

Board of Trustees
August 12, 2009

PRESENT: LouAnne Lundgren, Erin Apostol, William Colgan, Charles Diamond, Brian Hartson, Ronald Ginsburg, Anne Kuthy, Mary Alice Molgard, Mary Muller, Nancy Pieri, Lois Prenovost

EXCUSED: Yolanda Caldwell, James Reilly

ABSENT: Janet Ivory

Meeting called to order at 4:33 PM by L. Lundgren, Chair

I. NOMINATING COMMITTEE FOR BOARD OFFICERS

C. Diamond, Chair, reported that all of the current officers agreed to serve again.

MOTION: E. Apostol moved acceptance of the following slate of officers:
President: L. Lundgren; Vice-President: M. Muller;
Treasurer: M. Molgard; Secretary: C. Diamond.
N Pieri seconded. Unanimous.

II. MINUTES

MOTION: M. Molgard moved acceptance of the May 13, 2009
Minutes as presented. W. Colgan seconded. Unanimous.

III. STAFF REPORT

P. Ritter noted the following:

- **NY Alliance of Library Systems** will be holding their annual retreat at the Castleton Comfort Inn & Suites on August 20 and 21. He will be attending.
- **Grant Writing Workshop:** J. Benedetti and M. Fellows will be conducting a generic grant writing workshop on September 10th. Board members are welcome to attend.
- **Trustee Workshop:** will be held on September 24th beginning at 5:30 PM. The themes this year are Advocacy and Fundraising; these topics were the top choices on the survey conducted at last year's workshop.
- **UHLS Open House:** will be held on Wednesday, September 30th. Informal sessions will be held from 9:30 - 11:45 and then repeated in the afternoon. Trustees are welcome to attend.

B. Hartson asked about the current situation vis-a-vis the American Library Association and the legislation regarding lead in books. P. Ritter noted that the whole controversy has been put on hold and there is no pending legislation.

IV. TREASURER'S REPORTS

Report by M. Molgard. She noted that the Board was reviewing reports for the months of May, June and July. She reviewed the financial situation and noted that the Basic State Aid had been received in August and would show up on the report presented at the September meeting.

MOTION: W. Colgan moved acceptance of the Treasurer's Reports for May, June and July 2009. E. Apostol seconded. Unanimous.

V. COMMITTEE REPORTSFinance Committee

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

- the Committee reviewed and approved the Purchase Journals for May, June and July:
May Purchase Journal and Payroll totaled \$111,333.71
June Purchase Journal and Payroll totaled \$149,305.56
July Purchase Journal and Payroll totaled \$137,383.72
- the Committee reviewed the Amended 2009 Budget. M. Molgard explained that the Budget included the 2008 Supplemental Aid which was received in 2009, and the 2009 Supplemental Aid which has not yet been received. A portion of the Supplemental Aid was budgeted to be put back into the Automation and Building Reserve Accounts. No COLAs are proposed in the Amended Budget. The purpose of the Amended Budget is to bring the budget more in line with current spending.

MOTION: C. Diamond moved acceptance of the Amended 2009 Budget. M. Muller seconded. Unanimous.

NEXT Finance Committee meeting: Wednesday, September 9th at 4:00 PM

Services Committee

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

- the Committee held a special meeting in July to review the Construction Grant applications and recommends acceptance of the following allocations:

Sand Lake	\$ 9,853.
Stephentown	\$ 12,076.
Brunswick	\$ 12,700.
Guilderland	\$ 19,312.
Altamont	\$ 74,928.
Albany	\$ 312,521.

She noted that the first five libraries are receiving the maximum amount possible and then the remaining balance is allocated to Albany. She noted that in recommending approval of these amounts, the Committee is going against its original decision which was to limit the maximum grant amount to \$150,000. However, since all of the other projects were fully funded, it only made sense to use the remaining balance rather than returning it to the State.

MOTION: E. Apostol moved to approve the construction grant allocations as presented. L. Prenovost second. AYES: 10, Abstention: 1

P. Ritter then explained the next step in the grant approval scenario: he was contacted by Grace Kelly at DLD who explained that there might be additional unused construction funds from other library systems. Rather than return these funds to the state, she would like to see them used and recommended that APL amend their grant application to include the full cost of the John J. Bach Branch project rather than just the cost of the HVAC system. This would make APL eligible to receive any additional money. The important consideration was the fact that APL had the matching funds for the larger project. E. Apostol noted that UHLS should not turn money back to the State because this could jeopardize any future construction funding.

B. Hartson expressed disapproval with this action. He noted that the Committee had just established the Guidelines capping project costs at \$300,000 and was preparing to jettison them before they were even a year old. E. Apostol noted that the Committee had already revised the Guidelines by approving the original APL grant request which exceeded \$150,000. R. Ginsburg noted that it would be ridiculous to turn our back on additional funds for any of the libraries and that the Board should deal with the current issue, not past history.

MOTION: E. Apostol moved acceptance of the Committee's recommendation to allow APL to amend their grant application and thereby be eligible for a larger construction grant allocation. R. Ginsburg seconded. AYES - 10; NAYS - 1 Motion passed.

MOTION: E. Apostol moved acceptance of the Committee's recommendation to rank the grants in ascending order of amount requested. M. Muller seconded. Unanimous.

MOTION: E. Apostol moved acceptance of the grant evaluations as presented. M. Muller seconded. AYES - 10; Abstention - 1 Motion passed.

NEXT Services Committee meeting: Wednesday, September 9th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the only item requiring Board attention is a section in the June 23rd Minutes dealing with Appendix I of the UHLAN Contract. Appendix I contains a paragraph stating that the ASC is required to meet at least ten times per year. It is the desire of the ASC to decrease the required number of meetings to at least 6 times per year. However, in order for this change to take affect it must be approved by all 30 signers (UHLS and 29 libraries) of the contract. N. Pieri noted that the Directors are strongly in favor of this change. M. Molgard suggested establishing a deadline by which the approvals must be received by UHLS - the end of December.

MOTION: M. Molgard moved to approve the recommendation to modify the wording in Appendix I of the UHLAN contract so that the Automated Services Committee would meet at least six times per year. This approval would be transmitted to the Boards of the member libraries with a request for a response no later than December 31, 2009. E. Apostol seconded. Unanimous.

NEXT ASC meeting: Friday, September 18th at 9:30 AM

Administration Committee

No meeting. No report.

No Administration Committee meeting in September due to the Labor Day Holiday.

VI. OTHER BUSINESS

P. Ritter noted that the October 14th Board meeting conflicted with the New York Library Association Annual Conference.

MOTION: E. Apostol moved to reschedule the October Committee and Board meetings to the following week. Therefore, the Board meeting would be held on Wednesday, October 21st. C. Diamond seconded. Unanimous.

L. Lundgren read a letter addressed to the Board of Trustees from Carol Roberts at the Troy Public Library. The letter was highly complimentary of the Mary Fellows and her work. The letter will be placed in Mary's personnel file.

VII. TRUSTEE REPORTS

- M. Muller (TROY): the legislature passed the necessary action to allow the library to hold a special election on Tuesday, September 29th that would allow the formation of a special district library and the budget to support it.
- L. Prenovost (BRUNSWICK): the library is holding a BlowOut Book Sale to reduce inventory and prepare for the move into the new building.
- E. Apostol (ALBANY): the library has a new Director - Carol Nersinger. Tim Burke has returned to his previous position of Assistant Director. All of the building projects are on, or are ahead, of schedule
- W. Colgan (E. GREENBUSH): the library's budget goes before the voters on September 10th with an increased tax levy.

- M. Molgard (BERNE): the library has signed a Letter of Intent with the Senior Citizen's Center to renovate the Senior Center to include the library. The Town will cover the renovation costs. She also apologized for missing the UHLS Annual Dinner due to a major fire.
- C. Diamond (WATERVLIET): the library has been advised that they can expect to receive \$20,000 from Senator Breslin that will be used for Youth Services.

P. Ritter noted that Senator Breslin has some discretionary funds at his disposal for Albany County libraries and any libraries who are interested should get in touch with the Senator.
- N. Pieri (BETHLEHEM): the library is still engaged in construction projects and is very busy. New parking spaces are being added.
- E. Apostol: attended the NYSALB conference in May. She went to the session on "Branding Your Library" and "Teens and Pre-Teen Programs." M. Muller also attended the conference and went to the session on Tax Funding Increases.
- A. Kuthy (COLONIE): the library will be making a presentation at the next Town Board meeting, asking for a funding increase.
- L. Lundgren (POESTENKILL): the library recently had the Children's room repainted using Work Release people from the Sheriff's Department. Following this, the meeting room/workroom will also be renovated and repainted.

MOTION: R. Ginsburg moved to adjourn. M. Molgard seconded.
Unanimous. Meeting adjourned at 5:45 PM

Heidi A. Fuge
8/14/09

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For May, June, and July 2009

August 12, 2009

Riverway Storytelling Festival – The Festival was held during **April 20-26**, the seventh year of this event, and was a success as judged by attendance and verbal feedback. Overall attendance at the Festival was **2,071**, and this was excellent considering that there were six fewer events this year. Including UHLS contributions, the total expenses were \$40,075, total revenues were \$42,722, and we ended up with over \$2,100 as start-up revenue for 2010. The featured tellers for 2010 are already booked, and they include tellers from California, North Carolina, Pennsylvania, and Ireland.

The Future is Not Out of Reach: Change, Emerging Trends, 2.0, and Libraries

– This Emerging Technologies Program was co-sponsored by CDLC's Regional Automation Advisory Committee, MVLS, SALS, and UHLS. It was a presentation at the Clifton Park-Halfmoon Library on **May 7** by **David Lee King**. King is the Digital Branch & Services Manager at the Topeka and Shawnee County Public Library and has written a great deal about websites, digital experience, working with techies, and other technology-library related topics. The program was well attended, and UHLS was represented by **Joe Thornton**, **Rob Carle**, and **Heidi Fuge**, as well as by staff from the UHLS member libraries.

Creating Successful Partnerships and Marketing – This workshop was presented on **May 13** at UHLS to 17 enthusiastic member library staff by **Mary Fellows** and **Jo-Ann Benedetti**. A presentation was followed by time for each attendee to work on identifying and developing an approach plan for three new partners. At least one of the attendees took a suggestion developed at the workshop and has gotten a positive response from their partner.

Summer Reading Program Registration Workshop – **John Love** of the Bethlehem Public Library conducted this workshop on **May 19** for 20 staff from the 10 member libraries that were interested in implementing the online registration software that he had developed. The staff created and edited 19 installations of this application in our member libraries. All reports are that it is working well.

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Delivery Service – The UHLS delivery service continues to operate extremely well. There have been no missed days or deliveries. An increase in volume impacted the work space in our Shipping Room. The shipping room expansion project was completed quickly and efficiently on **May 27**, and we now have double the space available for sorting materials. MVLS, SALS and CDLC are also contracting with ALDS for delivery service.

Explore Your Shore LSTA Grant – The member libraries participating in the anchor project displayed their anchors at *Art on Lark* on Saturday, **June 6**. While the opportunity exists for further display of the anchors in downtown Albany, several libraries want their anchors back for summer community events.

New York Opportunity Online Summit – *The Bill & Melinda Gates Foundation* has provided funding for an initiative to build state and local support to ensure that public libraries can achieve and sustain broadband internet connections over the long-term. Although none of the UHLS member libraries qualified for funding under this program, DLD requested that **Philip Ritter** attend (at no cost to UHLS) the Summit that was held on **June 3-4** at the Sagamore Conference Center in Bolton Landing. It was their intent that every Public Library System in New York be represented so that they could demonstrate statewide support for this initiative.

UHLS 48th Annual Dinner – The 2009 annual meeting was held on **June 11** at the Albany Country Club. The guest speaker, **Sister Anne Bryan Smollin**, entertained the 151 people in attendance with her reflections on **Finding the Joy in the Moment**. After the meeting, she signed copies of her newest book, *Wings for the Soul: 99 Sayings on Happiness*.

Sliding Glass Door at UHLS Front Entrance – During June the sliding glass door at the front entrance of the building was replaced. The old door was no longer secure and was very temperamental. The new door is working very well.

American Library Association Annual Conference – UHLS was represented by **Mary Fellows** at this annual meeting in Chicago during **July 10-15**. Mary continued her service on the Board of the **Association for Library Services to Children**, received an update on the status of the Consumer Product Safety Commission’s ruling on the testing of books for being hazardous to children, and attended an educational orientation by the ALA attorney on non-profits and the responsibilities of Board members.

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UHLS– Executive Director’s Report – May, June, and July 2009 – page 3

Technology Specialist – Jonathan Koppel, an employee of UHLS since July 2001 when this position was established, has resigned effective **July 31** to accept a position with the New York State Department of Taxation and Finance. We appreciate his contributions to UHLS and our member libraries and wish him the best in his new employment.

Control Is Not a Dirty Word: Effective Meeting Management – This practical workshop is being offered at UHLS during 9:30 a.m. – 12:00 p.m. on Thursday, **August 20**, by **Mary Fellows**. In this workshop, attendees will learn how to: *1) determine when to hold a meeting, 2) design a meeting to get the outcome you want, 3) keep the meeting on track by managing difficult personalities, conflicts, and interruptions, and 4) positively influence the productivity of meetings you are attending but not running*. Board members are welcome to attend. Contact Mary at 437-9880 x228 or mary@uhls.lib.ny.us.

New Meeting Day – In an effort to make it easier for member library directors and staff to attend meetings at UHLS, a new schedule has been implemented that provides for **regularly-scheduled meetings** to be held only on **Fridays**. The July Automated Services Committee meeting was the first to change to this new schedule, and it showed a marked increase in attendance. It is hoped that this is the beginning of a new trend. This change in meeting schedules is to be fully implemented in September.

Philip W. Ritter
Executive Director