



**Board of Trustees**  
**October 13, 2010**

PRESENT: Erin Apostol, Yolanda Caldwell, William Colgan, Philip Erlich, Ronald Ginsburg, Brian Hartson, Janet Ivory, Anne Kuthy, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, James Reilly, Celeste Steinke

EXCUSED: Nancy Pieri

UHLS Staff: Tim Burke, Joe Thornton, Heidi Fuge

4:45 PM – Meeting called to order by M. Muller

**I. MINUTES**

**MOTION:** P. Erlich moved acceptance of the September 8, 2010 Minutes. M. Molgard 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 from the Division of Library Development (DLD) regarding the current State funding situation. The Supplemental Aid is tied to legislative action needed to release it - that action will not be considered until after the elections. In addition, the State is considering holding back 1.1% of the un-released 2010 aid. If the State budget situation improves, that aid might be released in 2011. DLD also recommended budgeting for at least a 3% cut in aid for 2011. The Construction Grants are not affected by these cuts.
- **DIRECTORS ASSOCIATION MEETING:** at the October UHLS Directors Association meeting, some important steps were taken toward standardizing policies among the member libraries. Two policies were agreed upon: 7-day holds for requests and 200 as the maximum number of items that a patron could have checked out. Standardizing policies among the libraries will make it easier for the patrons who take items out from multiple libraries and it will also make it easier for the library staff. There was discussion regarding the possible creation of a tiered system of standard policies. Work will continue on this.

Report by J. Thornton, Manager of Automation Services. He gave a general overview of the work handled by the Automation Department and highlighted just a few of the services provided to the libraries:

- The Automation Department consists of 3 people who share a 24/7 on-call status. In the last several years, the Department lost 45% of its staff and still managed to

significantly increase the number and quality of its services. He especially wanted to mention and commend Rawdon Cheng as an indispensable resource for the System and the members.

- The Department frequently operates in crisis mode because they will drop everything to assist a library or libraries having automation problems.
- One of the responsibilities/goals of the Automation Department is to encourage the staff in the member libraries to use new technologies such as wikis, blogs, Twitter, RSS feeds etc. To assist in this, Rob Carle has established a series of online training sessions to introduce some of these technologies as well as serving as a “refresher” for other more traditional functions of the automation system.
- The Automation Department is responsible for the over 400 email accounts in all of the member libraries. Many libraries are now using their own domain name as their email address however all of their email accounts are still held on, and operated by the UHLS servers.
- The automation system sends out over 600,000 notices per year. These are sent to patrons in all of the member libraries to inform them about the availability of holds and to notify them about overdue items and fees.
- The Automation Department oversees the UHLS website which receives over 3 million hits PER MONTH.
- Bulk purchasing of computer hardware and software as well as the staging of the new equipment so that it is ready for immediate use when installed in a member library.

T. Burke commended J. Thornton for the work accomplished by his staff and his Department. H. Fuge noted that much of their work is done very late at night or very early in the morning - those times when the libraries are closed. The Automation staff work many more hours per week putting in extra time from home also.

### **III. TREASURER'S REPORT**

Report by M. Molgard. She noted that UHLS received the full amount of the Basic State Aid in October.

**MOTION:** E. Apostol moved acceptance of the October 2010 Treasurer's Report. L. Lundgren seconded. Unanimous.

### **IV. COMMITTEE REPORTS**

#### Finance Committee

Report by M. Molgard, Chair. The Finance Committee reviewed and approved the October Purchase Journal and Payroll totaling \$137,533.42.

Committee members reviewed the Proposed 2011 Budget, noting the decrease in the State Aid amounts as well as a projected 17% increase in health insurance, an increase in the cost of the courier, and a proposed 2.5% COLA for salaries. The budget was handed out to the Board members for their review with further discussion to take place at the November meeting. The Public Hearing on the Budget has been scheduled for 4:00 PM on Wednesday, October 27<sup>th</sup>.

The Finance Committee selected two banks, from those who submitted proposals, for further investigation and meetings will be scheduled with those bank representatives.

#### Administration Committee

Report by J. Reilly, Chair. He reported that the Committee discussed possible sites for the 50<sup>th</sup> Annual Meeting on June 8, 2011 and recommends a dinner cruise on the Captain JP.

**MOTION:** E. Apostol moved to hold the June 8, 2011 annual meeting on the Captain JP cruise ship on the Hudson River. C. Steinke seconded. Unanimous.

The Committee also discussed the printing and format of the UHLS Annual Narrative Report. In consideration of the expense of printing the report, the Committee recommends putting the report on CDs to be distributed at the Annual Meeting and to the member libraries. A small quantity of reports would be printed with copies made available for each library.

**MOTION:** L. Lundgren moved that the 2010 UHLS Narrative Report would be burned onto CDs and distributed in that format at the Annual Meeting and to whoever wanted it. A small quantity of reports would be printed for distribution to each member library. P. Erlich seconded. Unanimous.

J. Reilly noted that the Committee also discussed transmitting Board information via email or projected on a screen at the meetings in order to cut back on paper usage and postage costs. Animated discussion and many Board members indicated a desire to receive information electronically. H. Fuge will compile a list of the Board preferences. Consensus that much of the information for future Board meetings will be distributed electronically.

#### Services Committee

Report by E. Apostol, Chair. The Committee reviewed the Variance Requests for the Castleton Public Library. The variances deal with Standard #3 (Report to the Community) and Standard #11 (paid Director). The Committee recommends Board approval of these variances.

**MOTION:** J. Reilly moved to authorize the Board President to sign the two Variance Requests for the Castleton Public Library and transmit them to the Division of Library Development. P. Erlich seconded. Unanimous.

E. Apostol reported that the Committee reviewed the Proposed budget for the 2011 Central Library Development Grant. She explained the various elements in the grant including the amount allocated for Central Book Aid. The Albany Public Library Board of Trustees approved this budget on October 12, 2010.

**MOTION:** C. Steinke moved approval of the Proposed budget for the 2011 Central Library Development Grant. M. Molgard seconded. Unanimous.

The Committee also reviewed a \$5,000 grant request submitted to the Arts Center for the Capital Region. The funds would be used for the 2011 Riverway Storytelling Festival. The grant deadline preceded the Committee meeting.

**MOTION:** P. Erlich moved approval of the Arts Center grant request for Riverway. J. Reilly seconded. Unanimous.

**V. TRUSTEE REPORTS**

- L. Lundgren: Poestenkill held its annual Fall Market Day on October 2<sup>nd</sup>. It was very successful and the community enjoyed it.

T. Burke visited their library as part of his circuit through all of the member libraries. He made some very useful suggestions regarding some space usage. His suggestions were acted upon immediately and the results were successful.

- C. Steinke: RCS has begun moving into their new space and the move should be completed by the end of the month. T. Burke has also visited their library.
- J. Ivory: Stephentown held a celebratory function to recognize their librarian's achievement of an MLS degree. T. Burke attended the celebration.

**MOTION:** J. Reilly moved to adjourn. R. Ginsburg seconded. Meeting adjourned at 6:10 PM.

**NEXT BOARD MEETING: Wednesday, November 10<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
10/14/10

## **UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT October 2010**

**September 30, 2010**

**UHLS Information Technology Update** – The Automation Services Report for 9/17/10 which details the major activity of the Automation Services Team during the last reporting period is attached for your review. Joe Thornton, Manager of Automation Services will also be presenting a content area briefing to the UHLS Board at the 10/13 board meeting.

**2010 State Funding** – Earlier in September the System received the 2010 Basic Aid payment of \$835,007. The 2010 Supplemental Aid payments are still waiting for legislative action to be released. To help our elected officials understand how important the release of this aid is to the library community you are encouraged to visit the advocacy link on the NYLA webpage ([www.nyla.org](http://www.nyla.org)) to send a message via fax or e-mail to your representative(s) urging action.

**Member Library Visits/Consultations** – This month I've visited the Rensselaer Public Library, the Ravena Coeymans Selkirk Community Library, Troy Public Library (all three locations), Westerlo Public Library, Poestenkill Library, and the Cheney Free Public Library in Hoosick Falls. I have also consulted with member libraries on several specific issues including personnel, city council/library board relations, and interpretation of NYS library law and regulations. I was also invited to join the Guilderland Public Library's Building Project Review Committee.

**Brunswick Library Update** – As you may have heard, the Brunswick Community Library's bid to recharter as a Special District Library was defeated in a public vote on 9/28/10 by a vote of 404-287. The Library's Board of Trustees and administration are obviously disappointed in this result, but have planned a meeting on 10/19/10 to discuss the options to move forward. I have been invited to attend this meeting and I look forward to working with the BCL leadership on this important effort to secure the future of the Brunswick Community Library.

**Castleton Public Library Update** - On 7/17/10 the NY State Education Department appointed a new Board of Trustees for the Castleton Public Library. On 8/6/10 the newly constituted Board held its first meeting and elected officers. On 9/22/10 I attended a meeting with representatives of the new board and several officials from the Division of Library Development where we discussed the steps needed to allow the library to return to a stable position. The system will offer the necessary training, support, and guidance to the new board as it begins to develop a plan to sustain and to grow library service to its community.

**New Member Library Director** – In September we welcomed a new Library Director to UHLS. Sue Hoadley has been appointed Library Director for the Westerlo Public Library. Sue has many years of experience directing several public libraries in both Massachusetts and New Hampshire, valuable experience which she will be able to share with the other libraries in the system. I am looking forward to collaborating with her as we work "Together - For Better Libraries".

**Trustee Training Program** – We are continuing to develop the framework for a UHLS trustee training program. As part of that effort, Mary Fellows and I attended a trustee training session at the Mid-Hudson Library System entitled "Essential Trustee Duties and Responsibilities". MHLS has a highly developed trustee training program and it was very valuable for us to experience that program first hand.

**New York Library Association Annual Conference** - The NYLA Annual Conference entitled: "The Library: YOUR Story Starts Here" will be held in Saratoga Springs on November 3 - 6, 2010. Joe Thornton, Rob Carle, Jo-Ann Benedetti, Mary Fellows from the UHLS staff will be joining me in attending the conference. I would encourage all UHLS Trustees to consider attending some part of the NYLA Conference, both as an excellent continuing education and networking opportunity, but also as a great way to support the vital advocacy efforts that NYLA leads on behalf of all of New York's libraries.

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**Timothy Burke**  
**Executive Director**