

Directors' Association

Upper Hudson Library System

Friday, February 13, 2004 At UHLS (Meeting was postponed from 2/6/04 due to weather conditions)

Attending: Jeff Cannell (APLM); Ginny LaJuene (ALTM); Carol Trager (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Bob Jaquay (COLN); Pat Nonamaker (EGRN); Barbara Nichols Randall (GUIL); Pat Sahr (NASS); Margie Morris (POES); Judy Felsten (RCSC); Rebecca Lubin (RVLL); Jane Minotti (SNLK); Phil Ritter (UHLS); Gail Sacco (VOOR); Barbara Schoen (WVLT)

Visitors: None

Meeting convened at 9:07am

Minutes:

Motion: (Trager, Canzano) to approve January 9, 2004 minutes. Carried.

Standards Committee: Gail Sacco

The committee met on January 30, 2004. They are trying to come to consensus on standardization issues for member libraries in response to the way that Horizon works. These standards will not be required or enforced, only suggested. The hope is that many of the libraries will use the standards put forth and that others may decide to change to them after seeing that they work well. This is a work in progress; some of the standards may need to be adjusted after using them for a while and working the problems out. The committee looked at the benefits and disadvantages to both users (patrons) and staff, with the benefit to users at the top of the list. The committee came to consensus on the following four areas:

- Renewal limits – 2
- Day(s) of grace – eliminate
- Delinquent Thresholds - \$5.00
- Hold Expiration Limit – 9 days (once Telecirc is up and running well, this may be able to be reduced)

The next meeting of the Standards Committee is Friday March 12th at 9:00am at UHLS. The agenda items are loan periods by itype and notice intervals.

Motion: (Felsten, Canzano) Endorse the process of the Standards Committee. Carried.

UHLS: Phil Ritter

- ?? Manager of Information and Outreach Services – Rachel's last day is February 20th. Phil is currently assessing what has been planned to see which things can continue and which will need to be cancelled. He will find other people to take on some of the things that have already been scheduled. Phil will be facilitating the Outreach Retreat at Emma Willard in March. Rachel will be submitting the Literacy Grant. A search committee has been formed and includes: Bob Jaquay, Nancy Pieri, Pat Sahr, Debbie Canzano, Mary Fellows, and Patrice Hohman. The first meeting will be held on March 3rd to review applications. The Outreach position is the only one at UHLS, other than Director, that is mandated for a library system by NYS.
- ?? Outreach Mini-Grants – Due to UHLS by February 23rd to be reviewed by the Services Committee on March 4th.
- ?? State Annual Report – Heidi reported to Phil that things are moving along well. Only one library has told Phil that they will not be able to get their report in on time. Directors present at today's meeting said that they did not have any problems with the software or access this year.
- ?? UHLAN Fees for 2005 – Phil had sent out a spreadsheet with the costs for 2005.
- ?? NYLA Lobby Day – March 16th is Lobby Day. The Library Advocacy Advisory Council (LAAC) met and is following what is recommended by the NYLA Legislative Day Committee. There will be an event from 11am to noon called a "Library RAVE" so no appointments to see legislators will be made in the morning. Trustees and patrons should be encouraged to go. Jeff Cannell stated that one trustee is worth ten directors and one patron is worth ten trustees.
- ?? Vacation – Phil reported that he will be out of the office from June 22 to July 16, 2004.
- ?? Annual UHLS Dinner – scheduled for June 9th.

UHLS Administration: N. Pieri

No meeting

Services: R. Jaquay

No meeting

Finance Committee & UHLS Board: J. Cannell

Items were covered in Phil's report.

There was approval for a \$9000 expenditure to rework the sorting room at UHLS to deal with the significant increase in ILL volume. A new wall will be built to enclose the area and keep it separate from the rest of the office as they keep the doors to the outside open for the couriers. This creates a problem with the heating of the rest of the building.

Central Library: J. Cannell

Public meetings being held on February 26 & 27 to begin to get feedback on preliminary building plan/program.

Directors' Association Conference: Ginny LaJuene

The conference will be held on Friday, October 1, 2004 at the Quality Inn near UHLS. (This summer the hotel will be renovated and converted to a Clarion.) The committee is currently working on getting the speakers. The top three topics of interest from the survey were: customer service, meeting room policies, and organization.

Telecirc:

This service is currently free to member libraries that wish to use it. Phil does not know the cost to the system at this time. The Automation Services Committee will need to decide if it is a service of the system. Bob Jaquay stated that the biggest complaint at Colonie is that people do not understand what is being said. Patrons that do not want to be a part of this can be taken off. There have been relatively few complaints. Ginny LaJuene reported that some titles are garbled. The consensus is that UHLS needs to keep working on fine tuning for voice and message.

Nuts & Bolts:

SNLK: There was an article in the Rensselaer Times Union about the exhibit of a local artist at the library.

COLN: Library Theater of Colonie will have its opening night on April 20, 2004. The performances will be staged readings and one and two performer shows. The first performance will be a Shakespeare Collage.

RVLL: A local author recognized the assistance of the Rensselaerville Library and Rebecca in his new book.

ATLM: The Library Board has given the staff some goals to meet. Altamont will hold its second Read Across America event.

RCSC: They will be holding a preschool informational fair – Fun Fair for the Very Young. There will be tables with information for parents and preschool activities for the children.

GUIL: There will be a 60's film series and concert. Information will be sent in the courier bags. Guilderland has signed an agreement with Radio Disney for a program on April 14 for the Great Read Aloud "Spring Break at the Guilderland Library."

Old Business:

Pat Sahr: She spoke to Lynn Quinn and the construction letters went out yesterday (2/12).

Jane Minotti: Asked if anyone had received money from Senator Bruno. Barbara Nichols Randall said that the Senate money was released late.

New Business:

Pat Nonamaker: She will be leaving in March. Ginny LaJuene will take over as President. A nominating committee will be formed in April for next year's officers (July 2004).

Carol Trager: Resigned also, taking a break.

Motion: (Jaquay, Trager) Meeting adjourned 10:15am. Next meeting March 5, 2004 at UHLS.