



## Board of Trustees April 8, 2009

PRESENT: LouAnne Lundgren, Erin Apostol, Yolanda Caldwell, William Colgan, Charles Diamond, Ronald Ginsburg, Brian Hartson, Janet Ivory, Mary Alice Molgard, Mary Muller, Nancy Pieri, James Reilly

EXCUSED: Anne Kuthy, Lois Prenovost

Meeting called to order at 4:34 PM by L. Lundgren, Chair

### I. OATH OF OFFICE

L. Lundgren welcomed J. Ivory and W. Colgan to the Board of Trustees and administered the Oath of Office.

### II. MINUTES - March 11, 2009

**MOTION:** M. Muller moved acceptance of the Minutes of March 11, 2009 as presented. E. Apostol seconded. Unanimous.

### III. STAFF REPORT

P. Ritter reviewed his written March report and added the following information:

- **Trustee Institute:** he reminded the Board about the 2009 Trustee Institute and noted that if anyone was interested in attending, the registration deadline is approaching.
- **Construction needs:** he handed out a chart showing the construction needs of the member libraries for 2010-2014 and asked trustees to review the chart. This "wish list" must be sent to DLD by the end of April.
- **State Annual Reports:** we have received word that all of the member libraries' reports and the System report have been reviewed and approved by DLD. This means that once the State funds are released there should not be any delay in receiving them.
- **Emerging Trends Workshop:** he handed out information about this workshop that is co-sponsored by CDLC and UHLS.

### IV. TREASURER'S REPORT

M. Molgard reviewed the report for the period ending March 31, 2009.

**MOTION:** J. Reilly moved to approve the Treasurer's report for the period ending March 31, 2009. C. Diamond seconded. Unanimous.

**V. COMMITTEE REPORTS**

Finance Committee

Report by M. Molgard, Chair. She noted that the Committee reviewed and approved the March Purchase Journal and Payroll totaling \$126,051.44.

The Committee discussed the recommendation from the Administration Committee to replace the front sliding door.

**MOTION:** Y. Caldwell moved to accept the recommendations from the Finance Committee and the Administration Committee to contract with the Besam Company to replace the front sliding door as proposed. The project will be paid with funds from the restricted Building account. C. Diamond seconded. Unanimous.

M. Molgard reported that the Financial Review will begin on Monday, April 20<sup>th</sup>.

**NEXT Finance Committee meeting: Wednesday, May 13<sup>th</sup> at 4:00 PM.**

Administration Committee

Report by J. Reilly, Chair. He presented a summary of the April 6<sup>th</sup> meeting. The Committee members agreed that the Shipping Room should be expanded, however they would like to see at least three estimates for the job. The estimates should be available for review at the May 11<sup>th</sup> meeting.

Discussion of the nominations for Trustee of the Year was tabled until the May meeting.

**NEXT Administration Committee meeting: Monday, May 11<sup>th</sup> at 4:00 PM.**

Services Committee

Report by E. Apostol, Chair. She reported that the Committee reviewed the nominations for Library Program of the Year and Volunteer of the Year. The Award for the urban/suburban Program of the Year will be presented to the Wm. K. Sanford Town Library (Colonie) and for the rural Program of the Year to the Berne Public Library. The Volunteer of the Year will be awarded to Stephanie Sampsen, a volunteer at the Berne Public Library.

The Committee reviewed the grant application for Phase II of the Gates Foundation Opportunity Online Hardware Grant Program. The requested amount is \$28,600. There are nine libraries participating in the grant and the funds are pass-through. The Committee recommends Board approval of this application.

**MOTION:** E. Apostol moved to approve submission of the Gates Foundation Phase II grant. M. Muller seconded. Unanimous.

**NEXT Services Committee meeting: Wednesday, May 13<sup>th</sup> at 3:30 PM.**

Automated Services Committee

Report by P. Ritter, Chair. Minutes from the last meeting were mailed to the trustees and he asked if there were any questions. M. Muller wanted to clarify the situation in regard to the Troy library and the discussion about printing addresses on envelopes for them. The final decision was for UHLS to print labels rather than print on the envelopes. P. Ritter noted that UHLS will probably not do something like this in the future; he was happy to assist Troy in this important project but it was more work than UHLS is prepared to do; instead, the Automation Department can prepare a file with the addresses that can be taken to one of the mail-support companies.

P. Ritter noted that there are still training opportunities available at MicroKnowledge and asked the trustees to remind their library directors about this.

**NEXT ASC meeting: Tuesday, May 25<sup>th</sup> at 9:00 AM.**

Nominating Committee

Report by J. Reilly, Chair. He noted that all Board positions have now been filled.

**MOTION:** J. Reilly moved that the slate presented at the UHLS Annual Meeting will be as follows:

Yolanda Caldwell -	For her first five-year term representing the Bethlehem Public Library. Term to expire 2013.
William Colgan -	Completing C. Blanchard's term representing medium Rensselaer County libraries. Term to expire 2013.
Ronald Ginsburg -	For his first five-year term representing small Albany County libraries. Term to expire 2014.
Janet Ivory -	For her first five-year term representing small Rensselaer County libraries. Term to expire 2014.
Anne Kuthy -	Completing N. Caruso's term representing the Wm. K. Sanford Town Library. Term to expire 2010.

M. Molgard seconded. Unanimous.

**VI. TRUSTEE REPORTS**

- E. Apostol (Albany) - all of the construction works are on time; she commended Tim Burke and Patrice Holman for all of their work in shepherding the Library through all of the construction projects. There will be official ground-breaking for the John Bach Branch and the Arbor Hill Branch at the end of April and the beginning of May.

The Executive Board recently interviewed four candidates for the Director position: two internal and two external. In addition, luncheon interviews were held and included members from the Friends Group, the Library Foundation Board and Trustees.

- C. Diamond (Watervliet) - Ginger Hewitt, Library Director, will be resigning effective April 30<sup>th</sup> and they will be advertising the position. It is a part-time position without benefits.
- W. Colgan (East Greenbush) - in January, the library hired a new Director - Evelyn Butrico.
- M. Muller (Troy) - she handed out a copy of the public relations letter that was mailed to all library patrons clarifying the situation regarding the special district election. The election legislation is now being rewritten to include a budget in a "yes" vote as well as to allow the legislation to be presented to the voters several times, if necessary in order to get it to pass. The special election will be held in the library and in one of the Branches. L. Lundgren noted that special district (414) proposals are typically voted down the first time, but pass the second time.
- M. Molgard (Berne) - things are moving very slowly.

**MOTION:** J. Reilly moved to adjourn. E. Apostol seconded. Unanimous. Meeting adjourned at 5:45 PM

**NEXT Board meeting: Wednesday, May 13<sup>th</sup> at 4:30 PM.**

Heidi A. Fuge  
4/9/09

## UPPER HUDSON LIBRARY SYSTEM EXECUTIVE DIRECTOR'S REPORT For March 2009

April 8, 2009

**Courier Delivery Service** – The volume of the UHLS delivery service increased this month from an average of 300 to 320 totes/bins per day, or 7,500 to 8,000 books/items per day. Even with this increase, the ALDS drivers continued to deliver this service efficiently and in a timely manner.

**NYS Department of Labor (DOL)** – The Division of Library Development (DLD) is collaborating with DOL during this economic downturn. The NYS Public Library Systems were requested this month to survey their member libraries on behalf of DLD to potentially put DOL staff into public libraries for job counseling.

**Notices** – Since UHLS still has over 30,000 patrons who do not get email or Telecirc notices, we have placed a link on the UHLS website to encourage people to choose email as their notification method in hopes of reducing the number of paper notices that are expensive to print and to mail. There are about 20 people per day who are using the link to switch to email notification.

**Pre-overdue notices** – As a service to our users, UHLS is now sending an email two days before an item is due. We send about 500 of these emails per day.

**Training** – So far 8 people have signed up for a total of 12 classes, taking advantage of the \$5,000 of discounted training credits that UHLS has on account with *MicroKnowledge*. This is a great training service that we are offering, and we encourage all of the member library staff to take advantage of it.

**Website** – We now offer an **iGoogle** gadget that patrons can use to search the UHLS catalog directly from that interface. We also have created an **RSS** feed of the “New and Events” page on the UHLS website.

**Black Belt Librarians** – This all-day workshop by **Warren Graham**, a nationally renowned expert on day-to-day public library security procedures, was presented on **March 4<sup>th</sup>** at the **Guilderland Public Library** to **60** very interested member library staff. The workshop covered all aspects of dealing in a safe manner with potentially difficult situations in public libraries.

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**UHLS – Executive Director’s Report – March 2009 – page 2**

**Reference USA – Matt Jordon**, a representative of our most popular online database, presented on **March 5<sup>th</sup>** at the **Albany Public Library** a training session for **5** attendees on how to use the database effectively. Many people think that it is just a glorified phone book, but he showed how it can be used for job searching and business reference.

***Summer Reading Program 2009 Planning Workshop*** – In cooperation with the **Mohawk Valley Library System**, UHLS sponsored for the eighth year this collaborative program for librarians who are planning activities for the ***Summer Reading Program 2009***. This all-day workshop featuring program ideas and a performer showcase was held on **March 5<sup>th</sup>** at the **Schenectady County Public Library** for **58** enthusiastic people, **31** of them from UHLS member libraries. The themes this year are ***Express Yourself @ Your Library*** for teens and ***Be Creative @ Your Library*** for children.

**NYLA Library Lobby Day 2009** – Over **1,000** enthusiastic library supporters from all over New York State converged on Albany on **March 10<sup>th</sup>** for this annual day of visits to their representatives in the New York State Legislature. UHLS was represented by **35** people who attended meetings with five Assemblymen and two Senators, joined in the rally for library support, and discussed strategy with the other library supporters.

***Case Studies in Consumer Health*** – **Jo-Ann Benedetti** presented this fifth of five training sessions on consumer health reference services on **March 20<sup>th</sup>** at UHLS. In this workshop the **9** attendees were able to synthesize all of the information from the prior four classes and use it to answer real reference questions. Those who attended at least four of the sessions are eligible for certification in ***Consumer Health Specialization*** from the **Medical Library Association**.

**Creating the 21<sup>st</sup> Century Library: An Introduction to Building, Renovating, or Expanding Your Library** – This evening workshop (5:00 – 9:30 p.m.) was presented on **March 24<sup>th</sup>** by **Frank X. Craine**, AIA, Partner, and **Diane Abate**, Senior Architectural Designer, in **Peter Gisolfi Associates** of Hastings-on-Hudson, NY. It was held at the Guilderland Public Library and was attended by **50** public library trustees and directors from UHLS and the surrounding Public Library Systems.

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**UHLS – Executive Director’s Report – March 2009 – page 3**

***Urban Fiction*** – This workshop on was presented by **Scott Jarzombek** of the Albany Public Library on **March 26<sup>th</sup>** at UHLS. This fairly new adult genre is rapidly gaining in popularity in both urban and rural communities. The program was attended by **8** member library staff who are interested in providing this type of fiction to their users.

**Riverway Storytelling Festival** – The Festival is in good shape financially. (See the updated list of funding attached to this report.) There will be 25 events during **April 20<sup>th</sup>-26<sup>th</sup>** throughout the UHLS service area, with 20 of them performances.

**Explore Your Shore LSTA Grant** – This month the participating libraries embarked on a project to make a papier mache anchor, and, with the help of a local artist and young patrons, to decorate it in a way that reflects their community. The deadline to finish the anchors is **June 1<sup>st</sup>**, with the plan that they will be displayed at ***Art on Lark*** and possibly other venues.

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**Philip W. Ritter**  
**Executive Director**

Trustee (or the holding of a trusteeship) is a legal term which, in its broadest sense, is a synonym for anyone in a position of trust and so can refer to any person who holds property, authority, or a position of trust or responsibility to transfer the title of ownership to the person named as the new owner, in a trust instrument, called. a beneficiary. A trustee can also refer to a person who is allowed to do certain tasks but not able to gain income, although that is untrue.[1] Although in the strictest sense of the term a trustee is the holder of property on behalf of a beneficiary,[1] the Filter By Category Board Agendas and Minutes Board Highlights Archive Board Highlights Current Year Budget and Audit Documents Colony Schools COVID-19 Division Calendars Election Information Human Resources Hutterite Colony Schools IT Master Agreements Organizational Review 2016 Palliser Forms Palliser in the News Policy Review Program Information Reports and Plans Resources for Parents Safety Tips for Staff Staff Forms. 2008-08-19 Board Highlights, 2008-2009. August 01, 2013 - Board Highlights Archive. Highlights of the regular meeting of the Board of Trustees, August 19, 2008. Download. 2008 West Valley-Mission Community College District has a devoted Board of Trustees and a dedicated staff that serves its two colleges. West Valley College in Saratoga and Mission College in Santa Clara are on the cutting edge among higher education institutions in the Silicon Valley. Every semester over 20,000 students enroll in courses at the colleges.