



Board of Trustees
October 12, 2011

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

4:30 PM – Meeting called to order by M. Muller, President

I. MINUTES

MOTION: Y. Caldwell moved acceptance of the September 14, 2011 Minutes. P. Erlich seconded. Unanimous.

II. UHLS STAFF REPORT

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

- **E-BOOK WEBINAR:** UHLS was hosting an all-day e-book webinar on Oct. 12th. There were approximately 15 participants from the member libraries. Webinars have become a very useful way to get new information without the cost associated with traveling to a distant site for a seminar. UHLS has hosted several webinars this year.
- **ALTAMONT LIBRARY:** the library has been offered temporary donated space in the Masonic Lodge. This situation spurred the Board to accelerate the work on the Train Station, the library's future home. All reports are that the library might be able to move into the Train Station in about six months.
- **CONNECT NY:** T. Burke submitted a letter to the editor of the *Times Union* regarding the new "e-government" initiative introduced by Governor Cuomo. The letter highlighted the importance of public libraries as a way for all citizens to participate in this new civic engagement. The letter describes the recent reductions in library aid statewide and then advocates for increased funding to support the essential work that libraries and library systems do every day for New Yorkers. He said that he expects that the letter would be printed in an upcoming edition of the Times Union. (N.B. letter was published on 10/13/11)

III. TREASURER'S REPORT

Report by M. Molgard. She noted that the total for income and expenses is still in the positive figures - this means that UHLS has not yet had to use any of its operating savings. She also noted that all of the First Niagara accounts have been closed and all of the funds are now banked with NBT. In the Operating reserve, there is approximately \$1.2 million that has been invested in laddered CDARS accounts.

MOTION: E. Apostol moved acceptance of the September Treasurer's Report. Y. Caldwell seconded. Unanimous.

IV. COMMITTEE REPORTSFinance Committee

Report by M. Molgard, Chair. She reported that the Finance Committee reviewed and approved the September Purchase Journal and payroll totaling \$741,759.27. The reason for the larger-than-normal Purchase Journal was the fact that it included \$636,852.65 which were the final funds moved from First Niagara to NBT. In addition, we made the first monthly payment on the new NBT mortgage. The payment was \$4,860.26. The monthly mortgage payment to First Niagara was \$6,209.21. Therefore, there is a savings of \$1,348.95 per month.

Included in the Purchase Journal were several other expenses pointed out by M. Molgard including funds from the 2010 Jail Grant. The 2010 grant still has \$449 remaining to spend and then we have the full \$5,916.00 of the 2011 grant to spend.

M. Molgard reminded the Board about the Public Hearing for the 2012 Budget on Thursday, October 20th at 4:00 PM. Everyone is invited to attend.

Next Finance Committee meeting: Wednesday, November 9th at 4:00 PM.

Automated Services Committee

Report by T. Burke, Chair. He noted that there was an extensive discussion about Policies and Standards at the October 7th meeting and there was a good open exchange of ideas. This will be an ongoing discussion. There was some progress made last year but it is a complex issue that affects libraries on many different levels and that is the challenge of working with 29 very independent libraries.

E. Butrico noted that one of her staff members reported that the Database Advisory Council was very disappointed in the ASC's lack of response to the I-Type standardization proposal. T. Burke noted that this is just a bump in the road, the proposal has just had a setback but is not going to be forgotten.

Administration Committee

No meeting. No report

Next Administration Committee meeting: Tuesday, November 8th at 4:00 PM - if needed.

Services Committee

No meeting. No report.

Next Services Committee meeting: Tuesday, November 8th at 3:30 PM - if needed.

V. NEW BUSINESS

- **NATIONAL STORYTELLING GRANT:** T. Burke reported that Mary Fellows submitted a grant to the National Storytelling Network for funding for the 2012 Riverway Storytelling Festival. The grant deadline precluded it from being presented at this Board meeting but, as Board policy allows, he is now asking for approval of the submission.

MOTION:

L. Lundgren moved approval of the submission of the grant application to the National Storytelling Network for funding for the 2012 Riverway Storytelling Festival. P. Erlich seconded. Unanimous.

- **ST. ROSE and THE DAP PROGRAM:** M. Molgard reported that a librarian at St. Rose College asked her to bring a situation to the attention of the UHLS Board. Albany Public Library withdrew from participation in the Direct Access Program (DAP). As a result of this, APL card holders can no longer use the Neil Hellman Library at St. Rose. This has caused much confusion and the Hellman librarians and patrons are unhappy and upset. E. Apostol noted that this is probably not a UHLS problem. The librarian should contact the Director and Board at APL to bring this situation to their attention.

T. Burke explained the DAP is a program that allows patrons to have access to public, special and academic libraries. The situation that caused APL to withdraw from the program was when college students applied for a APL library card and didn't have the documentation that the library requires in order to issue the cards. Rather than pursue the problem, they simply withdrew from the program. DAP is a program that is handled through the Capital District Library Council (CDLC). He suggested that they should give more thought to the problem and possibly discuss it with CDLC. However, DAP participation is an individual library's decision and not under the purview of UHLS.

E. Butrico noted that East Greenbush participates in the DAP program but it is a difficult and nebulous program with various levels of participation and a lot of areas for misunderstanding and confusion. At EGRN, the DAP patrons are treated as out-of-System patrons and are given a temporary one-year library card with limited privileges. EGRN works mainly with students from HVCC and they have had only good experiences with the college librarians. HVCC is willing to take responsibility for their students.

M. Molgard encouraged T. Burke and CDLC to re-open discussions between St. Rose and APL. She will request any anecdotal evidence from the St. Rose librarian concerning the number of requests through DAP. She noted that St. Rose has a long-standing relationship with APL and in particular with the Pine Hills Branch and she would not like to see this deteriorate any further.

M. Muller noted that the UHLS Board can express concern about the situation but does not have the authority to make any changes. It is a task for CDLC. T. Burke will make CDLC aware of this discussion.

VI. TRUSTEE REPORTS <AND DISCUSSIONS>

- M. Muller (Troy): Troy lost its latest budget vote by 20 votes. The Board is now working on reviving the Friends Group and encouraging more people to become active in support of the Library. There was a very small number of voters who turned out for the election. She noted that there is an excellent support group for Friends information - it is the Empire Friends Group.
- C. Steinke (RCS): The Library Board received its first draft of the new library facilities master Plan. According to the Plan, it looks like the library would need to more than double its current space in order to meet the needs of the community. The Board is in the process of pulling together a Community Advisory Group to get a better sense of what the Community wants from the library. The consultants working with the library are the same ones who worked with APL and with Rensselaer (RENS). The RCS Board is very pleased with their work.

P. Erlich noted that the RENS Board thought that they were wonderful to work with. T. Burke noted that RENS would be a good library for RCS to look at - they are an excellent model for a much-improved library that converted an old store into a library.

- E. Apostol (Albany): Albany is currently working on producing an RFP for a company to produce a marketing survey of customer needs. Albany is holding a class for people who want to learn job-related computer skills.
- C. Steinke asked if there was any consolidated calendar of events in all of the member libraries. H. Fuge noted that the new Twitter link on the UHLS website can be used as a source for programs at some of the member libraries. E. Butrico noted that there is some resistance to coordinating that type of public relations. T. Burke noted that libraries have expressed concern that patrons will look on the UHLS website and perhaps rely less on the member libraries' websites.
- T. Burke (UHLS): some of the UHLS staff will be making presentations at the upcoming NYLA Conference in Saratoga Springs. He encouraged the trustees and member library staff to attend the conference.
- E. Butrico (EGRN): the East Greenbush Library held a first Friends-sponsored Trivia Night as a fundraising event. It was not a typical Library event but was very successful and they will hold another one in February. This event was a good collaboration between the Library staff and the Friends Group.
- J. Ivory (STEP): she noted that there seems to be an idea that Friends Groups are composed mainly of women. She asked about the experience of others in forming these Groups and how to get around that image. P. Erlich noted at the RENS, the Friends Group has men who will appear when there is real work to do rather than just sit in a meeting.
- Y. Caldwell (BETH): the Library held a successful recycling book donation program. Over 30 boxes of books were sent to Better World Books and the remainder were recycled. The Antiques Appraisal Fundraising event will take place this coming weekend.
- M. Molgard (BERN): she had photos of the flooding that took place at the site to which the Berne Library had originally planned to re-locate.

MOTION: Y. Caldwell moved to adjourn. C. Steinke seconded. Unanimous. Meeting adjourned at 5:40 PM.

Heidi A. Fuge
10/13/11