



**Board of Trustees**  
**June 30, 2010**

PRESENT: LouAnne Lundgren, Erin Apostol, William Colgan, Philip Erlich, Brian Hartson, Mary Alice Molgard, Mary Muller, Nancy Pieri, Anne Kuthy, Yolanda Caldwell, Janet Ivory

EXCUSED: James Reilly, Celeste. Steinke, Ronald Ginsburg

VISITORS: Charles Diamond, Timothy Burke

UHLS Staff: Philip Ritter, Heidi Fuge

5:00 PM – Meeting called to order by M. Muller. (This meeting was being held instead of a July meeting in order to expedite business relating to the Asian Arts lease). M. Muller welcomed P. Erlich and T. Burke and asked for a report from the Nominating Committee for Board Officers.

**I. NOMINATING COMMITTEE FOR BOARD OFFICERS**

L. Lundgren reported on behalf of the Committee.

**MOTION:** L.. Lundgren moved the election of the following slate of Board officers: M. Muller - President; W. Colgan - Vice-President; Y. Caldwell - Secretary; M. Molgard - Treasurer. B. Hartson seconded. Unanimous.

**II. OATH OF OFFICE**

M. Muller administered the Oath of Office to new Trustee, P. Erlich.

**III. MINUTES**

**MOTION:** M. Molgard moved to accept the Minutes of the June 9, 2010 Board meeting. A. Kuthy seconded. Unanimous.

**IV. STAFF REPORT**

P. Ritter noted that due to the timing of this meeting, he was not able to send out a written report in advance. His June report was handed out to the Board members and he asked if there were any questions. He thanked P. Erlich for his willingness to re-join the UHLS Board and noted the P. Erlich was the Chair of the Search Committee that hired him.

Central Library Aid Budget: P. Ritter presented the 2010 Budget for Central Library Aid and also an email from T. Burke stating that the 2009 Central Book Aid was fully spent in accordance with the Education Law. He noted that we are still waiting for some additional

information from the Central Library in order to submit the 2010 online budget application to the State. Deadline for submission is July 28<sup>th</sup>.

**MOTION:** E. Apostol moved to accept the 2010 Central Library Aid Budget and to acknowledge the expenditure of the 2009 Central Book Aid funds. L. Lundgren seconded. Unanimous.

Construction Grant applications: P. Ritter noted that the initial deadline, set by the Services Committee, for submission of grant applications to UHLS is July 16<sup>th</sup>. However, the State has not yet put this year's forms online and will not do so until the State Budget has been passed and signed. He informed the libraries that they could collect their information using the past year's form since it didn't change that much. At this time, the Services Committee will stay with their original dates including the August 11<sup>th</sup> meeting date to review applications.

#### **V. COMMITTEE ASSIGNMENTS**

M. Muller made the following assignments: P. Erlich to the Administration Committee and L. Lundgren and C. Steinke to the Services Committee. All other Committee assignments will remain as they are.

#### **VI. TREASURER'S REPORT**

Report by M. Molgard. She reviewed the May Treasurer's report and noted that the June Report will be available at the August Board meeting. She noted that there was very little income and UHLS is working off of its reserves until such time as the State Aid is received.

**MOTION:** P. Erlich moved to accept the Treasurer's Report for the months ending May 31, 2010. A. Kuthy seconded. Unanimous.

#### **VII. COMMITTEE REPORTS**

##### Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed the Purchase Journal and Payroll for May and June which totaled \$166,233.73 and \$107,927.18 respectively.

She also reported that H. Fuge and J. Sherry held preliminary meetings with representatives from Key Bank as part of their investigation into other banking options. An RFP will eventually be developed, will be reviewed by the Committee and will be sent to selected banks.

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

Administration Committee

Report by Y. Caldwell in the absence of J. Reilly. She reported that the Committee reviewed the revised Lease Agreement with Asian Arts Group and was pleased that it contained all of the features the Committee wanted. The Asian Arts Group has given their approval to the revised lease. A copy of the lease was included in the Board meeting materials mailed prior to this June 30<sup>th</sup> meeting.

**MOTION:** Y. Caldwell moved to accept the revised Lease Agreement with the Asian Arts Group as presented. M. Molgard seconded. Unanimous.

**MOTION:** Y. Caldwell moved to formally accept the proposal from Classic Custom Construction for the repair of the floor in the Asian Arts space. The proposal is for \$7,700 with the caveat that the work might cost more depending on what they find when they pull up the carpet and the underlayment. J. Ivory seconded. Unanimous.

**MOTION:** Y. Caldwell moved that the Board approve a contingency of up to 50% (\$3,850) over the cost of the estimate. This contingency may be used at the discretion of the UHLS staff. Anything larger would require Board review. E. Apostol seconded. Unanimous.

**NEXT ADMINISTRATION COMMITTEE MEETING: Tuesday, August 10<sup>th</sup> at 4:00 PM if needed.**

Services Committee

No meeting. No report.

**NEXT SERVICES COMMITTEE MEETING: Wednesday, August 11<sup>th</sup> at 3:00 PM if needed**

Automated Services Committee

No meeting. No report. However, Joe Thornton's June Automation Report was included in the Board handouts. P. Ritter asked if there were any questions.

**NEXT ASC MEETING: Friday, July 16<sup>th</sup> at 9:00 AM**

**VIII. NEW BUSINESS**

M. Muller noted that a letter dated June 15, 2010 had been received from Joseph Mattie at the Division of Library Development. The letter gives DLD approval of the appointment of Timothy Burke as the next UHLS Executive Director.

L. Lundgren presented a resolution honoring Charles Diamond for all of his work on the UHLS Board of Trustees and granting him the status of UHLS Trustee Emeritus.

**MOTION:** E. Apostol moved to honor C. Diamond with the status of UHLS Trustee Emeritus. M. Molgard seconded. Unanimous.

**IX. TRUSTEE REPORTS**

- J. Ivory: Stephentown will be holding its annual Book Sale on Saturday, July 10<sup>th</sup>. A wholesale nursery will have plants for sale with a portion of the proceeds benefitting the library.
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- Y. Caldwell: Bethlehem has a new outdoor chess/checkers table donated in memory of a library patron.
- L. Lundgren: Poestenkill held a logo contest and received many submissions. One submission was selected as the new logo and one submission was selected for use during the library's ten year anniversary in 2011.
- W. Colgan: The East Greenbush Board will be presenting a 2011 library budget with a 1.5% increase to the voters in September.
- M. Muller: She and Paul Hicok (Director at Troy) attended a meeting at the Brunswick library in order to give them some advice on rechartering as a Special District library.

**MOTION:** L. Lundgren moved to adjourn. M. Molgard seconded. Unanimous. The meeting adjourned at 5:15 PM.

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

Following the adjournment, the Trustees saluted P. Ritter and congratulated him on his July 30<sup>th</sup> retirement.

Heidi A. Fuge  
7/1/10

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## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For June 2010

June 30, 2010

**Summer Reading Program (SRP)** – Youth Services Librarians throughout UHLS have geared up for the summer's programs and activities. Training sessions have been held for the implementation of the statewide SRP *Evanced* software program. However, this implementation has turned out to be a very complex problem and has resulted in many delays by the State. Fortunately, there is the software developed by John Love of the Bethlehem Library that can be used. The Automation Services staff had to do a lot of work to help the member libraries use either of these programs. To date there are five member libraries using the Bethlehem product and 14 libraries using the State product.

***Libraries and Autism: We're Connected*** – This Summer Reading Program workshop was held for **32** attendees on the afternoon of **May 26** at UHLS. The speakers were **Dan Weiss** (Scotch Plains, NJ, Public Library) and **Meg Kolya** (Fanwood, NJ, Memorial Library) who have produced an excellent customer service training video, website, and support materials on autism for library staff. Evaluations were very positive.

**New Horizon Server – SirsiDynix** set **June 2-3** as the dates for migrating the **Horizon** database from the Sun server on which it has been running since 2003 to a new Linux server. This was a major undertaking (and a major expense) that required the suspension of all server-related library functions for a day and a half. Because of careful preparation by **Joe Thornton** and his staff and the excellent cooperation of the member libraries, the system was back up on schedule by mid-day on June 3. This migration was not without its problems, and the Automation Services staff continues to tie up the loose ends.

***Close Encounters with THOSE People: A Different Perspective on Diversity and Disability*** – This Summer Reading Program workshop was to be held on the morning of **June 9** at UHLS. However, because of an emergency, the presenter **Jo Fenton** from the *NYS Commission on Quality of Care and Advocacy for Persons with Disabilities*, requested that it be rescheduled for **August 26**.

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*Tell Me About It* – Work began on this 2-year intergenerational storytelling program involving teens and seniors working together. Teens will learn podcasting and then will interview (and record) seniors about their lives. Each senior will work with a storyteller to craft their story and write it. Ten of our member libraries will participate during the two years of the program. The following five libraries will participate in year one: **Guilderland, Berne, William K. Sanford, Voorheesville, and Cohoes**. Laptops, podcasting equipment, cameras, and software have been purchased. The first podcasting class was presented at UHLS on **June 14** by **Polly Farrington**, and all participants learned how to record and edit stories.

***Employee Recognition and Engagement*** – This workshop was held at UHLS on **June 15**. It was arranged by **Heidi Fuge** and presented by **Cathy Kittle**, Director of the *Publications and Internet Bureau* of the *NYS Environmental Conservation Department*. She is an experienced supervisor with interesting and challenging ideas on how to recognize and motivate staff members. The workshop was limited to **20** people, and the responses were very positive.

**American Library Association Conference** – **Mary Fellows** represented UHLS at this annual event that was held during **June 25-29** in Washington, D.C.

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