



Board of Trustees
April 14, 2010

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, William Colgan, Charles Diamond, Ronald Ginsburg, Janet Ivory, Anne Kuthy, Mary Muller, Nancy Pieri
EXCUSED: Brian Hartson, Mary Alice Molgard, Lois Prenovost, James Reilly
UHLS Staff: Philip Ritter, Heidi Fuge

4:37 PM – Meeting called to order by L. Lundgren.

I. MINUTES

MOTION: E. Apostol moved to accept the Minutes of the March 17, 2010 meeting as presented. C. Diamond seconded..
Unanimous.

II. STAFF REPORT

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

- He distributed copies of the 2010 Riverway Storytelling Festival program.
- He is working on the annual Construction Needs survey requested by the Division of Library Development (DLD). Deadline for submitting it is the end of April.
- DLD is reviewing the charters for all of the New York State public libraries. So far, the charters of six UHLS libraries have irregularities, generally in the service area description, and these will need revision. It's not a major concern, just technicalities, but DLD wants to make sure that everything is brought up-to-date. The libraries that have been contacted so far are: Menands, Rensselaer, Valley Falls, Voorheesville, Colonie and Guilderland.

III. TREASURER'S REPORT

Report by W. Colgan. He noted that there is nothing unusual in the report.

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

IV. COMMITTEE REPORTS

Finance Committee

Report by W. Colgan. He noted that the Committee reviewed and approved the Purchase Journal and Payroll for March which totaled \$159,697.00

The Committee members reviewed the proposed amendments to the 2010 Budget. H. Fuge explained that she wanted to amend the budget at this time to account for the decrease in the Coordinated Outreach Aid, to account for the 2009 Supplemental Aid received in 2010, and to add a line to cover expenses for the Executive Director Search.

MOTION: M. Muller moved acceptance of the Amended 2010 Budget. A. Kuthy seconded. Unanimous.

NEXT FINANCE COMMITTEE MEETING: Wednesday, May 12th at 4:00PM

Administration Committee

Report by C. Diamond. He noted the following actions taken at the April meeting:

- the Trustee of the Year Award will be presented to Mary Muller (TROY) at the June Annual meeting;
- the Asian Arts group has agreed to negotiate an additional five years on their lease if UHLS will fix the floor. P. Ritter will consult with the UHLS Attorney and negotiate the terms;
- the Committee decided to wait until their May 11th meeting before getting concerned about a "Plan B" for an Annual Meeting speaker.

NEXT ADMINISTRATION COMMITTEE MEETING: Tuesday, May 11th at 4:00 PM

Services Committee

Report by E. Apostol. She noted the following actions taken at the April meeting:

- the Volunteer of the Year Award will be presented to Michelle Reilly (VOOR)
- the Program of the Year Award will be presented to Colonie for Urban/Suburban and Voorheesville for Rural. Albany will receive Honorable Mention.

NEXT SERVICES COMMITTEE MEETING: Wednesday, May 12th at 3:30 PM

Automated Services Committee

Report by P. Ritter. He noted the following actions taken at the April meeting:

- the Committee decided not to renew WebFeat;
- the Horizon server is being staged at Sirsi/Dynix. When it is installed here, the UHLAN system will be shut down for 1 to 2 days. Libraries will still be able to circulate items via PC Reliance. This will take place on a Thursday and Friday some time in May or June. We will try to give plenty of advance warning.

NEXT AUTOMATED SERVICES COMMITTEE MEETING: Friday, May 21st at 9:00 AM

Search Committee

Report by M. Muller, Chair. The Committee has selected three finalists for interviews.

Maureen Ambrosino is scheduled for May 19th, Tim Burke for May 20th, and Cheryl Bryan for May 21st. The Committee was pleased with the quality of the applicants and the 11-member Committee was in agreement on the selected applicants.

Board Nominating Committee

Report by P. Ritter for J. Reilly. Celeste Steinke, from RCS, has agreed to serve as the Trustee from a medium-size Albany County library. She is up for re-election in May and is expecting to continue on her library board.

A. Kuthy has agreed to continue as the representative from the William K. Sanford Town Library.

L. Prenovost recently informed us that she prefers not to continue on the UHLS Board and asked if another trustee could be recruited from a medium-size Rensselaer County library. We are still looking for that person.

VI. TRUSTEE REPORTS

- M. Muller (Troy): The library is planning another I Love My Library Cruise on June 17th. The cruise last year was very successful.

The library is moving toward litigation in order to get the entire amount of tax funds that have been slated for the library.

- W. Colgan (E. Greenbush): The library received a \$70,000 bequest for interior re-furbishment and the library looks wonderful
- J. Ivory (Stephentown): The library has their annual bird nesting on the building and patrons enjoy watching the young birds.

The library board is moving along on getting a special legislative district for the library.

There has been a lot of interest in the training offered by the Foundation Center on training trainers to help people who are researching and writing grant requests.

MOTION: J. Ivory moved to adjourn. N. Pieri seconded. Meeting adjourned at 5:15 PM.

NEXT Board MEETING: Wednesday, May 12th at 4:30 PM.

Heidi A. Fuge
4/20/10

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

April 14, 2010

NYS Annual Report – The State Annual Reports from all of the UHLS member libraries were submitted to the State by the **March 1** deadline.

PULISDO and NYALS Meetings – **Philip Ritter** attended this annual meeting of the Executive Directors of the 23 NYS Public Library Systems on **March 1** at the Albany Marriott. This regular meeting was followed by a special meeting of the **New York Alliance of Library Systems** that included a meeting with Bernie Margolis, State Librarian. Most of the discussion centered on how to combat the cuts in State Aid.

NYLA Library Lobby Day – Over **30** people represented UHLS at this annual advocacy event on **March 2** that was attended by about **1,000** library supporters from around the State. Our group visited with the five Assemblymen and two Senators who represent our service area, and most people stayed for the entire day. The primary message was to request that the Legislature not reduce our State Aid any more than it already has been and to reject the proposed cuts by the Governor.

Summer Reading Program (SRP) Planning Workshop – This eighth annual joint UHLS and Mohawk Valley Library System workshop was held on **March 12** at the William K. Sanford Town Library, and there were **61** attendees. The day included program ideas, displays, a performer showcase, and a “marketing jeopardy” game. The theme for the children’s SRP is **Make a Splash – Read**, and the theme for the teen’s SRP is **Make Waves at Your Library**.

Online Summer Reading Program Registration Software – After years of preparation, UHLS will get this new online registration software paid for by the State. **Evanced Solutions** is the software vendor, and training will take place on **April 20**. UHLS will support both this new software and the program that was created by Bethlehem that some of our libraries used last year.

Public Library Association Conference – **Jo-Ann Benedetti** attended this **13th National Conference** that was held during **March 23-27**, in **Portland, Oregon**. This biennial conference is considered to be “The Best Conference for the Public Library World.” The theme this year was “**Learn. Share. Connect.**”

(Continued)

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Riverway Storytelling Festival 2010 – Final preparations are being made for this annual festival that will be held during **April 19-25**. The brochure has already been printed and circulated, and the program has been completed and is at the printer. The *Times Union* came through with \$4,000 of print advertising, less than last year but nevertheless helpful. Not including any UHLS funds or in-kind contributions, **Mary Fellows** raised over **\$21,000** this year. A complete financial report will be available after the festival.

Courier Delivery Services – Personnel issues cropped up this month, and a driver had to be replaced. The new driver settled in quickly, although there were some minor issues with getting in and out of our member libraries without setting off the alarms. Delivery volume is up significantly. We are moving approximately **7,000** bins in and out per month, about **1,000** more bins than last year. This increase in volume is not slowing down, and it is anticipated that the increase in volume will continue. Because the drivers are currently at maximum capacity for their vehicles, we will have to make changes in the routes/drivers when the two new Albany branches open later this year. This will probably increase the cost of courier delivery services.

Automation Services Report – There has been a great deal of activity in this department this year. For a detailed explanation of their work and what they have accomplished to date, please consult the Automation Services Reports of February 19 and March 19, 2010.

Please note that copies of these monthly reports are always available on the UHLS website at www.uhls.org/new/exec_dir_reports.asp. A calendar of meeting schedules is also on the UHLS website.

Philip W. Ritter
Executive Director