

Board of Trustees

February 17, 2010 (note: meeting rescheduled from Feb. 10th due to the weather)

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

EXCUSED: Janet Ivory, Lois Prenovost, Anne Kuthy, Yolanda Caldwell, William Colgan

UHLS Staff: Philip Ritter, Heidi Fuge

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

I. MINUTES

L. Lundgren noted that in the January 13, 2010 Minutes, under the Trustee Reports section, the statement regarding Poestenkill should be amended to read that “Scott Murphy’s aide was a great library user.”

MOTION: J. Reilly moved and N. Pieri seconded that the Minutes of the January 13, 2010 meeting be approved as amended.
Unanimous.

II. STAFF REPORT

P. Ritter noted that his written report had been mailed to the Trustees. He highlighted the following items:

- NYLA Lobby Day: he would like to have more people in attendance, even if only for part of the day. R. Ginsburg, C. Diamond and L. Lundgren asked to be added to the list of attendees. He distributed information regarding a fundraising banquet on the Monday evening prior to Lobby Day.
- Castleton: he distributed copies of the correspondence between the Castleton trustees and the Division of Library Development. The correspondence dealt with: the illegal appointment of Trustees for the Castleton Library; the fact that there were no Oaths of Office given to the Trustees; the library’s non-compliance with Standard 90.2 regarding a report to their community; and the library Board’s violation of the Open Meetings law. P. Ritter noted that there is nothing that the System needs to do in this situation, he just wanted the UHLS Board to be aware of it. Joseph Mattie, from DLD, is planning a site visit to the library and wants P. Ritter present at the visit. At the current time, DLD has authorized the CAST trustees only to do what is necessary to keep the library running. The Board of Regents will be appointing new trustees for the library.
- Annual State Report is ready for submission.

MOTION: N. Pieri moved approval of the 2009 State Report. M. Molgard seconded. Unanimous.

III. TREASURER'S REPORT

Report by M. Molgard, Treasurer. She reviewed the Treasurer's report for January. She noted that there wasn't any major income and that this is a normal situation.

MOTION: E. Apostol moved acceptance of the Treasurer's report for January 2010. C. Diamond seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair. She noted that the Committee reviewed and approved the Purchase Journal and Payroll for January with totaled \$147,420.39.

The Committee members discussed the proposals from contractors regarding the floor in the Asian Arts space. They noted that any one of the proposals may or may not fix the problem and that the Committee did not recommend undertaking the repairs.

C. Diamond reported that the Administration Committee also discussed the proposals. The Committee was cognizant of the difficulty in getting a tenant in that space in the first place and so did not want to do anything that would encourage the current tenant to become dissatisfied and leave.

L. Lundgren asked the Board members for options. What is negotiable in this situation?

Discussion regarding an extension of the Asian Arts lease and/or some contribution toward the cost of the project proposed by Classic Custom Construction. P. Ritter noted that he is willing to sit down with the Asian Arts owners and discuss the situation with them.

MOTION: J. Reilly moved to allow P. Ritter and H. Fuge to negotiate with the Asian Arts Group to recoup some of the costs of the project either through a lease extension or contribution toward the final project costs. They will bring a proposal back to the Administration Committee for consideration. E. Apostol seconded. Unanimous.

M. Molgard reported that the Committee members also considered a request from the Automated Services Committee to purchase a new server for \$50,000. P. Ritter pointed out that, in the current economic situation, it is understood that the purchase of a new server will postpone any consideration of migration to a new automation system for at least 3 to 4 years.

MOTION: E. Apostol moved to approve the purchase of a new server for a maximum of \$50,000, using funds from the Automation Reserve Account. J. Reilly seconded. Unanimous.

M. Molgard reported that the Committee members recommend the three-year renewal of the Time Warner contract for internet and telephone service at a rate that is \$525 per month lower than the previous five-year contract.

MOTION: J. Reilly moved to authorize the Board President to sign the three year contract with Time Warner Telecom. E. Apostol seconded. Unanimous.

NEXT FINANCE COMMITTEE MEETING: Wednesday, March 10th at 4:00PM

Administration Committee

Report by C. Diamond.. He noted that the only topic at the January meeting was the floor in the Asian Arts space as previously discussed.

NEXT ADMINISTRATION COMMITTEE MEETING: Tuesday, March 9th at 4:00 PM

Services Committee

Report by E. Apostol. The Committee reviewed the recommendations from the Coordinated Outreach Advisory Council regarding the mini-grant awards. There were 13 grant applications totaling \$21,411. There was a budget of \$14,914 which included both Outreach funds and Adult Services funds. The Committee recommended funding the mini-grants as follows:

Albany	no funding	Guilderland	\$ 500.00
Altamont	\$1,859.00	Nassau	\$2,000.00
Berne	\$ 500.00	Rensselaer	\$ 995.00
Bethlehem	\$2,000.00	Sand Lake	\$1,500.00
Colonie	no funding	Troy	\$2,000.00
East Greenbush	\$2,000.00	Watervliet	\$1,500.00

MOTION: M. Muller moved that the Board accept the Services Committee recommendations for the Outreach mini-grants as listed above. R. Ginsburg seconded. Unanimous.

E. Apostol reported that the Committee reviewed the LSTA invitational grant for an inter-generational storytelling project. The grant budget would be \$17,400 per year for two years. She noted that, if the State approves the grant, the Wm. K. Sanford Library offered use of its broadcasting studio to the libraries involved in the project. M. Molgard also offered to assist libraries by providing broadcasting space.

MOTION: J. Reilly moved to authorize the Board President to sign and submit the LSTA invitational grant.. M. Molgard seconded. Unanimous.

E. Apostol reported that the Committee reviewed the \$12,000 LSTA grant application for the Summer Reading Program and recommends its submission.

MOTION: B. Hartson moved to authorize the Board President to sign and submit the LSTA Summer Reading Program grant. R. Ginsburg seconded. Unanimous.

E. Apostol reported that the Committee reviewed six letters that have been sent out requesting funding for the 2010 Riverway Storytelling Festival and recommends Board approval of these letters.

MOTION: M. Molgard moved approval of the Riverway funding requests to the following businesses: Quality Retail Systems, Passonno Paints, Harold R. Clune, Technical Building Services, Melden Plumbing and Heating, Civil Service Employees Association Local 100. M. Muller seconded. Unanimous.

NEXT SERVICES COMMITTEE MEETING: Wednesday, March 10th at 3:30 PM

Automated Services Committee

Report by P. Ritter, Chair. He noted that the main topic in January was the purchase of a new server which has now been approved. He reiterated that it is understood that the purchase of a new server will postpone any consideration of migration to a new automation system for at least 3 to 4 years. The purchase of the new server should alleviate some of the slowness problems that the automation system periodically experiences.

E. Apostol asked the approximate cost of a new automation system? P. Ritter estimated that it would range from \$300,000 - \$400,000.

NEXT AUTOMATED SERVICES COMMITTEE MEETING: Friday, March 19th at 9:00 AM

V. NEW BUSINESS

- Search Committee: L. Lundgren announced that M. Muller has been appointed Chair of the Executive Director Search Committee. The other Committee members are: Julie Zelman, Judith Wines, Nancy Pieri, Richard Naylor, Ron Ginsburg, Erin Apostol, James Reilly, Heidi Fuge, Mary Fellows, Lou Anne Lundgren

M. Muller reported that the Committee met at the beginning of February in order to create an ad for the position for *Hotline* and *Library Journal*, and a notice to be posted on various internet sites. She said that the timeline developed at the meeting calls for a candidate to be selected and proposed for Library Development approval in June. She noted that UHLS is one of four public library systems with an Executive Director vacancy.

- Board Nominating Committee: L. Lundgren appointed J. Reilly chair of the Nominating Committee. She noted that L. Prenovost and A. Kuthy are both eligible for another five-year term. Two trustees, not on the UHLS Board, are needed for Committee members. L. Lundgren will recruit a volunteer from Rensselaer County and B. Hartson will recruit a volunteer from Albany County. The Committee work can be done by email and/or telephone. P. Ritter will send an email to the Directors of the medium-sized Albany County libraries to find a candidate to fill the position that will be vacant when C. Diamond finishes his term this year.

VI. TRUSTEE REPORTS

- L. Lundgren reported that she received a letter from the Brunswick Library Board notifying her that they are pursuing Special District status.
- M. Molgard reported that Alberta Wright, Trustee Emeritus at the Berne Library is critically ill. She was the primary mover in getting the library established and was still a valued behind-the-scenes volunteer after concluding her terms on the library Board.
- R. Ginsburg reported that March 16th will be Altamont's annual "Love My Library" fundraising Gala. Paul Tonko is expected to attend this year.

MOTION: J. Reilly moved to adjourn. R. Ginsburg seconded.
Meeting adjourned at 5:45 PM.

NEXT Board MEETING: Wednesday, March 10th at 4:30 PM.

Heidi A. Fuge
2/18/10

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For January 2010

February 10, 2010

Mini-Grants for 2010 – The **Coordinated Outreach Advisory Council** met on January 27 to review all of the mini-grant applications for 2010. There were 13 applications totaling \$21,411. The recommendations of this Advisory Council will be reviewed by the Services Committee and presented to the Board of Trustees on February 10.

UHLAN Contracts – The **Rate Schedule for 2011** has been calculated, and the Directors of the UHLS Member Libraries have been notified of the UHLAN fees that each library will be charged during 2011. There are no estimates for 2012 because a new UHLAN Contract must be negotiated and finalized by the end of December 2010.

Riverway Storytelling Festival 2010 – Fundraising for this year's event is proving to be more difficult than in the past. To date we are down about \$4,000 from where we were last year. This is because of receiving a lower Arts grant and lower sponsorships from regular contributors. If this trend continues and we are unable to raise the necessary funds, we will have to find ways to pare down the overall project.

NYS Annual Report – At the time of writing this report, three member libraries (**Bethlehem, Hoosick Falls, and Menands**) have submitted their online reports to Heidi Fuge for review. Another 14 libraries have opened their reports and started to work on them. The deadline for submitting the reports to UHLS is **February 15** and to NYS is **March 1**. The online program has been changed and is, generally, easier to use. No one ever really likes it.

NYLA Library Lobby Day – This event will be held on Tuesday, **March 2**, at the Empire State Plaza, the Capitol Building, and the Legislative Office Building. It will begin with a reception in **Meeting Room Six in the Concourse of the Empire State Plaza**. Appointments have been made throughout the day with the five Assemblymen and two Senators who represent the UHLS service area. If you wish to attend any of the meetings and events on that day, please contact **Philip Ritter** at 437-9880 ext. 222, or phil@uhls.lib.ny.us.

(Continued)

PLA Conference – The 13th National Conference of the American Library Association's **Public Library Association** will be held in **Portland, OR**, during **March 23-27**. **Jo-Ann Benedetti** will represent UHLS at this conference that has as its theme – **Learn. Share. Connect.**

Philip W. Ritter
Executive Director