not have the type of interaction with the Executive Director that would allow the typical type of evaluation, the Committee chose to work via the UHLS Plan of Service. Six of the seventeen Goals were selected from the Plan to use as evaluation measures. The Goals were weighted in order of importance. He presented a timeline for the evaluation process, a copy of the approved six Goals and Objectives, and an evaluation tool to be used by the Board members. The Committee recommends that the Board approve this evaluation process.

**MOTION:** M. Muller moved to approve the evaluation process of the UHLS Executive Director as recommended by the Administration Committee. M. Molgard seconded. Unanimous.

J. Reilly also reported that the Committee discussed the Guidelines for the Advocate and Trustee Awards and accepted the Guidelines as developed last year, with only one change - the wording stating that there would be a cash award will be deleted. If there are funds available, the cash award might be re-instated.

**NEXT Administration Committee meeting: no meeting in January 2009.**

**Services Committee**

Report by E. Apostol, Chair. She reported that the Committee discussed the Guidelines for the Program and Volunteer Awards and agreed that the Guidelines were acceptable, with the same change as that made by the Administration Committee.

The Committee is still working on developing the Guidelines for the Construction Grant applications. During the Committee meeting, P. Ritter announced that he had just been notified that three UHLS member libraries would be receiving additional funds that would bring them up to almost 50% funding under the \$800,00 grant program: Albany, Grafton and Watervliet. This means that, to-date, UHLS libraries have received over \$97,000 in additional funds under the two grant programs.

**NEXT Services Committee meeting: January 14, 2009 at 3:30 PM.**

**Automated Services Committee**

No meeting. No report.

**VI. TRUSTEE REPORTS**

- E. Apostol (ALBANY): bids for construction for the new buildings have been approved. The construction work will be done by a local firm. N. Pieri congratulated Albany on the information and testimonials in their recent newsletter. E. Apostol also reported that the Library has hired a consultant to work with the Board and the Friends Group. She also reported on a problem with a window at the Howe Branch due to restrictions

- on historic buildings by the Department of Historic Preservation.
- C. Diamond (WATERVLIET): the library held its annual Christmas Party and Volunteer Appreciation Dinner. It was well-attended and successful.
- M. Molgard (BERNE): the library cooperated with the Fire Department and the Historical Society in putting on the annual Christmas parade which was well-received. The library is currently in a holding pattern as far as a new building is concerned since a town-wide sewer project has taken precedence with the Town Supervisor.

L. Lundgren noted that L. Prenovost's husband passed away at Thanksgiving time. L. Lundgren sent a card expressing the sympathies of the UHLS Board of Trustees.

**MOTION:** N. Pieri moved to adjourn the meeting. M. Molgard seconded.  
Unanimous.

5:30 PM Meeting adjourned.

**NEXT BOARD MEETING: Wednesday, January 14, 2009 at 4:30 PM.**

Heidi A. Fuge  
12/11/08

## **UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For November 2008**

**December 10, 2008**

**NYLA Conference** – The annual meeting of the **New York Library Association** was held during **November 5<sup>th</sup>-8<sup>th</sup>** in Saratoga Springs. UHLS was represented by **Mary Fellows, Jo-Ann Benedetti, Rob Carle, and Rawdon Cheng.**

**Courier Delivery Service** – The courier service is going extremely well, and next day delivery is still guaranteed. We estimate that we are moving over 8,000 items per day. (This is based on the number of totes/bins delivered and received per day multiplied by 30 items per tote/bin.) The order of 400 new totes/bins arrived on **November 13<sup>th</sup>**, and they are already in use.

**Storytime Skills Workshop** – On **November 14<sup>th</sup>** UHLS and the Mohawk Valley Library System held what we hope will be our “first annual” workshop on storytime skills. There were three hours of short presentations by local experts on various skills such as group management, structuring storytimes, using music, etc. A longer presentation covered adding puppets to stories and rhymes. During the fourth hour, regional author/illustrator **Jeff Mack** gave a presentation on his art and writing process. There were 45 attendees, and the reviews were terrific. We are planning on offering a similar workshop next year.

**Website Redesign** – The redesigned website for the Upper Hudson Library System was launched on **November 16<sup>th</sup>**, and the response has been very positive. It combines the UHLS Internet and Intranet sites into one site that is much easier to use and has a very eye-catching design. While it is not totally complete, it is an excellent beginning. **Joe Thornton** has worked very hard during the past year to bring this new website to fruition.

**Email Server** – **Jonathan Koppel** upgraded the UHLS email server on **November 17<sup>th</sup>**. The primary change was with the spam filter and as a result, there has been a significant decrease in spam in our email.

**NYLA Rally for Library Funding** – The New York Library Association sponsored a rally for funding on Tuesday, **November 18<sup>th</sup>**, the day of the scheduled Special Legislative Session in Albany. UHLS was represented by **Mary Fellows** as she joined an enthusiastic, sign-waving, vigorous chanting, and marching group of 450 individuals.

**(Continued)**

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*Prescription for Success: Consumer Health Information on the Web* – This second of five training sessions on consumer health reference services was presented by **Jo-Ann Benedetti** on **November 21<sup>st</sup>** at UHLS to 16 member library staff, the maximum for the workshop. The remaining three training sessions have been completely filled.

**Fit for Life Grant** – The **Foundation for Healthy Living** is partnering with us to get the word out on childhood obesity. They have offered to come to our member libraries and provide programming on healthy eating. We will also be partnering with several **Capital District YMCAs**, using their “Fun Runs” to promote the Fit for Life activities in our member libraries.

**Library Websites** – The **Cohoes Public Library** went live in November with their new WordPress-based website <http://www.cohoespubliclibrary.org/>. **Debbie Canzano** did an excellent job with some help from **Rob Carle**, and we will continue to encourage our member libraries to create their own websites, using the WordPress software, and the expertise of the UHLS staff.

**Outreach Minigrant Applications** – Information about the grants will be sent to member library directors and posted on the UHLS website on **December 1, 2008**. In 2009 member libraries will be competing for **\$14,500** for services to one of the eight target populations. The maximum award is **\$1,500** per library. Each library may submit up to two applications, but they can receive only one award. The deadline for submission is **January 16, 2009**.

***Teen Programs That Work!*** – **RoseMary Hannold**, an expert Ohio teen librarian and presenter, will conduct a special workshop for our member library staff on **December 8<sup>th</sup>** at UHLS.

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**Philip W. Ritter**  
**Executive Director**