

Board of Trustees
March 21, 2012

PRESENT: Mary Muller, Erin Apostol, Evelyn Butrico, Brian Hartson, Phil Erlich, Ron Ginsburg, Celeste Steinke

EXCUSED: William Colgan, Janet Ivory, LouAnne Lundgren, James Reilly, Anne Kuthy, MaryAlice Molgard,

ABSENT: Yolanda Caldwell

UHLS Staff: Tim Burke, Heidi Fuge

VISITOR: Elissa Kane (Library Matters)

4:35 PM – Meeting called to order by M. Muller, President, who noted the lack of a quorum.

I. MINUTES

Due to lack of a quorum, approval of the February 8, 2012 Minutes were delayed until the April meeting.

II. UHLS STAFF REPORT

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

- **LIBRARY ADVOCACY DAY:** UHLS had a great group of people, possibly the largest outside of the New York City contingent. NYLA's legislative initiative is to ask for a 4% increase from 2011 levels in library aid. The proposed Senate budget includes this 4% increase. The Assembly budget only includes a 1% increase. Joint committees are now working on a compromise budget. He is hopeful that the budget will be passed by April 1st and it appears that there will be some increase over the previous year's funds. Faxes and emails sent to the legislature have been effective.
- **PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE:** The PLA Conference in Philadelphia during the week of March 13th (which was the reason for the re-scheduling of the Board meeting) was very useful. T. Burke attended sessions that included: Advocacy in times of shrinking funding; 12 Steps to thriving in a technologically-different world; Transforming public libraries (by a Danish librarian); Meeting room policies and religious groups; Library access as a constitutional right; Creating an online Trustee Training Tool, and other sessions. A group from UHLS also had an opportunity to meet with the CEO of OverDrive and discuss some of the wishes and concerns of the member libraries and their patrons.
- **PLAN OF SERVICE PROCESS:** T. Burke noted that the Division of Library Development requires that UHLS produce a five-year Plan of Service (POS). The original submission date for the POS was October 2011 but UHLS was granted an extension until October 2012. He would like to develop this Plan with the assistance of a facilitator. The input gathered during the development process would go above and beyond what is required in the POS and would be very valuable for any other future strategic planning. He distributed a proposed timeline for the POS development. He has asked Elissa Kane of Library Matters to facilitate the input gathering. Her fee would be \$2700, paid incrementally. The Finance Committee has noted that the funds are available for this.

Elissa Kane reported that a facilitator and group focus sessions are built into the planning process in the form of questions on the POS online form. Her goal is to make the process as useful as possible for all involved: library directors, staff, trustees and the UHLS staff and trustees. There will be three group sessions, one each at UHLS, East Greenbush and Guilderland. The cafe-style conversations will address two main questions: "What is affecting your library most?" and "What do you need from the System?" Through the answers to these questions, UHLS will be able to identify designated priorities. These will be useful for future Board decision-making. There will also be a process to create a Central Library POS that will be led by the Central Library Advisory Council.

E. Apostol asked how people will be notified of, and encouraged to attend, the cafe-conversations sessions. T. Burke responded that next week he will begin to send out letters and emails and will also make telephone calls.

Consensus to proceed with this process. Timeline appended to these Minutes.

III. TREASURER'S REPORT

E. Butrico presented the February Treasurer's Report in the absence of the Treasurer. She noted that there hasn't been much activity yet and the organization is in a reasonable financial position which includes a negative balance in the income and expenses.

(Note: according to Robert's Rules of Order, it is not necessary to have a vote accepting/approving a monthly Treasurer's report)

IV. COMMITTEE REPORTS

Finance Committee

E. Butrico presented the Committee's report. She noted that they reviewed and approved the February Purchase Journal and Payroll totaling \$193,290.82.

NEXT MEETING: Wednesday, April 11th at 4:00 PM

Automated Services Committee

Minutes were distributed. No questions.

NEXT MEETING: Friday, May 4th following the Directors Association meeting.

Administration Committee

No meeting. No report.

NEXT MEETING: Tuesday, April 10th at 4:00 PM

Services Committee

No meeting. No report.

NEXT MEETING: Wednesday, April 11th at 3:30 PM

V. NEW BUSINESSLetter of Resignation from W. Colgan

M. Muller reported that she received a letter from W. Colgan resigning from the Board of Trustees due to health issues. A Certificate of Recognition will be sent thanking him for his work on the Board.

Nominating Committee for Trustees

M. Muller appointed J. Reilly as Chairman of the Nominating Committee for Trustees. T. Burke will work with him to identify the two other members of the Committee (one from Albany County and one from Rensselaer County). The positions to be considered are:

- Trustee from a medium-size Rensselaer County Library: to complete W. Colgan's term
- Trustee from the Albany Public Library: E. Apostol is not eligible for re-election.
- Trustee from a small Albany County Library: M. Molgard is eligible for re-election.
- Trustee from the Directors Association: E. Butrico is eligible for re-election.
- Trustee from a small Rensselaer County Library: L. Lundgren is eligible for re-election.

VI. TRUSTEE REPORTS

- E. Apostol asked if APL had contacted UHLS for the CORE Trustee Training? She noted that there had been an interest expressed at the APL Board meeting. T. Burke said that he knows there is interest in the CORE program but doesn't have anything scheduled at APL yet. She also noted that the Library Trustee Association is working on developing a program for certifying library trustees. There is a state-wide push to develop training programs that will result in a certificate program for library trustees.
- E. Butrico reported that the restrictions that East Greenbush had been considering placing on its collections and programs to other UHLS users have been indefinitely postponed. The Board discovered that the restrictions they were considering were much more complicated to manage than they anticipated.
- C. Steinke reported that the planners assisting the RCS library have finished their work. Their primary recommendation is that it was in the best interest of the library to re-locate.

5:35 PM Meeting adjourned.

Heidi A. Fuge
March 22, 2012



UHLS 2013-2016 Plan of Service Development Process

Introduction: Each Public Library System in New York State is required to operate under a 5-year Plan of Service (POS). The POS is based on a state mandated format, with specific service priorities and areas of emphasis determined locally by the System and member libraries. The POS serves as the strategic plan for the System. There is also a Central Library Plan of Service (CLPOS) that is a component of the POS. The next approved Plan of Service for UHLS is due to the Division of Library Development by October 1, 2012 (Note - as a result of a 1-yr. extension of the current POS granted by DLD, the next plan will cover only 4 years - 2013-2016).

Current Plan of Service: The current POS/CLPOS is available on the UHLS website at - http://www.uhls.org/new/pos_2007-2011.pdf

POS Development Process Timeline:

March	21 - UHLS Board introduction to POS/CLPOS process and facilitator** 27 - POS/CLPOS process information distributed to member libraries 27 - UHLS Central Library Advisory Council chair advised of CLPOS process
April	14 - Stakeholder focus group meeting at UHLS (Saturday am)** 19 - Stakeholder focus group meeting at Guilderland PL (Thursday evening)** 25 - Stakeholder focus group meeting at E. Greenbush CL (Wednesday evening)** TBD UHLS Central Library Advisory Council meets to discuss CLPOS development process
May	4 - Focus group results shared/discuss and refine priorities with Director's Association** 9 - Focus group results shared/discuss and refine priorities with UHLS Board** TBD Focus group results shared/discuss and refine priorities with UHLS staff** UHLS Central Library Advisory Council collects input from member libraries and Central Library
June	UHLS staff drafts POS using input from stakeholders UHLS Central Library Advisory Council drafts CLPOS
July	6 - POS/CLPOS draft presented to Director's Association for review/comment 10 - CLPOS presented to Albany Public Library Board for review/comment 11 - POS/CLPOS draft presented to UHLS Board for review/comment 11 - UHLS Board review/revise mission statement for UHLS
August	UHLS staff revises draft POS using input from stakeholders** UHLS staff creates final POS draft UHLS Central Library Advisory Council revises draft CLPOS using input from stakeholders UHLS Central Library Council creates final CLPOS draft
September	7 - Final approval of POS/CLPOS by UHLS Director's Association 11 - Final Approval of the CLPOS by Albany Public Library Board 12 - Final approval of POS/CLPOS by UHLS Board
October	1 - submission of approved 2013-2016 UHLS Plan of Service to DLD

** Facilitator participation

Green text = Central Library POS activity