

**Board of Trustees**  
**October 21, 2009**

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

EXCUSED: Janet Ivory, Lois Prenovost, James Reilly

ABSENT: Yolanda Caldwell

UHLS Staff: Philip Ritter, Heidi Fuge

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

**I. MINUTES**

**MOTION:** N. Pieri moved acceptance of the September 9, 2009 Minutes as presented. M Muller seconded.

AYES: 8 ABSTENTION: 2 Motion passed.

**III. STAFF REPORT**

In addition to his written report, P. Ritter highlighted the following:

- in the last month, UHLS had several programs including a Grant-writing workshop, a Trustee Workshop and an Open House. All of these were programs that had been suggested, or requested, by member libraries. Attendance at all of them was very disappointing. Four people attended the “Show Me the Money” grant workshop, nineteen people (including several library directors) attended the Trustee Workshop at the Albany Marriott, and fourteen people showed up for the all-day Open House.
- he handed around a T-shirt that included the UHLS logo and which was funded through the publicity part of the Fit for Life grant. The shirt was distributed at the Altamont Bike Race.
- UHLS received a thank-you note from the Poestenkill Library regarding the very satisfactory courier service. P. Ritter noted that Peter Belenchia at ALDS has been very responsive and the service has been going extremely well.
- P. Ritter and J. Benedetti attended the NYLA Annual Conference held at Niagara Falls. Although attendance at the Conference was down, the programs were good. Next year, the NYLA Conference will be held in Saratoga Springs and it is expected that attendance will improve.

**IV. TREASURER’S REPORT**

Report presented by M. Molgard. She noted that there was a positive balance for the September report.

**MOTION:** W. Colgan moved to accept the Treasurer's Report for the months ending September 30, 2009. E. Apostol seconded. Unanimous.

**V. COMMITTEE REPORTS**

Finance Committee

Report by M. Molgard. She noted that the Committee reviewed and approved the September Purchase Journal and Payroll totaling \$140,510.35.

The Committee reviewed Amendment #2 of the 2009 Budget with the 2.5% retroactive COLA as suggested at the August Committee meeting. Committee members were satisfied with the changes to the budget and recommend Board approval.

**MOTION:** W. Colgan moved to accept the Amended 2009 Budget with the 2.5% retroactive COLA. C. Diamond seconded. Unanimous.

The Committee reviewed Draft #3 of the 2010 Budget which included a 2.5% COLA as suggested at the August Committee meeting and decided to distribute Draft #3 of the 2010 Budget to the UHLS Board for their consideration with action to be taken at the November Board meeting. Discussion regarding the Trustee training line under the Administration program budget. M. Muller noted that since attendance at this year's Trustee Workshop was so low, and since the NYLA Conference will be held in Saratoga Springs in 2010, it might not be necessary to offer a Trustee Workshop in 2010.

**MOTION:** M Molgard moved to eliminate line 50350AM from the expenses in the 2010 Budget and to subtract that amount from the transfers income line. E. Apostol seconded. Unanimous.

H. Fuge will amend the 2010 Proposed Budget, making the changes under both expenses and income and will send the revised copy to the Board for consideration at the November meeting.

Committee members set the date of Thursday, October 29<sup>th</sup> at 4:00 PM for the Public Hearing on the 2010 Budget.

M. Molgard reported that several Committee members (W. Colgan, R. Ginsburg, N. Pieri) and UHLS staff (P. Ritter, J. Sherry, H. Fuge) met with the Investment Advisors from First Niagara Bank to discuss how UHLS might be able to maximize investments and gain more interest income. The Investment Advisor suggested setting up a ladder/staggered approach to purchasing CDs using the funds in the Restricted Accounts. According to State law, nothing could be tied-up for longer than one year. The Committee approved this approach but further discussion ensued as to the suitability of First Niagara to meet UHLS financial needs.

**MOTION:** E. Apostol moved to recommend that the Board approve the new Corporate Resolutions which would allow for the establishment of the new staggered CD accounts. M. Muller seconded. Unanimous.

M. Molgard reported that the Committee authorized the UHLS staff to begin the inquiry process into a new mortgage and banking relationship with the understanding that it could take one year or more to make any changes.

**NEXT FINANCE COMMITTEE MEETING: Wednesday, November 11<sup>th</sup> at 4:00 PM**

Administration Committee

Report by A. Kuthy. The Committee did not have a quorum at its last meeting and so could not officially transact any business. However, it was decided that the Executive Director's evaluation process should not be delayed and that all of the information should be distributed at this Board meeting. P. Ritter handed out several documents: the Timeline for the 2009 Evaluation process; Executive Director's accomplishments through 9/30/2009; P. Ritter's self-evaluation; and a form for Trustees to use in evaluating the Executive Director. The Trustee's evaluation form should be sent to Jim Reilly, Administration Committee Chair, by the first week in November.

**NEXT ADMINISTRATION COMMITTEE MEETING: Monday, November 9<sup>th</sup> at 4:00 PM**

Services Committee

Report by E. Apostol, Chair. The Committee reviewed the Variance Request from the Brunswick Community Library and recommends Board approval.

**MOTION:** N. Pieri moved to authorize the Board President to sign the Variance Request from the Brunswick Community Library and transmit it to the Division of Library Development. W. Colgan seconded. Unanimous.

The Committee reviewed the Variance Request from the Castleton Public Library. P. Ritter explained that this Variance was generated at the request of Joe Mattie at the Division of Library Development (DLD). According to DLD, the Castleton Library did not meet Minimum Standard number 3 which requires an Annual Report to the community. The write up that is included in the UHLS narrative report no longer qualifies as a report to the community, it must be a separate report. M. Molgard asked if approval of the Variance Request signified approval of the activities of the Castleton Board? P. Ritter responded that it only signifies that the UHLS Board has approved the Variance Request and is transmitting it to DLD - this deals solely with Minimum Standard Number 3, nothing else.

**MOTION:** M. Molgard moved to authorize the Board President to sign the Variance Request from the Castleton Public Library and transmit it to the Division of Library Development. E. Apostol seconded. Unanimous.

E. Apostol reported that the Community reviewed and recommends Board approval of the Community Arts Fund grant application which is an annual application and would support some of the artist/storytellers fees for the 2010 Riverway Storytelling Festival.

**MOTION:** N. Pieri moved to approve the submission of the Community Arts Funds grant application. R. Ginsburg seconded. Unanimous.

**NEXT SERVICES COMMITTEE MEETING: Wednesday, November 11<sup>th</sup> at 3:30 PM**

Automated Services Committee

Report by P. Ritter, Chair. He noted that the Committee canceled both the October 6<sup>th</sup> and December 18<sup>th</sup> meetings. A request was sent to all 29 member library Boards asking for approval of the change in the UHLAN contract that would allow for fewer meetings, so far P. Ritter has received 21 affirmative responses. Deadline for responding is the beginning of December. Even when the ASC does not meet, Joe Thornton, Manager of Automated Services, will still write a report.

**NEXT AUTOMATED SERVICES COMMITTEE MEETING: Friday, November 20<sup>th</sup> at 9:30 AM**

**VI. TRUSTEE REPORTS**

- M. Muller (TROY): The vote for the library was successful and the Troy Public Library District has now been established and the Board of Trustees elected. <congratulatory applause>
- R. Ginsburg (ALTAMONT): He thanked UHLS for supporting the library's Bike Race with Fit for Life funds and handed around some very favorable newspaper articles.
- E. Apostol (ALBANY): There will be a sneak preview of the new Delaware and Pine Hills Branches in a progressive reception. All of the construction projects are on time. The new APL Director has done away with the Dewey Decimal System for shelving books, instead they will be shelved by categories similar to a bookstore.

P. Ritter noted that large libraries in other States have done this, but APL is the first major library in New York State to do so;

this change was made without input from any of the other member libraries or UHLS.

- C. Diamond (WATERVLIET): The library will hold their annual OktoberFest on Friday, October 23<sup>rd</sup> beginning at 5:30 PM. The cuisine will be provided by the Albany Pump Station.
- M. Molgard (BERNE): Judy Petrosillo is the new Manager of the Berne Library. She is a retired schoolteacher who has been working part-time at the library. Jodi Ebel, the former Director, will stay on as a part-time library clerk. The library will hold a Hayride and Bonfire to celebrate Halloween.
- L. Lundgren (POESTENKILL): The library's meeting room has been newly re-furnished and everything is much neater. The Director is also making a Teen/Young Adult space upstairs in the library.

**MOTION:** M. Molgard moved to adjourn. E. Apostol seconded. Unanimous. Meeting adjourned at 5:42 PM.

**NEXT BOARD MEETING: Wednesday, November 11<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
10/23/09

## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For September 2009

October 21, 2009

**Automation Services Committee** – For a complete review of the status of the UHLS integrated library system and the work of the Automation Services Department during the last two months, please review the minutes of the September 18, 2009, meeting of the **Automated Services Committee** that also includes the **Automation Services Reports** for August and September. This committee will meet next on **November 20, 2009**.

**Summer Reading Program 2009** – Statistics are still being compiled on this program and mini-grant participation. More information will be forthcoming next month.

**Show Me the Money** – **Mary Fellows** and **Jo-Ann Benedetti** presented this grant writing workshop to UHLS member library staff and trustees on Thursday, **September 10**. The **four** participants learned how to find money and how to maximize their chances of success in the grant application process.

**Love Those T(w)eens! Delivering Great Service Whatever Your Resources** – **Mary Fellows** cooperated with the Mohawk Valley Library System to present this workshop for Youth Services library staff at the **Guilderland Public Library** on Thursday, **September 17**. There were **46** enthusiastic participants at this workshop.

**Albany River Rats Reading Program** – UHLS is partnering with the **Albany River Rats** ice hockey team on a joint reading program for children that will include player and mascot visits as the main content of the program. There are **18** member libraries participating in this program, and details are still being determined.

**Fourth Annual UHLS Trustee Workshop** – UHLS held this workshop for member library trustees on Thursday, **September 24**, at the Albany Marriott. There were two concurrent presentations from 5:30 to 7:30 p.m., followed by a buffet dinner. **Advocacy 101** was presented by **Kathy Miller**, Executive Director of the Rochester Regional Library Council, and **Jennifer Morris**, Director of the Pioneer Library System. ***The Best Defense is a Good Offense: Crafting a Successful Campaign for Library Support*** was presented by **Libby Post**, President of Communication Services. A total of **24** people attended this event.

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**UHLS Open House** – The UHLS staff conducted an open house for the staff and trustees of our member libraries on Wednesday, **September 30**. A total of **14** people attended the presentations on UHLS services and toured the building.

**NYLA Conference** – **Philip Ritter** and **Jo-Ann Benedetti** will represent UHLS at this annual meeting of the New York Library Association that will be held during **October 14-17** in Niagara Falls, NY.

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