



Board of Trustees
September 8, 2010

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

EXCUSED: James Reilly, Janet Ivory, Celeste Steinke

UHLS Staff: Tim Burke, Heidi Fuge

4:35 PM – Meeting called to order by M. Muller

I. MINUTES

MOTION: E. Apostol moved acceptance of the August 11, 2010 Minutes. P. Erlich seconded. Unanimous.

II. UHLS STAFF REPORT

Report by T. Burke. He added the following to the written report mailed to the Board:

- **CONFERENCE CALL:** he took part in a conference call between the Division of Library Development (DLD) and the Public Library Systems Directors Organization (PULISDO). One of the major topics of discussion was the release of the Systems' Basic Aid. He was informed that it is slated for release at the end of September. The release of any Supplemental Aid is tied to specific annual legislation that has not yet been passed. Grace Kelly and Joseph Mattie, two long-time DLD staff members, are taking early retirement and their positions will probably not be filled, instead their responsibilities will be allocated among the other staff.
- **LIBRARY VISITS:** he has visited 8 or 9 member libraries so far and is pleased to hear consistently high accolades for the System staff. He has also heard that there is a need for some sort of Trustee Training that is more flexible and could be offered following the Spring and Fall Trustee elections. The program offered at Mid-Hudson Library System might be a good model. T. Burke and M. Fellows will attend one of the Mid-Hudson programs. Hopefully something can be put into place by the end of the year.
- **UHLS STAFF:** he has finished his meetings with the individual staff members and there is clearly a need for new job descriptions. Due to the decreased number of staff members, job responsibilities have changed and/or increased. He will work with the staff and the Administration Committee on this.

- **BOARD MEETINGS:** he would like to, periodically, have one of the UHLS Managers attend a Board meeting and give a brief, single-topic presentation in order to give Trustees first-hand information about System activities.
- **BRUNSWICK LIBRARY:** he will be attending a Town Meeting on Sept. 9th and will speak on behalf of UHLS regarding the value of the special legislative district re-chartering. On September 28th, the re-chartering vote will be held. The Library is working with consultant Linda London and they seem to have a good handle on the process.

III. TREASURER'S REPORT

M. Molgard reviewed the August 2010 report. She pointed out the difference between the August 2010 and the August 2009 ending balances and noted that in 2009 we had received some of our State Aid by now. No funds have been received yet this year.

MOTION: A. Kuthy moved to accept the August 2010 Treasurer's Report. L. Lundgren seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

Report by M. Molgard, Chair.

- **PURCHASE JOURNAL:** she noted that the Finance Committee reviewed and approved the August Purchase Journal and Payroll totaling \$131,541.62.
- **BANK PROPOSALS:** the Committee members received copies of five proposals from area banks in response to an RFP. They will review the proposals, select those that merit further investigation and will interview bank representatives.
- **AMENDED 2010 BUDGET:** she reported that the Finance Committee reviewed the Amended budget which is the second amended budget for this year. She explained that the primary changes dealt with the new figure for Basic State Aid, the decrease in the amount transferred from the Automation Reserve Account, the decrease in the anticipated interest income, and the changes in health insurance and salaries following the retirement of P. Ritter and the hiring of T. Burke.

MOTION: E. Apostol moved to accepted the amended 2010 Budget as presented. P. Erlich seconded. Unanimous.

NEXT Finance Committee MEETING: Wednesday, October 13th at 4:00 PM.

Services Committee

No meeting. No report.

NEXT Services Committee MEETING: Wednesday, October 13th at 3:30 PM.

Administration Committee

No meeting. No report.

NEXT Administration Committee MEETING: Tuesday, October 12th at 4:00 PM.

Automated Services Committee

No meeting. No report.

NEXT ASC MEETING: Friday, Sept. 17th at 9:00 AM.

V. TRUSTEE REPORTS

M. Muller: reminded the Board members about signing up for the NYLA Annual Conference in Saratoga Springs on November 4th and 5th. The website for online registration is www.nyla.org. The NYLA Conference will be held in Saratoga Springs for the next three years.

Y. Caldwell: invited Board members to Bethlehem's Technology Fair on October 2nd from 11:00 AM to 2:00 PM.

MOTION: M. Molgard moved to adjourn. L. Lundgren seconded. Unanimous. Meeting adjourned at 5:05 PM.

Heidi A. Fuge
9/9/10

UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT September 2010

August 30, 2010

NYALS Retreat – On August 19-20 I attended a meeting of the New York Alliance of Library Systems (NYALS) in East Greenbush. This group has been around only a few years and is made up of the leaders of the various types of library systems across New York State (public, academic/special, and school). The purpose of the group is to foster increased communication and cooperation between and among the systems as we all struggle with the challenges of providing essential services in an increasingly difficult fiscal climate. The specific focus of the retreat program was to continue discussion and exploration of current and possible future collaborations between Systems that will demonstrate to legislators and other funding sources that the library community in New York State is working proactively to look at new and creative ways to approach the future. This was also an especially timely opportunity for me to meet many of my new colleagues and to re-connect with others in my new position. I'm looking forward to working with this group to effect positive change for libraries in New York State.

Member Library Listening Tour – My visits to all the member libraries have begun with trips to the Arvilla E. Diver Memorial Library in Schaghticoke, the Cohoes Public Library, the Altamont Free Library, and the Brunswick Community Library during the last few weeks with more to be completed each week going forward. As I had expected, these visits have given me an opportunity to get to know the libraries and will give me a better context for future conversations about what UHLS can be doing to assist them in their mission.

Diversity and Disability program – On August 25, UHLS hosted a workshop entitled *"Close Encounters With THOSE People: A Different Perspective on Diversity & Disability."* The program was presented by Jo Fenton of the NYS Commission on Quality of Care and Advocacy for Persons with Disabilities and focused on how libraries and their staff can better meet the needs of today's diverse population and promote the inclusion of persons with disabilities in all aspects of library service. This interactive program was attended by 28 people (yours truly included!) who were treated to a fun and informative morning that explored what we think about those around us and how that can impact our interactions with them. Thanks to Youth and Family Services Manager, Mary Fellows for bringing this outstanding continuing education opportunity to the UHLS member libraries.

System Information Technology update – The Automation Services Report for 8/20/10 which details the major activity of the Automation Services Team during the last reporting period is attached for your review. The next meeting of the Automated Services Committee (ASC) is scheduled for 9/17/10.

On 8/24/10 there was a planned upgrade to a server to address a problem with Horizon clients freezing intermittently. Part of the upgrade process required that several other servers be moved and one of those moved was the e-mail server. During the process there was an unexpected loss of client information for some UHLS e-mail users. The vast majority of e-mail

users were not affected by this issue, but the small percentage of users that use the IMAP storage and delivery system for e-mail lost all messages saved since 5/11/10 and that information is not recoverable. All new IMAP e-mail accounts created after 5/11/10 were lost and have since been recreated. The Automation staff responded to this emergency with alacrity and sensitivity for how vital e-mail service is to our customers and they have put in place protocols to protect all e-mail information during any future server changes.

Facility Maintenance – As you recall we had asked Classic Custom Construction Inc. to address a few small maintenance projects around the UHLS facility after they completed the installation of the new flooring for the Asian Arts studio space. One of the projects was the repainting of the metal stairs on the south side of the building (Asian Arts/NYSCASA entrance). In the course of that project we realized that the footings of the staircase were severely deteriorated and needed to be reinforced to insure the continued safety of our tenants. This work will involve creating new concrete footings for the staircase and reinforcing the metal support. Classic Custom will perform the work in the next few weeks as the weather and their schedule permit.

Timothy Burke
Executive Director