

This meeting was held in the large Meeting Room. Information for discussion was projected on the screen rather than distributed as paper handouts as an experiment in decreasing the amount of paper.

**Board of Trustees**  
**February 16, 2011**

PRESENT: Erin Apostol, Yolanda Caldwell, Philip Erlich, Ronald Ginsburg, Brian Hartson, Janet Ivory, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Nancy Pieri, James Reilly  
EXCUSED: William Colgan, Anne Kuthy  
ABSENT: Celeste Steinke  
UHLS Staff: Tim Burke, Heidi Fuge, Jo-Ann Benedetti

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

**I. MINUTES**

**MOTION:** J. Reilly moved acceptance of the November 10, 2010 Minutes. E. Apostol seconded. Unanimous.

**II. UHLS STAFF REPORT**

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

- **ELFA Legislation:** The legislation has been signed into law and he anticipates that the remainder of the 2010 funds will be released within the next couple of months but with a 1.1% holdback retained by the State.
- **2011 State Budget:** the Governor is asking for another 10% cut in Library Aid. At Library Advocacy Day on March 1<sup>st</sup>, we are hoping to persuade legislators to decrease the size of this cut.
- **NYLA Legislative priorities:** One of the NYLA priorities is to urge the legislature to make the Supplemental Aid permanent. Systems have been receiving this Aid for several years but it must be approved every year before being released.
- **Library Advocacy Day:** T. Burke will confirm the schedule one more time with the various legislative offices. All appointments are with the legislators except the one with Senator Breslin - we will be meeting with some of his staff. Trustees are encouraged to participate and can either meet the UHLS group at the Capital or can meet at UHLS and ride over in a staff car.
- **Library Trustee Association:** This organization, formerly known as NYSALB, will hold their Spring 2011 Conference in Albany. The organization is offering a Trustee Award to those Trustees involved in UHLS member libraries. T. Burke sent the nomination information to the member libraries.

Presentation by Jo-Ann Benedetti, Manager of Information and Outreach Services. She gave a brief summary of some of her job responsibilities:

- **Delivery:** over 1,600,000 items were moved through the UHLS delivery service in 2010. This shows that the number of requests are increasing and so is library usage.

- **Interlibrary Loan:** in 2010, UHLS took over the loan process which had been handled for us by CDLC for a number of years. The number of items handled has greatly increased, and continues to do so. Over 2,000 items moved through interlibrary loan in 2010 and these items were sent to/received from all over the country as well as from/to several countries. T. Burke noted that one of the consequences of the increased loans is that the postage line in the UHLS budget needed to be substantially increased.
- **Outreach:** part of J. Benedetti's outreach responsibilities include selecting the large print books for the rotating collections. Another part of the job includes the mini-grant process from the developing of the grant applications and guidelines to the review of the grants with the Advisory Council. She noted that every year the grants become more creative and innovative.
- **E-rate:** J. Benedetti prepares the e-rate applications for UHLS and the majority of the member libraries. In 2010, this resulted in over \$18,000 in rebates for the participating libraries. Not all Systems prepare these applications for their members, but UHLS feels that it is better to concentrate the expertise in one person and it is another service that can be offered to the members. Due to the complexity of the applications, there are probably many members who would not do this for themselves and would therefore be missing out on rebate funds.
- **Grants:** J. Benedetti has written several grants over the years that complement the programs in the participating member libraries. Her current project is a multi-year LSTA grant that deals with intergenerational storytelling and will produce hardcover books for the participants. She brought in an example of one of the books.
- **Downloadable books/downloadable media:** J. Benedetti taught several workshops for the members on how to use downloadable devices so that they would be more knowledgeable and able to help their patrons. In December and January, following Christmas, the number of patrons who have logged onto the downloadable section of the UHLS catalog greatly increased. There are now about 9,000 patrons attempting to use about 4,800 ebooks. It is obvious that their needs to be an increase in the purchase of ebooks. She noted that UHLS began developing its downloadable collections in 2006, long before many other Library Systems had even thought about it. This means that we began developing an audience for these materials just as they were becoming popular.
- **Databases:** J. Benedetti negotiates with online Database vendors and arranges trials and demonstrations of their products for the member libraries.
- **Jail Grant:** the State grants UHLS a specific sum of money each year (more or less) that must be used to purchase materials for the Albany and Rensselaer County Jails. It is J. Benedetti's responsibility to select and purchase the materials based on guidelines developed by each institution.

(CHARTS ILLUSTRATING PATRONS and DELIVERY STATISTICS ARE INCLUDED AT THE END OF THESE MINUTES)

T. Burke thanked J. Benedetti for her presentation and noted that of the three Managers, her responsibilities covered the largest variety of areas.

### III. TREASURER'S REPORT

Report by M. Molgard. She reviewed the reports for the months of November and December 2010 and January 2011. She noted that there was still very little income and UHLS ended the year in a deficit situation.

**MOTION:** E. Apostol moved acceptance of the November, December and January Treasurer's Report. P. Erlich seconded. Unanimous.

### IV. COMMITTEE REPORTS

#### Finance Committee

Report by M. Molgard, Chair. She reported that the Committee reviewed and approved the November, December and January Purchase Journals and Payrolls.

M. Molgard reported that the Committee spent a lot of time considering Proposals from various area banks and also met with representatives from those banks. It is the consensus of the Committee to move the UHLS banking business to NBT Bank.

**MOTION:** J. Reilly moved acceptance of the Finance Committee's recommendation to move UHLS banking business to NBT Bank. L. Lundgren seconded. Unanimous.

M. Molgard reported that UHLS is experimenting with a one-year test of a Flexible Spending Account (FSA) for those employees who wish to participate. The plan is through a company called Prime Pay, which was recommended by our insurance brokers. Five employees have signed up. UHLS is also investigating outsourcing the payroll to PrimePay; at this time a plan is being studied for financial feasibility.

M. Molgard reported that the Committee reviewed the 2010 Reconciled Budget and recommends Board approval.

**MOTION:** P. Erlich moved acceptance of the Finance Committee's recommendation to approve the 2010 Reconciled Budget. E. Apostol seconded. Unanimous.

**NEXT Finance Committee MEETING: Wednesday, March 9<sup>th</sup> at 4:00 PM**

#### Administration Committee

Report by J. Reilly, Chair. He reported that the Committee reviewed the Guidelines for the Trustee of the Year and the Advocate of the Year Awards and made some formatting

changes.

The Committee authorized the UHLS staff to pursue proposals for a new roof on the 28 Essex Street building.

The Committee must decide how the 6-month evaluation of the new Executive Director will be handled.

**NEXT Administration Committee MEETING: Tuesday, March 8<sup>th</sup> at 4:00 PM**

Services Committee

Report by E. Apostol, Chair. She reported that the Committee reviewed the Guidelines for the Program of the Year and the Volunteer of the Year Awards and made some formatting changes to bring them inline with the changes made by the Administration Committee in their awards. There were also a few minor wording changes.

E. Apostol reported that the Committee reviewed the recommendations from the Outreach Advisory Council regarding the disbursement of the Outreach mini-grants. The Committee recommends that the Board approve the following grant allocations: granting \$500 to Albany, Berne, Cohoes, Colonie, East Greenbush, Rensselaerville, Sand Lake, Stephentown, Troy and Westerlo and \$300 to Brunswick.

**MOTION**

E. Apostol moved to accept the Committee's recommendation concerning the allocations of the Outreach mini-grant. J. Ivory seconded.  
Unanimous.

**NEXT Services Committee MEETING: Wednesday, March 9<sup>th</sup> at 3:30 PM**

Automated Services Committee

Report by T. Burke, Chair. He explained that the current overlay on the online catalog is not popular and is sometimes confusing to use. An overlay is important because it gives the catalog a more contemporary look. The Committee has been discussing options for a long time but a decision has to be made soon in order to have time to cancel the current overlay, *AquaBrowser*. *AquaBrowser* currently costs us \$4,000 - \$5,000 per year. *Enterprise* would cost around \$14,000. T. Burke and J. Thornton (Manager of Automation Services) have discussed the financial situation and feel that the cost increase can be covered within the current Automation Department budget. *Enterprise* is a product from Sirsi/Dynix, the company those from whom we purchased our automation system, and should therefore be more compatible with the system. The Committee recommends that UHLS cancel the *AquaBrowser* contract and contract with *Enterprise* for one year.

**MOTION**

J. Reilly moved to accept the Committee's recommendation concerning the cancellation of the *AquaBrowser* contract and the purchase of a

one-year contract with *Enterprise*. E. Apostol seconded. Unanimous.

**NEXT Automated Services MEETING: Friday, March 18<sup>th</sup> at 9:00 AM**

**V. TRUSTEE REPORTS**

- **R. Ginsburg:** Altamont held a very successful Gala Event several weeks ago and raised more money to help with the restoration of their future home in the Train Station.
- **N. Pieri:** She announced that she will be retiring from the Bethlehem Public Library at the end of April 2011. <many congratulations were extended to her>
- **J. Ivory:** The Treasurer of the Stephentown Library Board left to take a position on the Town Board. The library is seeking new Trustees including someone willing to take on the Treasurer position.

This led to a brief discussion about the possibility of UHLS holding a training workshop on *How to Recruit Board Members*.

**VI. OTHER BUSINESS**

T. Burke noted that the System's Annual State Report is complete and available for review by the Board members.

**MOTION** N. Pieri moved acceptance of the State Annual Report and noted that it should now be submitted. J. Ivory seconded. Unanimous.

**MOTION** N. Pieri moved to go into Executive Session to discuss an employment decision. J. Ivory seconded. Unanimous. The Board moved to Executive Session at 6:15 PM.

At 6:25 PM the Board returned from Executive Session, no motions were passed.

**MOTION** N. Pieri moved to adjourn. J. Reilly seconded. Unanimous. Meeting adjourned at 6:27 PM.

**NEXT Board MEETING: Wednesday, March 9<sup>th</sup> at 4:30 PM**

Heidi A. Fuge  
2/18/11

# UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT February 2011

February 7, 2011

**2010 NY State Funding Update** - Late in January the Education, Labor, and Family Assistance Bill (or ELFA Bill) was passed by both the State Senate and the Assembly and moved to the Governor for approval (or veto). The passage of this bill will trigger the distribution of the balance of the 2010 categorical aid (Supplemental Aid, Central library aid, outreach aid, jail grant, etc.) to the System. The governor has 10 days to approve or veto this legislation. If he takes no action on it during the 10 day review period, the bill becomes law. From that time the Division of Library Development projects a 4-6 week processing period before the released funds are received by the System. I will keep you updated on further developments regarding the 2010 State aid.

**2011 NY State Funding Update** - The Governor's 2011 budget was released on Tuesday 2/2/11 (see the excerpt below from the budget document).

*Library Aid: The Executive Budget provides \$76 million in funding for Library Aid; this represents a decrease of \$8.4 million (-10 percent) from the 2010-11 Enacted Budget. In addition, \$14 million in capital funding is included for public library construction projects.*

The budget still needs to go through the legislative review and approval process, so there is still time to advocate for the reduction of the cut to library aid (see entry below re: Library Advocacy Day). In anticipation of another reduction in state funding we did build the 2011 budget to reflect a 3-5% cut in support. If this projected cut stays in place it will require us to go back to the budget and make additional cuts. I anticipate presenting a draft amended budget to the Finance Committee for review at the March meeting so that we are prepared for whatever funding cut is finally passed along to us in the budget process.

**Library Advocacy Day 2011** - Tuesday, March 1 is Library Advocacy Day (formerly known as Lobby Day). This is the day in which Library advocates join together at the Capitol to meet with local legislators, voice their support for library funding and, through their numbers and enthusiasm, demonstrate the strength of the library community to elected officials. All UHLS staff, trustees and library users are encouraged to participate in this, the most important advocacy event of the year. A draft schedule for the UHLS legislative meetings, which will be held in conjunction with the Capital District Library Council (CDLC) is included in your packet. If you plan to participate in Library Advocacy day please let me know.

**Castleton Public Library Update** - On Monday 1/17 Amy Peker assumed the position of Library Director of the Castleton Public Library, marking one more step in the library's return to normal operations. Amy is familiar with much of the System's procedures and practices from her previous experience working at both the Brunswick Community Library and the Albany Public Library. To date she has received both her UHLS new library director orientation and her IT/automation training from UHLS Automation staff. Amy has already begun to make a positive difference in the library and the community and we'll provide her whatever service and support she needs to be successful in her new position. The Castleton Public Library Board of Trustees should be congratulated on conducting a thorough and transparent search process for this important position.

**Member Library Support** - Since the last Board meeting I have worked with several member libraries consulting with them on specific projects/issues. These include continued service on the **Guilderland Public Library's** Long Range Planning Committee which is currently developing the designs for a proposed building addition; consulting with the **RCS Community Library** on a Request for Proposals for Library Facilities/Planning Services; providing advice and support on local issues to the directors of the **Berne Public Library**, the **Castleton Public Library**, and the **Cohoes Public Library**. I also attended the ribbon cutting ceremony for the opening of the "Abraham Lincoln: A Man of His Time, A Man for All Time" exhibit at the **Guilderland Public Library**.

**NYS Library Annual Reports** - This is the time of the year when a great deal of time and energy, both at the System and at the member libraries, is devoted to putting together each library's 2010 NYS Annual Report for Public and Association Libraries. These reports are important tools used by the System, the State Education Department, and the federal government to track library use, support, and activity. The System coordinates the annual report process and provides whatever assistance is necessary to the member libraries as they work on their reports. This year that support included individual sessions between two new member library directors and Heidi to assist "the rookies" in what can be an intimidating process the first time out. In addition, the System in collaboration with the UHLS Director's Association, offered a program on the annual report process which included presentations by both Heidi and Joe Thornton from UHLS and Maria Hazapis, NYS Data Coordinator for the NYS Division of Library Development who handles intake for all NYS public libraries and library systems.

**Jo-Ann Benedetti, Manager of Information and Outreach Services** - Jo-Ann Benedetti will present a program briefing on her areas of responsibility to the Board at the February meeting.

**UHLS Information Technology Update** – The Automation Services Report for 1/21/10 which details the major activity of the Automation Services Team during the last reporting period is attached for your review.

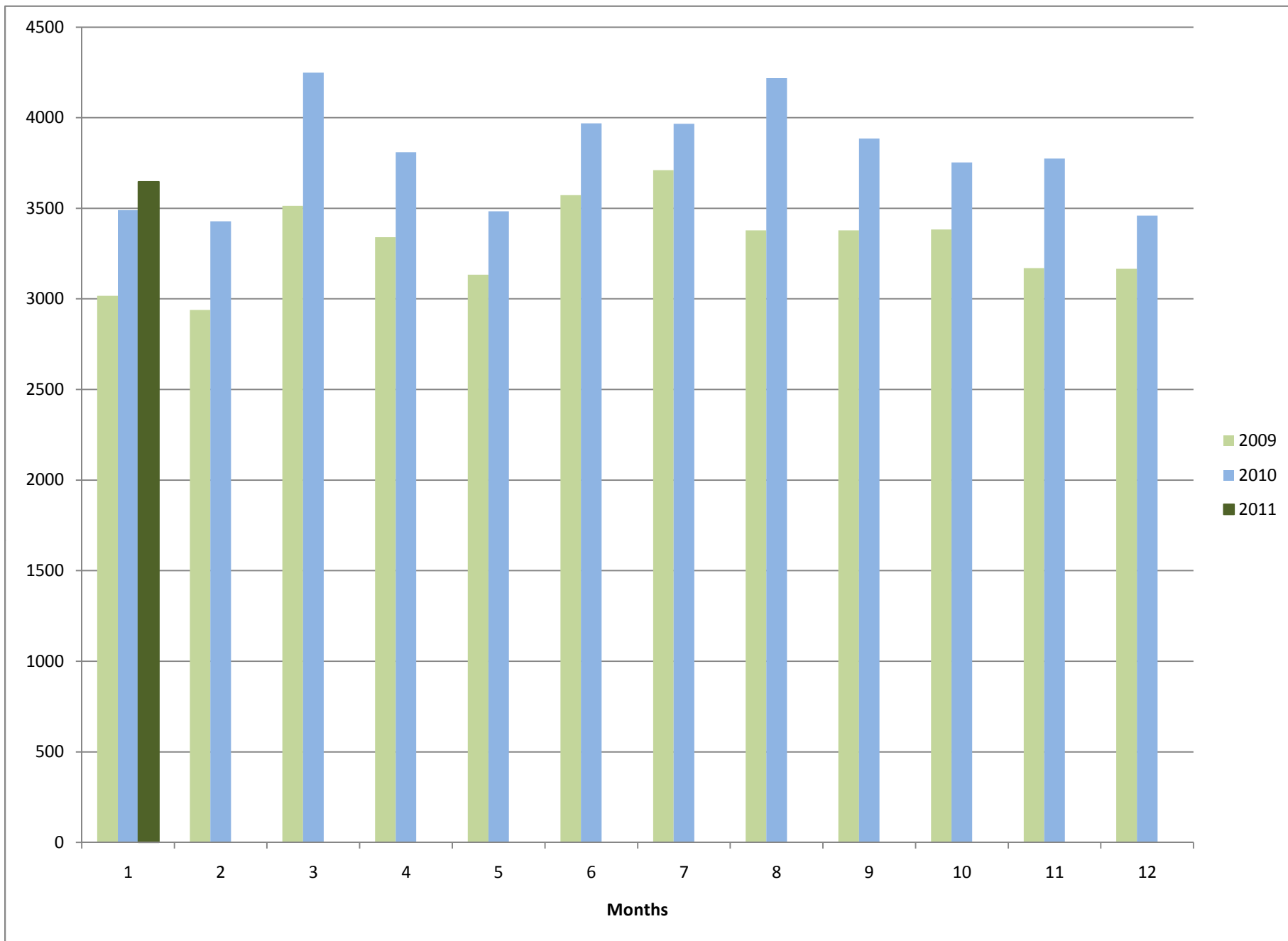
**"Let it snow, let it snow..."** - This has certainly been a challenging winter for all of us as we cope with what feels like one snow and/or ice storm after another. The protocol we have in place here at the System has each staff member making their own determination about safely getting to work or using personal time, but I have been impressed with the "we never close" mentality of the System staff. They recognize that we provide essential services to the member libraries and pride themselves on being here to do their jobs, regardless of what Mother Nature throws at us. The importance of this to library users was reinforced during last week's big storm (2/2/11) when the System phone lines were busy all day as library customers called us if they could not get through to their home library with questions on everything from how to search the UHLS catalog for audio books, to checking on patron account information, to library hours, to how to download digital content, etc. I consider myself fortunate to have the opportunity to work with this group of dedicated people...but I'd be ok if we don't get any more snowstorms this winter to demonstrate that dedication! Let's hope the groundhog was right!



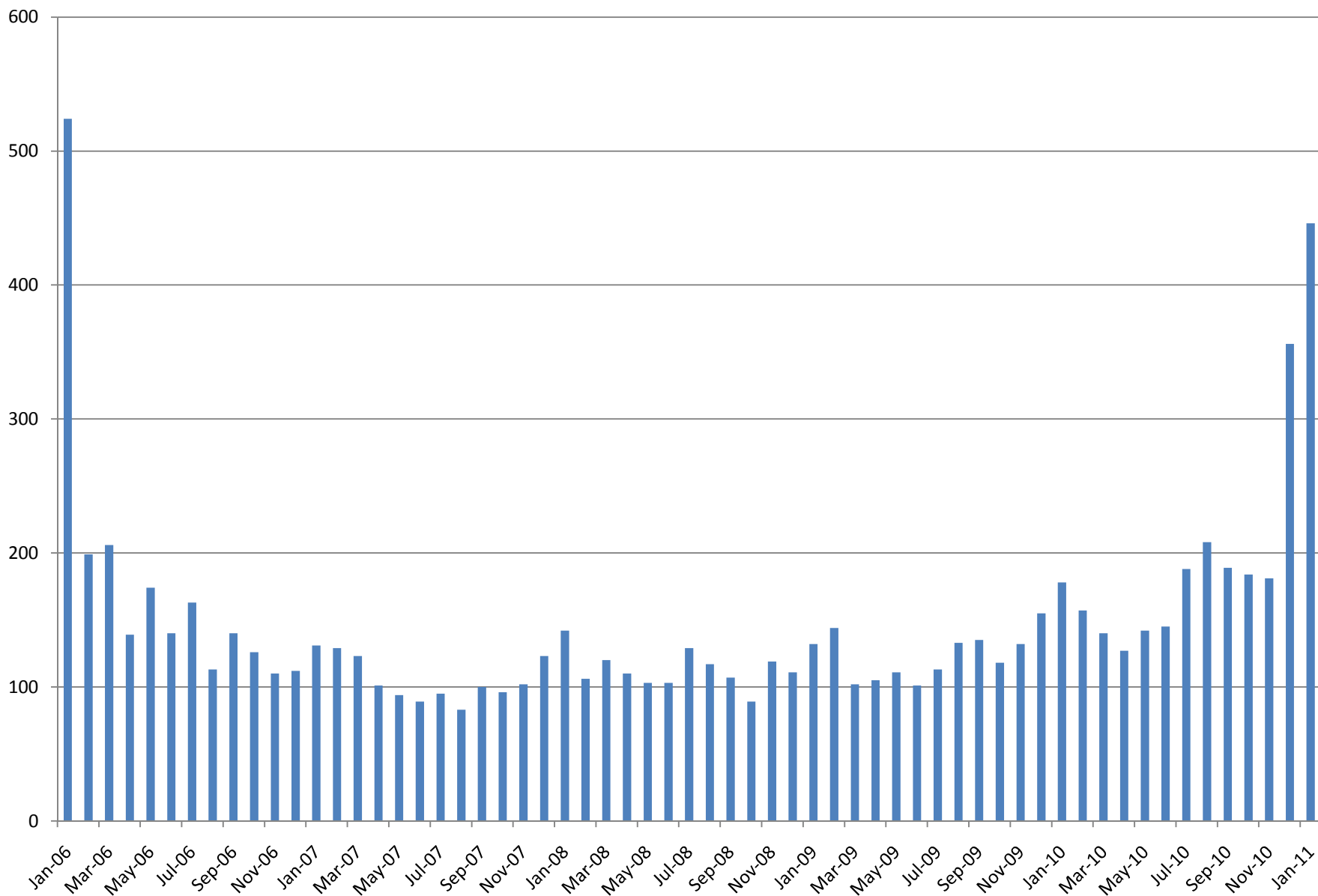
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**Timothy Burke**  
**Executive Director**

Delivery Volume (# of bins) by Month/Year



# New Overdrive Patrons from 1/1/06 through 1/31/11



**Jo-Ann Benedetti**  
**Manager of Information and Outreach Services**

*Delivery:*

- 3 drivers / 3 routes covering 368 miles/day
- Pick up, sort, load and deliver **132,830** items per month – this is like moving and sorting a library the size of Bethlehem Public Library each month.
- Drivers picked up 1,593,970 items and delivered 1,569,225 items last year – this is about a 15% increase over 2009

*Interlibrary Loan (i.e. items loaned /borrowed “out of System”):*

- 2008 – loaned 75 items
- 2009 – loaned 825 items
- 2010 – loaned 2243 items

*Outreach:*

- UHLS supported 10 outreach projects totaling \$14,914.
- The System rotates 37 large-print collections – 45 books each – to 20 libraries - every 2 months.

*E-rate:*

- Apply for e-rate on behalf of UHLS and 24 of our member libraries.
- Total reimbursement for telecommunications was \$18,891 in 2010.

*Grants:*

- Currently managing an intergenerational digital storytelling project in 10 of our member libraries

*Downloadable books:*

- Manage the downloadable media / Overdrive project
- We have 9,063 unique patrons downloading electronic content. Last month (January), there were 446 new patrons.
- System owns about 4,880 titles
- There are currently 2,117 items on hold.

*Other duties:*

- Negotiate with database vendors / manage online databases
- Coordinate, facilitate and teach continuing education classes
- Purchase reading materials for two county jails