

Board of Trustees January 14, 2009

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, Ronald Ginsburg, Mary Alice Molgard, Nancy Pieri, Lois Prenovost, James Reilly, Mary Muller

EXCUSED: Charles Diamond, Brian Hartson

Meeting called to order at 4:30 PM by L. Lundgren who welcomed everyone to the New Year.

I. MINUTES - December 10, 2008

MOTION: N. Pieri moved acceptance of the Minutes of December 10, 2008 as presented. J. Reilly seconded. AYES: 8 ABSTENTION: 1 Motion passed.

II. STAFF REPORT

P. Ritter reviewed his written December report and added the following information:

- **Executive Director Monthly Reports:** are now available on the UHLS website.
- **Sister Anne Bryan Smollin:** has agreed to be the Speaker for the June Annual meeting at a very reasonable fee. She offered two possible topics: "Finding the Joy in the Moment" or "Dealing with Stress before it Deals with You." Consensus among the Board members to select "Finding the Joy in the Moment."
- **Meeting survey:** There has been a problem with getting adequate attendance at some of the UHLS meetings, especially the ASC meetings. Therefore, UHLS is conducting a survey of all UHLAN users regarding the optimum meeting days and times. The survey has been set up on Survey Monkey and will remain open through the end of January. The results of the survey will be available at the February Board meeting.
- **Board vacancies:** there are now three openings for Trustees on the UHLS Board. Colonie will soon have a candidate for appointment to the Board. P. Ritter has contacted the appropriate medium and small libraries in Rensselaer County asking for volunteers to replace Cris Blanchard and Richard Young, and he hopes to have some names by the February Board meeting.
- **Library Security Workshop:** UHLS is planning an all-day workshop to be held on March 4th at the Guilderland Library. The presenter will be Warren Graham, an expert on library security and dealing with disruptive behavior. He is well-known and we anticipate that the workshop will be very well attended. There will probably be a slight fee since lunch will be provided. Information about the workshop will be sent out soon.

- **Building and Renovation Workshop:** P. Ritter is working on a workshop for Directors and Trustees on Buildings and Renovation. He is in contact with Frank Craine, an architect with the firm that is working on renovations at the Guilderland Library. F. Craine is interested in the workshop but has to consult with his partners on the feasibility and scheduling. P. Ritter would like the workshop to take place before the next round of Construction grant applications.

III. TREASURER'S REPORT

Report presented by M. Molgard. She noted the transfers that took place at the end of the year from the Automation and Building Reserve Accounts into the checking account as per the 2008 Budget. She also noted that the amount in the checking account is larger than in the past due to the changes in the banking procedures. The new procedures require that all income be deposited into the checking account and then transferred into the operating reserve account - the opposite of the way in which it had been handled before.

MOTION: M. Muller moved acceptance of the December 2008 Treasurer's Report. E. Apostol seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the December 2008 Purchase Journal and Payroll totaling \$89,940.81.

She pointed out the monthly update on the fundraising for the Riverway Storytelling Festival. Mary Fellows has projected a budget of \$54,000 of which she needs \$23,000 in cash.

The Committee recommends Board approval of the TIAA/CREF 403(b) Plan in the format required by new IRS regulations.

MOTION: E. Apostol moved that the Board approve the following Resolution concerning the TIAA/CREF Plan and that the President be authorized to sign the Adoption Agreement. N. Pieri seconded. Unanimous:

BOARD RESOLUTION FOR ADOPTING EXISTING TIAA/CREF PLAN

as per new IRS regulations:

A meeting of the Board of Trustees of the UPPER HUDSON LIBRARY SYSTEM, herein referred to as "Institution," was held on the 14th day of January 2009, in accordance with the Institution's bylaws. The Board of Trustees approved the 403(b) Plan Adoption Agreement as presented for the benefit of the Institution's employees.

The following resolutions were offered, seconded and adopted:

BE IT RESOLVED that the Institution adopted the TIAA/CREF 403(b) Plan (the “Plan”) to cover the Institution’s employees to be effective January 1, 2009. Employees may continue elective deferrals into the Plan.

BE IT FURTHER RESOLVED, that the officers of the Institution be authorized and directed to execute any and all documents and do any and all acts which may be necessary in connection with the adoption, maintenance and ongoing funding of the Plan.

BE IT FURTHER RESOLVED, that the officers of the Institution be authorized and directed to retain any service providers they believe necessary or desirable in connection with the Plan.

NEXT Finance Committee MEETING: Wednesday, Feb. 11th at 4:00 PM

Administration Committee

No meeting. No report.

NEXT Administration Committee MEETING: Monday, Feb. 9th at 4:00 PM

Services Committee

Report by E. Apostol, Chair. She reported that the Committee continued work on developing Construction grant Guidelines and criteria. These Guidelines will help the Committee in prioritizing and approving the applications and will help the libraries to decide if it will be worthwhile to apply for a grant.

NEXT Services Committee MEETING: Wednesday, Feb. 11th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the Minutes from the December meeting had been distributed in the Board packet and asked if there were any questions. He reported that the three major issues at the last meeting were: developing a formula to distribute library card expiration dates over the year; continuing with the current telecirc system; and the discussion regarding poor attendance at meetings where major decisions need to be made.

NEXT ASC MEETING: Tuesday, Feb. 24th at 9:00 AM

V. TRUSTEE REPORTS

- R. Ginsburg (Altamont): on Saturday, Feb. 7th, the Library will be holding their annual “I Love My Library” Gala Dinner and Auction.
- Y. Caldwell (Bethlehem): the Trustees recently held their annual Trustee Retreat which was a great success.
- M. Muller (Troy): Troy will be closing both Branch libraries which will mean letting go 4.0 FTE employees (6 people) by February. The Board is still working to get another special election which would allow them to re-open the Branches. In the meantime,

the National Park Service is advising the library on how to “mothball” the Lansingburgh Branch since that is an historic building.

- M. Molgard (Berne): there has been some slight progress in finding a new site for the library. There have been informal discussions between the concerned parties regarding the acquisition and renovation of the Senior Citizen Center.
- L. Prenovost (Brunswick): the library has to cease work on the new building due to lack of funds - they have not yet received their State Construction grant funds.
- L. Lundgren (Poestenkill): the technology upgrades at the library have been a bit of a headache. Things have not been working as they should, especially the new wireless keyboards which were eventually sent back and replaced with wired keyboards.
- N. Pieri (Bethlehem): the library will be switching all of the public access computers to VISTA since that is the latest program and the one for which most people will need instruction. M. Molgard warned that since there have been so many problems and such bad publicity with the new VISTA program, Microsoft is now marketing it under the name of “Mojavi.”

VI. OTHER BUSINESS

L. Lundgren reported that she sent the notes that she was asked to send at the December Board meeting.

MOTION: J. Reilly moved to adjourn. R. Ginsburg seconded. Unanimous.
Meeting adjourned at 5:15 PM.

NEXT Board MEETING: Wednesday, February 11, 2009 at 4:30 PM

Heidi A. Fuge
1/14/09

UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
For December 2008
January 14, 2009

Teen Programs That Work! – **RoseMary Hannold**, a well-known and respected teen librarian from Ohio, conducted this training workshop for 20 of our member library staff on **December 8th** at UHLS. Evaluations indicated that the participants went away with lots of ideas and the motivation to try new programs for this special group of library patrons.

Courier Delivery Service – The delivery of books and materials continued to run smoothly during December. We will continue the policy of cancelling the delivery service when the Albany City Schools are closed. If bad weather occurs on a day when the schools are scheduled to be closed, I will determine what to do. We discovered during the snow storms that several of our member libraries did not clear off their sidewalks/parking areas/delivery areas, and this made it difficult to pick up and deliver at these sites. We made a special plea to our member library directors to consider clearing a path for our drivers so that deliveries can be made.

Library Websites – The **Berne Public Library** went live in December with their new WordPress-based website <http://www.bernepubliclibrary.org/>. **Kathy Stemple** did an excellent job with some help from **Rob Carle**. There are only four member libraries that have not yet tried out the WordPress program for a new website. Rob Carle and Joe Thornton are in contact with these libraries and have offered to help in any way possible in creating their websites.

Outreach Minigrant Applications – The deadline for submission of these grant applications is **January 16th**. The **Coordinated Outreach Advisory Council** will meet to review the grant applications on **January 28th**, and they will be presented to the Services Committee and Board of Trustees for consideration at the February 11th meetings.

Database Maintenance – As UHLS has agreed to do each year, a copy of the entire database was sent for authority control processing on **December 31st**. This process usually takes about 10 to 14 days, during which no editing should occur of the pre-2009 bibliographic records.

Annual State Reports – The deadline for submission to UHLS of this annual report is **February 17, 2009**. Member Library Directors should be working on these reports and should contact **Heidi Fuge** for assistance if they have any problems or questions.

(Continued)

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From Snake Oil to Penicillin: Evaluating Consumer Health Information on the Internet – This third of five training sessions on consumer health reference services was cancelled in December because of inclement weather and will now be presented by **Jo-Ann Benedetti** on **January 16th** at UHLS to the 16 member library staff who have already registered.

Fit for Life Grant – UHLS is partnering with the **Center for Best Practices for the Prevention of Early Childhood Overweight and Obesity** (www.healthykidsNY.org)

This organization received a multi-year grant from the **NYS Department of Health** to prevent obesity among children ages 2-5. As part of this grant, they want to partner with us to get the word out on nutrition and children. Specifically, they would like to offer us a nutritionist who would be available after story times to talk to children and their parents about nutrition. One of the presenters, **Diane Fagan** (www.yourkidsdietician.com) is one of only two pediatric nutritionists in New York State. They want to consider doing these programs at the end of May 2009. The member libraries participating in this grant are arranging individually for the nutritionists.

ALA Midwinter Conference – **Mary Fellows** will attend this annual library conference during **January 23rd-28th** as she continues her service on the Board of the **Association for Library Services to Children**. While at this conference, she hopes to gather equipment and product ideas from the exhibits that will assist her in making the UHLS Family Literacy Grant application more appealing. This grant application is due March 13th, and ideas are currently being developed.

Automation System Upgrade – **SirsiDynix** is making available System upgrades to **Horizon 7.4.2** and **HIP 3.10**. Automation Services plans to do these upgrades in-house, starting very early in the morning (3:00 a.m.) and then having SirsiDynix login and check their work before going live as early as possible (9:00 a.m.). **Joe Thornton** is surveying the member libraries to identify a day during the last two weeks of January or the first week of February that will be convenient to install these upgrades to Horizon.

Reports on the UHLS Website – All of my reports for 2008 have been placed on the UHLS website at http://www.uhls.org/new/exec_dir_reports.asp, and all future reports will be placed there for the public to read.

Philip W. Ritter
Executive Director