



Board of Trustees

February 11, 2009

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, Charles Diamond, Ronald Ginsburg, Brian Hartson, Anne Kuthy, Mary Alice Molgard, Mary Muller, Nancy Pieri, James Reilly

EXCUSED: Lois Prenovost

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

I. NEW BOARD MEMBERS

MOTION: M. Molgard moved to approve the appointment of A. Kuthy to the Board as the representative from the Wm. K. Sanford Town Library. She will be put on the ballot at the June Annual Meeting to complete Nikki Caruso's term which expires in 2010. R. Ginsburg seconded. Unanimous.

L. Lundgren then administered the Oath of Office to A. Kuthy and formally welcomed her to the Board.

P. Ritter reported that Janet Ivory, a trustee at Stephentown, has agreed to serve on the UHLS Board as a representative from a small Rensselaer County Library (the position vacated by Richard Young).

MOTION: E. Apostol moved to approve the appointment of Janet Ivory to the Board to fill Richard Young's position. She will be put on the ballot at the June Annual Meeting for her first five-year term. M. Muller seconded. Unanimous.

M. Muller is contacting a trustee at East Greenbush who might be interested in being the representative from a medium-sized Rensselaer County Library (the position vacated by Cris Blanchard).

II. MINUTES - January 14, 2009

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

III. STAFF REPORT

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

- **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. There will be a \$25 fee to help cover the cost of breakfast and lunch. P. Ritter handed out a flyer about the workshop.
- **Building and Renovation Workshop:** P. Ritter is planning a workshop for Directors and Trustees on Buildings and Renovation. He has confirmed Frank Craine and Diane Abate as the presenters. The workshop will be held at the Guilderland Library on March 24th. P. Ritter has planned the workshop to take place before the next round of Construction grant applications.
- **Construction Funds:** the funds from the \$800,000 grant have been awarded. UHLS libraries are receiving an additional amount so that the total allocation is \$30,960. There has not been any news about the \$14 million grant.
- **Grant Opportunities:** P. Ritter distributed a handout printed from the UHLS website giving a list of grant opportunities for libraries. He urged the trustees to periodically check this section of the website for updated grant information.
- **Riverway Workshop:** Mary Fellows is holding a special workshop on storytelling at the Guilderland Library on April 24th in conjunction with the Riverway Storytelling Festival. The workshop will be free to member library staff and trustees.
- **Meeting Survey:** the results of the survey for optimal meeting days and times indicate that the majority of member library staff would prefer UHLS meetings to be held on Friday mornings. This will entail some intricate scheduling on the part of UHLS, but by September, the schedule should be in place and we will know if meeting attendance has improved.
- **PULISDO Meeting:** P. Ritter will be attending the annual PULISDO meeting, on March 9th, the day before Lobby Day. One of the features of this meeting will be a presentation by Gerry Nichols regarding the "Suffolk model" for public library systems.
- **Lobby Day:** P. Ritter handed out a schedule of appointments for Lobby Day on March 10th and encouraged Trustees to join in some of the visits.

IV. TREASURER'S REPORT

Report presented by M. Molgard. She noted that some of the 2008 funds (Jail Grant, LSSA and Supplemental Aid) were received in January 2009.

MOTION: M. Muller moved acceptance of the January 2009 Treasurer's Report.
E. Apostol seconded. Unanimous.

V. COMMITTEE REPORTS

Finance Committee

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

- The Committee reviewed and approved the January 2009 Purchase Journal and

Payroll totaling \$203,326.38. She noted that many of the larger expenses are annual maintenance fees and charges that are paid at the beginning of the year.

- The Committee reviewed the Reconciled 2008 Budget, noting the \$62,000 deficit due to the fact that the LSSA funds were not received until 2009. The Committee recommends approval of the Reconciled 2008 Budget.

MOTION: M. Muller moved approval of the Reconciled 2008 Budget as presented. J. Reilly seconded. Unanimous.

- The Annual State Report uses the figures from the Reconciled Budget in the financial section. The report is about 32 pages long, but if any Board members would like a copy, H. Fuge can either mail it or email it to them.

MOTION: E. Apostol moved approval of the 2008 Annual State Report. B. Hartson seconded. Unanimous.

- The funding update for the Riverway Storytelling Festival is listed on the back of the Executive Director's monthly report. There have not been any significant changes since the last report. E. Apostol asked what would happen if Mary Fellows was not able to raise the amount she projected? P. Ritter noted that some of the Riverway activities are flexible and Mary can make changes up until the last minute.

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

Administration Committee

No meeting. No report.

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

Services Committee

Report by E. Apostol, Chair. She reported that the Committee has finished its work on developing Construction grant Guidelines and criteria and she distributed copies. 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. The Committee recommends acceptance of the Guidelines as presented.

MOTION: B. Hartson moved acceptance of the Guidelines for Evaluation of Construction Grant Applications as presented. M. Molgard seconded. Unanimous.

L. Lundgren commended the Committee, including Richard Naylor who conducted the original survey of the library directors, for all of their work.

E. Apostol reported that the Committee reviewed the recommendations from the Coordinated Outreach Services Advisory Council regarding the 2009 Outreach mini-grants.

The largest amount that may be applied for by the libraries is \$1,500. The funds from these grants are to be used for underserved or incarcerated populations and the libraries applying for the grant must have a community partner. She noted that the Advisory Council was especially intrigued by the grant application from the William K. Sanford Town Library (Colonie) to create a manga and anime club for Teens. The recommended funding amounts are as follows:

Albany	\$1,500	Guilderland	\$ 750
Altamont	\$ 758	Hoosick Falls	\$1,000
Castleton	\$1,500	Nassau	\$ 800
Cohoes	\$ 750	Petersburgh	\$1,500
Colonie	\$1,500	RCS	\$1,456
East Greenbush	\$1,500	Troy	\$1,500

MOTION: J. Reilly moved to accept the mini-grant funding as presented. R. Ginsburg seconded. Unanimous.

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

Automated Services Committee

No meeting, no report.

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

VI. TRUSTEE REPORTS

The Trustees introduced themselves and welcomed A. Kuthy to the Board.

- Nancy Pieri (Directors Association): 2 of the 3 skylights in the Bethlehem Library have been recently replaced and this has made a tremendous difference in the amount of natural light coming into the library.
- J. Reilly (Voorheesville): the planning stage for library expansion has been put on hold due to the economic situation.
- B. Hartson (Guilderland): Guilderland has also put their planning for library expansion on hold.
- M. Muller (Troy): a drama is unfolding in the City of Troy. Both Branch libraries have been closed and the staff terminated. The library Board is working on getting legislation passed to allow for another special election for library funding. Library supporters attended a recent City Council meeting to advocate for increased funding and to re-open the Branches.
- E. Apostol (Albany): the construction and renovation projects are on schedule. The windows in the historic Howe Branch have been repaired and replaced. The groundbreaking for the two new Branches will take place this coming Spring and the Board has started discussions about the staffing needed for those Branches.
- C. Diamond (Watervliet): the 3rd Annual *Love My Library* Dinner has been postponed to March 6th. The prime rib dinner will be held at the Elks Club. It will cost \$25 per

- person. There will also be great basket raffles.
- R. Ginsburg (Altamont): the Board is still working on renovating the Train Station for the new library building. Their recent *Love My Library* Dinner raised \$17,000-\$18,000 dollars which included the cost of the dinner, silent auctions, etc.
 - Y. Caldwell (Bethlehem): the replacing of the skylights in the Bethlehem library have been a major project and the Board is pleased with the result.
 - L. Lundgren (Poestenkill): the Board is dealing with the ongoing saga of the furnace in the library. It been repaired several times and is still not working. The town owns the library building and is now considering replacing the entire heating and cooling system.

VII. OTHER BUSINESS

L. Lundgren appointed J. Reilly as the Chair of the Nominating Committee for Board members. The following position are under consideration:

- R. Ginsburg - has completed Pat Spohr's term and is now eligible for his first five-year term. He has agreed to serve again.
- A. Kuthy - has been appointed to complete Nikki Caruso's term which expires in 2010.
- J. Ivory - has been appointed to complete Richard Young's term which expires in 2009 and she is eligible for her first five-year term.
- Vacant - a trustee from a medium-sized Rensselaer County Library to complete Cris Blanchard's term which expires in 2013.

MOTION: M. Molgard moved to adjourn. E. Apostol seconded. Unanimous.
Meeting adjourned at 5:35 PM.

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

Heidi A. Fuge
2/12/09

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For January 2009

February 11, 2009

Courier Delivery Service – This essential service continues to go very well. We had two snow dates in January (7th and 28th) and two holidays (1st and 19th) during which there was no delivery. However, the average number of totes picked up per week was 766, and the average number of totes delivered per week was 760. If each tote held 25 books and other items, then we can say that UHLS moved 38,150 books/items per week. There have been no reports of damaged or lost items, late deliveries, or inappropriate deliveries. Two libraries (TROL and MEND) had missed deliveries on January 29th because an ALDS driver mistakenly took the wrong set of keys from the warehouse and the keys for these two libraries were on that ring. This is the first time that this kind of mistake has occurred since we began with the new service.

Outreach Minigrant Applications –The deadline for submission of these grant applications was **January 16th**. The **Coordinated Outreach Advisory Council** met to review the grant applications on **February 4th**, and they will be presented to the Services Committee and Board of Trustees for consideration at the February 11th meetings.

From Snake Oil to Penicillin: Evaluating Consumer Health Information on the Internet – This third of five training sessions on consumer health reference services was postponed from December because of inclement weather and was presented by **Jo-Ann Benedetti** on **January 16th**. Twelve people attended, and the evaluations showed that everyone thought it was a worthwhile program.

Database Cleanup – Over the weekend of **January 17th-18th**, all of the authority and bibliographic records returned by LTI were imported. Over 54,000 authority records were deleted because they no longer were linked to bibliographic records.

ALA Midwinter Conference – **Mary Fellows** attended this annual library conference during **January 23rd -28th** in Denver. She found several companies with interesting early literacy products for a possible family literacy grant as well as resources for the LSTA *Explore Your Shore* grant. She also continued her work on the Board of the **Association for Library Services for Children**.

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Horizon and HIP Upgrades – The upgrade occurred early in the morning on **January 27th**, and the System was available for use by 9:00 a.m. Because of our very complex automation system, there were a few glitches that were taken care of by that afternoon. All things considered, the upgrade went well.

LSTA Explore Your Shore Grant – Mary Fellows has been visiting the libraries participating in this grant and working with them on the anchor project opportunity that was an optional project of the grant. Several libraries will be working with a local artist and making a three-foot paper mache anchor that will be decorated to reflect their community. The plan is for these anchors to be displayed around the area, including at local arts events.

Riverway Storytelling Festival – The brochure of events will go to print in **February**, so **Mary Fellows** is working to finalize the performances and sponsors. There are currently thirteen library-sponsored performances, and the usual additional workshops, swaps, museum day, and student performances. Accompanying this report is the schedule of where we are sponsor-wise.

E-Rate Applications – UHLS has filed e-rate applications for 2009-2010 in January on behalf of UHLS and 21 of the member libraries.

Annual State Reports – The deadline for submission to UHLS of this annual library report is **February 17th**. Member Library Directors should be working on these reports and should contact **Heidi Fuge** for assistance if they have any problems or questions. To date three UHLS libraries have already submitted their reports.

PubMed for the Rest of Us – This fourth of five training sessions on consumer health reference services will be held at UHLS on **February 20th**, and a full class of 19 people have registered. It is designed to teach public librarians how to do medical research, and **Arpita Bose** from the **National Network of Libraries of Medicine** will teach this class.

Big Read Grant Proposal – UHLS was contacted by the **United Way of the Greater Capital Region** to see if we would partner with them on a grant during 2009-2010. The book that they have chosen is ***A Lesson Before Dying*** by **Ernest Gaines**. Fourteen of the UHLS member libraries have expressed an interest in participating in this project. The United Way wrote the grant and will receive all funding, and UHLS will be their library partner. **Jo-Ann Benedetti** will co-manage the program if the grant is awarded.

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Black Belt Librarians – In cooperation with the Albany Public Library, UHLS is bringing **Warren Graham**, a nationally renowned expert on day-to-day public library security procedures, to present a day-long workshop on Wednesday, **March 4th**, at the **Guilderland Public Library**. The only charge will be **\$25** per person to cover the cost of breakfast, lunch, and snacks throughout the day. Seating is limited, and registration must be made in advance. (Since the Albany Public Library is having the same presentation at its March 5th Staff Development Day, this workshop will be open only to the staff members of the other 28 member libraries.)

Summer Reading Program Planning Workshop – In cooperation with the Mohawk Valley Library System, UHLS will again sponsor a program for librarians who are planning activities for the Summer Reading Program 2009. This all-day workshop will be held on **March 5th** at a MVLS library.

NYLA Library Lobby Day 2009 – The annual day for librarians to visit their representatives in the New York State Legislature is **March 10th**. Appointments have been made with the five Assemblymen and two Senators that represent the area served by the Upper Hudson Library System. Because of the proposed 18% cut in State funding for 2009, it is imperative that UHLS have an excellent representation this year. Please contact **Philip Ritter** if you plan to attend this event.

Building and Renovation Workshop – Arrangements are being made with **Frank X. Craine**, AIA, Partner in **Peter Gisolfi Associates** of Hastings-on-Hudson, NY, to present a workshop for trustees and library directors on what to consider when planning a major project such as a renovation, expansion, or new building. This workshop will be on the evening of Tuesday, **March 24th**, at the **Guilderland Public Library**. There will be a minimal charge of **\$20** per person that will help defray the cost of refreshments and a light dinner. Seating is limited, and registration must be made in advance. (This topic was the number one response to the survey of workshop topics taken at the UHLS Trustee Workshop in September 2008.)

Philip W. Ritter
Executive Director

Recommendations from the Coordinated Outreach Services Advisory Council**February 4, 2009****9:00 AM – 12:00 PM**

Attendees: E. Apostol (UHLS Board of Trustees), J. Benedetti (UHLS), D. Canzano (Cohoes Public Library), Rose Golden (GoldenLane Associates), Kathleen Grady (Rensselaer County Jail), Deirdre Greco (Samaritan-Rensselaer County Children's Center), Rick Iannello (Albany Guardian Society), N. Lerner (Cornell University Cooperative Extension), J. Winslow (standing in for Barbara Wyman, Literacy Volunteers for Rensselaer County)

Mini-grant review

There are 13 minigrants to review totaling \$15,369. The Coordinated Outreach budget for these grants is \$14,500. The total amount to be awarded is \$14,514. The extra \$14 will come from Coordinated Outreach monies carried over from 2008.

The Council made the following recommendations:

Albany Pubic Library will partner with several neighborhood associations and community centers to distribute information about the remodeled and new branches which will open in the fall of 2009 and spring of 2010. Requested funds for outreach brochures highlighting the libraries' services, especially in areas not previously served by a branch library.

Comments:

COSAC thought that the program was worthwhile especially since some of the targeted communities never had a library before. Requested \$1,500. Recommend full funding.

Altamont Free Library will create a video collection of videos of Altamont-area residents' memories of the area. The library will incorporate the "StoryCorps" model by preparing guidelines and sample questions for conducting the interviews. These interviews will be recorded and the library will become the repository for these memories. The library will target local seniors, the disabled, and citizens of Knox, NY, an unserved area.

The Council liked the idea a great deal, particularly the idea of putting these videos on the library website. Also, COSAC suggested that the director of ALTM talk to the director of RCSC since the latter did a similar program last year. There were concerns that the Library did not consider the cost of video editing software. Requested \$758; Recommend full funding.

Altamont Free Library will hold Wii programming at a local senior center for seniors who are unable to get to the library because of the long flight of stairs. This will strengthen the relationship between the seniors and the library and create an association between the library and fitness.

COSAC did not think that Wii programming in a senior center would enhance the library usage. Requested \$685. Recommend no funding.

Castleton Public Library will expand their services to local teens by providing a variety of programming targeting the varied interest of teens. These include hosting a workshop for budding graphic artists, game nights, concerts, and expanding the collection of audiobook titles that appeal to teens.

The Council agreed that anything that gets teens into the library should be supported fully. Requested \$1,500; Recommend full funding.

Cohoes Public Library will offer help to people in their service area who are either unemployed, or who want to start businesses/find a second job. Working with the City of Cohoes Department of Economic Development, the library will hold classes on resume writing, cover letters, job searching and filling out online applications.

This grant proposal is very worthy, relative to today's economic situation and in the spirit of coordinated outreach. The Council also liked the idea that equipment purchased with last year's funds are being used again to help a target population. Requested \$750; Recommend full funding.

William K. Sanford Town Library will create a manga and anime club for Teens. The Library will plan and present an anime convention, have drawing contests, kanji demonstrations, and also offer a series of workshops on Japanese culture for teens.

Manga/Anime is huge and teens will love this. The Council wondered why the library is focusing on South Colonie teens and not Shaker teens. Hope the library can promote this at both schools. Requested \$1,500; Recommend full funding.

East Greenbush Community Library will engage residents of Hawthorne Ridge Assisted Care Section in a photography/storytelling project. The residents will acquire skills which will help them tell their own story in a book which will then be on display at the Library and at Hawthorne Ridge.

The Council is happy that EGRN is continuing to work with seniors, and that EGRN has a good relationship with Hawthorne Ridge. One member said that facilities for seniors have funding in their activities budget for such programs. Suggests that EGRN invite other program directors to come by and see the finished "books" because they may want to replicate such a program. Requested \$1,500; Recommend full funding.

Guilderland Public Library will partner with the National Archives, Northeast Region, to provide residents with the knowledge and resources to understand French genealogy.

COSAC had many concerns about this grant:

The Library requested \$1,605, and the grant instructions clearly indicated that the largest award would be \$1,500. This really bothered one member of the council.

Also, the grant writer never answered the question "How many people will benefit?"

There was no survey done enumerating who in the area would be interested in French genealogy.

People on the committee were also concerned that few people, even those of French descent, would be able to understand a genealogy written in French in the late 19th century. They wondered if there weren't resources available in English.

It was noted that in one of the attached e-mails showing support from the National Archives Regional site in Pittsfield, MA, the archivist wrote, "I really don't know much about early French immigration or settlement."

Finally, one member of the council wondered if supporting genealogy research was really "the spirit" of the outreach minigrants.

Because of all of these concerns, the Coordinated Outreach Advisory Council recommended limiting funding for this project.

**note: it has come to the attention of the Council that the Franco-American Club in Cohoes, NY, has the \$1,200 genealogy books that GUIL wants to purchase in a locked case in the Cohoes Library. They can be used by anyone who calls the Franco-American Club.*

Requested \$1,605; Recommend reduced funding for \$750.

Cheney Library (Hoosick Falls) will create 25 circulating "Family Literacy Bags" which will include a book and activities for preschool children. Parents can check these materials out to assist their children on the road to literacy.

This project was appealing to the group, but one member was concerned that parents may not know how to use the items, and it was suggested that a card be enclosed which would explain the kit. It was also suggested that an evaluation sheet might be enclosed for parents to fill out. Requested \$1,000; recommend full funding

Nassau Public Library intends to build on a project started last year. The library will hire career counselor Joyce Pruett to conduct 11 seminars for the unemployed and guide them through the job search.

COSAC liked the idea a great deal and thinks that anything to help the unemployed is worth funding. Requested \$800; Recommend full funding.

Petersburgh Public Library will purchase story hour materials such as books, felt boards, puppets and manipulatives and will create 15 story hour kits on various subjects such as butterflies, colors, shapes, etc. These kits will be used by library volunteers who host storytimes, but they will also be available throughout the System so that they may be borrowed and used in day care centers and in the home.

The Council agreed that this would help with volunteers and storytimes, since many on COSAC work with volunteers, and they also liked the idea that they can be checked out.

The Council, however, was very concerned that the story hour kits would be used at a daycare in Vermont. This is out of the UHLS service area. PTRB should partner with a local daycare (i.e. within Rensselaer County), and also promote the kits to those who provide daycare in the home. Requested \$1,500; Recommend full funding.

RCS Community Library intends to continue last year's project of working with elders to preserve oral histories. Will try to emulate the StoryCorps model.

This is a continuation of last year's minigrant. They are now involving the school which is an excellent idea. Requested \$1,456; Recommend full funding.

Troy Public Library will sponsor a teen parenting project which will empower underserved and minority teen and young adult parents by providing books, DVDs and workshops on parenting. Workshops will cover topics such as child safety and prenatal care. Participants will receive a diaper bag filled with board books, library registration information and samples from area merchants.

The Council liked this a great deal, although there were questions about how they were going to recruit participants. If there is a problem with recruitment, the Library can contact Community Maternity Services through Catholic Charities or the County Health Department. Members of the Council also recommended that the Library call them if they need help. Requested \$1500; Recommend full funding.

Upper Hudson Library System
Guidelines for Evaluation of Construction Grant Applications

Once it has been determined that a construction grant application meets all of the criteria and requirements set forth by the Division of Library Development, the UHLS Services Committee and Board of Trustees will use the following Guidelines for the evaluation of construction grant applications and the recommendations for distribution of funds. These Guidelines will apply to both the \$800,000 and \$14 million pools of money.

1. Once the total amount available is known, the Services Committee will establish a maximum “Cost of Project for Which Funding is Being Requested” (Question 20b on the Application Form). The “Amount of Public Library Construction Program Funds requested for this project” (Question 21) can be no more than 50% of the amount in Question 20b. Please note that the “Total Project Cost” (Question 20a) can be equal to or above that for which funding is being requested (Question 20b).
2. The Services Committee will recommend for funding no more than 50% and no less than 35% of the “Cost of Project for Which Funding is Being Requested” (Question 20b).
3. All qualified projects will be evaluated and ranked in priority order using the following six criteria in this order from most important to least important:
 - a. Brings the library up to, or improves on, the State Minimum Standards (Education Law 90.2).
 - b. Improves access to and use of building services by all library users, including those with physical disabilities.
 - c. Increases the effectiveness of library service due to increased building space capacity.
 - d. Increases the effectiveness of library service due to improved building space.
 - e. Provides for more efficient utilization of the building, e.g. energy conservation.

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- f. Enables the library to provide and/or improve library services to geographically isolated or economically disadvantaged communities.
- 4. Adherence to the deadline for submission of grant applications to UHLS – After DLD establishes a deadline for the submission of grant applications to the State Library, the UHLS Services Committee will establish an initial deadline for the submission of grant applications to UHLS. The UHLS Services Committee will also establish a second deadline by which time all necessary corrections, additions, and attachments to the grant applications must be submitted. All applications must be totally complete, including all of the required attachments, before they can be considered. Any grant application that is deemed by the Services Committee to be incomplete or incorrect by the second deadline will not be considered for funding.
- 5. Any exceptions or additions to the above guidelines can be made only by unanimous vote of the members present at a meeting of the Services Committee.