

Board of Trustees
April 11, 2012

PRESENT: Mary Muller, Erin Apostol, Evelyn Butrico, Phil Erlich, Ron Ginsburg, Brian Hartson, Janet Ivory, Anne Kuthy, LouAnne Lundgren, MaryAlice Molgard, James Reilly

EXCUSED: Celeste Steinke

ABSENT: Yolanda Caldwell

UHLS Staff: Tim Burke, Heidi Fuge

(Note: only 13 trustees following the resignation of William Colgan)

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

I. MINUTES

Due to a lack of a quorum at the March meeting, both the February and March Minutes needed to be approved.

MOTION: P Erlich moved to approve the Feb. 8th and March 21st 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:

- **State Budget:** the Governor signed the budget and it includes a 3.25-3.3% increase in library aid over the previous year.
- **Assembly changes:** 3 of the 5 Assemblymen who have districts in the UHLS service area are not planning on seeking re-election. This is unfortunate since good relationships have been developed with these legislators.
- **Plan of Service:** sign-up has been slower than anticipated and so other ways of reaching the member library staff are being considered - such as working through the Advisory Councils. E. Butrico recommended sending an email to UHLANusers in order to reach all of the staff.
- **Riverway Storytelling Festival:** takes place the week of April 16th. There is information on the Festival website: www.riverwaystorytellingfestival.org
- **UHLS Annual State Report:** requires Board approval which could not be obtained at the March meeting due to the lack of a quorum.

MOTION: J. Reilly moved to approve the UHLS Annual State Report. E. Butrico seconded. Unanimous.

- **LSTA Service Improvement Grant**: UHLS is submitting an LSTA Invitational Grant for \$17,400. The grant will be used to fund two projects: \$13,000 for an Early Literacy Challenge project and \$4,400 for e-content training for member library staff.

MOTION: J. Ivory moved to approve submission of the LSTA Service Improvement Grant. E. Apostol seconded. Unanimous.

- **LSTA Summer Reading Grant**: UHLS is submitting at \$12,000 grant for funds for the Summer Reading Program.

MOTION: L. Lundgren moved to approve submission of the LSTA Summer Reading Grant. E. Apostol seconded. Unanimous.

- **Riverway Grants**: M. Fellows is submitting grants to support Riverway as follows: \$5,000 to the Capital Region Arts Council; \$7,500 to the Times-Union for an in-kind grant; \$400 from the Hudson River Bank.

MOTION: R. Ginsburg moved to approve submission of the above-listed grants for the Riverway Storytelling Festival. M. Molgard seconded. Unanimous.

III. TREASURER'S REPORT

M. Molgard presented the March Treasurer's Report. She noted that there hasn't been much in income but the organization is in a reasonable financial position which includes a negative balance in the income and expenses.

MOTION: J. Reilly moved to accept the Treasurer's report for the period ending March 31, 2012. L. Lundgren seconded. Unanimous

IV. COMMITTEE REPORTS

Finance Committee

M. Molgard, Chair, presented the Committee's report. She noted that they reviewed and approved the March Purchase Journal and Payroll totaling \$113,237.47.

NEXT MEETING: Wednesday, May 9th at 4:00 PM

Automated Services Committee

No meeting, no report.

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

Administration Committee

J. Reilly, Chair, presented the Committee's report. He noted that plans have been finalized for the June Annual Dinner which will be held at the Albany Country Club with a dessert reception to follow at the new Altamont Free Library.

He also reported that the Committee reviewed the nominations for the Trustee of the Year Award. Two of the nominations were equally outstanding and so the Committee decided to make two awards: Tony Kossman (Altamont) and M. Mary Kinnaird (Berne).

NEXT MEETING: Tuesday, May 8th at 4:00 PM if needed.

Services Committee

E. Apostol, Chair, presented the Committee's report. She noted that the Committee reviewed the nominations for the Volunteer of the Year and Program of the Year Awards. The Volunteer Award will be presented to Gene Damm (Albany) and the Program Award will be presented to Rensselaerville for the Festival of Writers program.

Committee members briefly discussed some of the issues involved in creating new guidelines for the Construction Grant process based on the newly revised State 75% - 25% option. This will be dealt with in greater detail at future meetings.

T. Burke informed the Committee that several libraries would likely be submitting Variance Requests which would be reviewed at future meetings.

NEXT MEETING: Wednesday, May 8th at 3:30 PM if needed.

V. TRUSTEE REPORTS

- E. Apostol reported that Albany will be getting bids on an elevator upgrade project. They will be hiring an independent project manager who turned out to be much less expensive than the DASNY project manager. She also noted that APL will be requesting the CORE Trustee Training since they will soon have three new members on the Board.
- J. Ivory reported that Stephentown has been notified that the legislation to create a special legislative district for Stephentown has been signed by the Governor so that the library can go ahead with a local vote to become a special district library.
- B. Hartson reported the Guilderland is proceeding with their expansion plans. The cost has now been estimated at \$15 million and the project will be presented to the voters in June. The library has hired Libby Post to help with voter education about the project.
- R. Ginsburg reported that Altamont is still waiting for their Certificate of Occupancy for the new library building.

5:00 PM Meeting adjourned.

**UPPER HUDSON LIBRARY SYSTEM
EXECUTIVE DIRECTOR'S REPORT
April 2012**

April 1, 2012

Note: Because we did not have a quorum for the March meeting several agenda items were deferred to the April meeting. Those items are denoted with an asterisk *.

NYS Budget Agreement - On Tuesday, March 27 an agreement was reached on the 2012 NYS Budget. It is expected that the budget will be approved and delivered on or before the deadline of midnight on Saturday, March 31. There is good news for libraries in the budget. Library Aid will be increased by approximately 3.25%, which represents an increase of \$2.615 million over the 2011 level. In the budget negotiations the Senate had supported a 4% increase for libraries, while the Assembly proposed a 1.5% increase. This represents a significant success for library advocacy and should encourage the library community to keep delivering the message that New York's Libraries and Library Systems are a smart investment of taxpayer dollars.

Plan of Service - The Plan of Service Development Outline that was shared with the UHLS Board at the March meeting has been distributed to the UHLS staff, the member library directors, and the board presidents. The dates for the three POS focus groups have been shared as part of that message. The dates, times, and locations are listed below:

POS Focus Group Schedule

Saturday, 4/14	10am-12noon	UHLS Office
Thursday, 4/19	6pm-8pm	Guilderland Public Library
Wednesday, 4/25	6pm-8pm	East Greenbush Community Library

(Light refreshments will be served at each meeting)

The UHLS Board's enthusiastic participation in the POS process, including the focus groups is a key to a successful process. Please rsvp to Heidi as soon as possible with the meeting you'll be attending. Once we know what UHLS Trustees will be attending which meetings, we will designate them as hosts for that session. The host responsibilities will be limited to simply being acknowledged at the start of the meeting to help reinforce that the UHLS Board is a full participant in the POS process.

UHLS Annual Dinner - The details are set and the invitations are in the mail for the 2012 UHLS Annual Dinner on Wednesday, June 13 (please mark your calendars, if you haven't already!). As you know we've planned something special this year - after dinner at the Albany Country Club, we'll be moving the party a few miles away for a coffee and dessert reception at the newly opened Altamont Free Library in the village's historic train station building. I'm excited to have this opportunity to share Altamont's success with the rest of the UHLS family. We've also changed the guest list protocol for the dinner by asking each member library to provide the

name of a person they would like to have invited to the dinner as a UHLS guest. That person could be a Town Supervisor, Town Councilman, Mayor, a major donor, etc. I'm looking forward to having the opportunity to share the enthusiasm and positive energy of UHLS with these community leaders.

Riverway Storytelling Festival - The tenth annual presentation of this popular program is scheduled to take place April 16-21, 2012. There are 15 individual presentations taking place in 9 of our member libraries. I encourage you to get out and attend one or more of these programs to experience what is often considered the oldest form of entertainment. If you would like tickets for any of the featured events please contact Mary Fellows at UHLS. Please visit the Riverway website (www.riverwaystorytellingfestival.org) for more information.

***UHLS NYS Annual Report** - The NYS annual report for UHLS has been submitted for review by the Division of Library Development. We will have copies of the report available for the Board's review at the meeting. After discussion and questions at the April board meeting I will ask the UHLS Board to accept and approve the 2012 NYS annual report for UHLS.

***LSTA Service Improvement Grant** - UHLS will be participating in a 1-year federally funded Service Improvement Grant from the Library Services and Technology Act. UHLS is allotted \$17,400 in LSTA funds through this program. Using these funds we are planning two program series as described below:

Beyond Storytime: Positioning Libraries As Early Literacy Centers will train staff to consistently and effectively incorporate concepts from the latest early literacy research into UHLS member library's storytimes and other programming for children ages 0-5. The project will also provide training and resources to library staff to assist them in transforming their library into an early learning center. Even in the smallest space, libraries can provide activities and an environment to foster independent early learning. The grant amount requested for this program is \$13,000.

Managing the E-book Explosion will empower UHLS member libraries to better serve their customers within the context of the digital content landscape. Upper Hudson Library System will hold a series of 4 training sessions on topics such as digital collection development, accessibility of digital collections, and the digital publishing industry. We anticipate training 25-30 UHLS member library staff in each session. The result of these training sessions will be more knowledgeable library staff who will be better able to answer their customers' needs regarding electronic content. The grant amount requested for this program is \$4,400.

At the April UHLS board meeting I will ask for a resolution to approve the submission of the LSTA Service Improvement Grant application.

***LSTA Summer Reading Program Grant** - As we've done in the past, UHLS will be participating in a federally funded LSTA grant to support our Summer Reading Program for the member

libraries. The allotment to UHLS from this grant is \$12,000. Using these funds we are planning another SRP Challenge grant as described below:

Summer Reading Best Practices Challenge draws on the top ideas from summer reading program challenges in 2008-2011. Each library participating in the 2012 New York Statewide Summer Reading Program for children or teens will be challenged to incorporate a broad array of proven strategies for a better Summer Reading Program into their work. Through use of these proven strategies, the Summer Reading Best Practices Challenge motivates library staff members to:

- Expand their partnerships and marketing for Summer Reading Program
- Include underserved people by reaching beyond traditional users and services
- Connect more closely to their local schools to promote summer reading and build relationships for continued collaboration

The Summer Reading Best Practices Challenge is offered as a tiered approach with higher levels of effort reaping larger stipend rewards.

At the April UHLS board meeting I will ask for a resolution to approve the UHLS LSTA Summer Reading Grant application.

***Riverway Support** - Mary Fellows has been diligent in seeking outside support for Riverway. I'm happy to report that she has several grant award commitments for the 2012 Festival. They are \$5,000 from The Arts Center of the Capital Region, \$7,500 in in-kind services from the Times Union, and \$400 from Hudson River Bank and Trust Foundation. At the April UHLS board meeting I will ask the UHLS Board to formally approve these grant applications and acknowledge the awards.

I also want to make the Board aware of the other organizations who have agreed to sponsor Riverway to date:

Friends of Bethlehem Public Library
Guilderland Public Library
Honest Weight Food Co-op
Holiday Inn Wolf Road
Snyder Printer
Stewart's Shops
Security Supply Corporation
Story Circle at Proctors
William K. Sanford Town Library
ALDS, Inc.
CSEA
Friends of East Greenbush Community Library
Harold R. Clune Inc.
NYSUT
Technical Building Services

Member Library Support - Since the last Board meeting I have worked with several member libraries consulting with them on specific projects and providing advice and support on local issues to the trustees, directors, and/or staff. For this reporting period those libraries include Castleton, Schaghticoke, RCSC, and East Greenbush.

UHLS Information Technology Update – The Automation Services Report for the period ending 4/1/12 detailing the major activity of the Automation Services Team during the last reporting period is attached for your review.