

Directors' Association

Upper Hudson Library System

Friday, April 2, 2004 At UHLS

Attending: Jeff Cannell (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Carol Trager (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Pat Sahr (NASS); Daryl McCarthy (NGRN); Margie Morris (POES); Judy Felsten (RCSC); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR); Barbara Schoen (WVLT);

Visitors: Debbie Schoup (EGRN)

Meeting convened at 9:02am

Minutes:

Motion: (Canzano, Nichols Randall) to approve March 5, 2004 minutes. Carried.

UHLS: Phil Ritter

- Manager of Information and Outreach Services – Phil thanked the search committee their time and effort. He has offered Joanne Benedetti the position. Phil described her education and past employment history. He is looking forward to working with her. She will start on May 5th.
- Adult Literacy Library Services Grants – Phil had sent out an email on this topic. The Literacy Volunteers of Mohawk-Hudson are talking to individual libraries. UHLS is not doing a grant but they will have to rank the ones that are submitted by individual libraries. They need to be received at UHLS by April 14th in order to have the UHLS Board rank them that evening.
- LSTA Grants – The State is making changes to the program and process. The next round will be delayed to April 2005. There will be no grants this year. Phil is not sure of the details yet. The grants will be two year grants instead of one year. There are no criteria for the grants yet, it is still being worked on.
- Music CDs for Public Library Systems – The State has released some information regarding this topic. As a result of the nationwide lawsuit against music CD producers, the NY library systems will receive 62% of New York's allocation. UHLS will be receiving 5906 CD's, a mixture of 11 genres. There is no choice in what UHLS will receive. UHLS will then need to determine the best way to fairly distribute them. Phil explained several aspects of this but there are many details to be worked out.
- UHLS Continuing Education Workshops – Phil received excellent reports on the Summer Reading Workshop and the Outreach Retreat. Several workshops that had been scheduled by Rachel are going to be postponed until the new manager begins. Then they will be re-assessed in September. The postponed workshops are: How to Run a Successful Book Sale, Reference Contract, and Trial Database Demonstration.
- UHLS Programs, Trustee, and Advocate Awards – the deadline is for April 5th. There have not been many items submitted. Phil was asked if the deadline could be changed. He will decide and let everyone know via email.
- UHLS Annual Report Narratives – Due to Heidi by Friday, April 9th
- Electronic Doorway Library Status – Every two years the State asks UHLS to update the status. All but two libraries are at the advanced level.
- Interlibrary Loans – There are four libraries - COLN, BETH, GUIL, & VOOR – that are GAC (group access) and do their own ILL with OCLC. UHLS has been doing this for all the other libraries. In 2003 there were 2, 761 ILL requests through UHLS for out of system items. That is not a large number to dedicate a UHLS staff person to at this time. Phil would like to discuss the best way to implement this. He will meet with the four GAC libraries first to assess the situation.

- Peter Kowalski – Phil asked if anyone had any questions about this situation. Joe Thornton and Phil have determined that Peter can do his job at half time. At this time, UHLS is not using the other half of the salary which is saving UHLS some money. This will be accessed on a regular basis.
- Paul Hicok asked about the next submission for erate. Phil said June or July.

UHLS Administration: N. Pieri

There was discussion at the Administration meeting about having the information for the awards go out earlier next year.

Services: R. Jaquay

No report

Finance Committee & UHLS Board: J. Cannell

Finance – routine items

Board – Outreach Mini-Grant was the topic of discussion. Phil & Jeff explained what had happened due to the changes from the previous years.

Central Library: J. Cannell

Still working with/on the facilities plan. The Albany Board of Trustees voted to not comply with CIPA.

Telecirc:

ALTM: The messages are improving.

BETH: Not having any major problems

GUIL: Haven't had too many complaints

VOOR: Gail asked that UHLS make sure that the voice was slow enough for seniors to follow.

Nuts & Bolts:

BETH: The renovation is 99.5% complete. They added an ADA bathroom. The next project is landscaping.

GUIL: They have ordered a self-checkout from 3M. They also have a new door counter that can give counts on the half hour. The trustees adopted a new public use policy stating that handing out pamphlets and leaflets cannot be done in the library and need to be 15 feet away from the entrances and exits.

Old Business:

- Directors' Association Conference - Friday, October 1, 2004 at the Quality Inn. The cost will be \$45.00. The conference will include: Peter Coontz (sp?) on customer relations, Noel Abbott on stress reduction, Sara Dallas on meeting room policies, and a speaker on organization and prioritizing.
- Standards Meeting of March 12, 2004 – The minutes are to be posted under the Directors' Assoc on the Intranet. They worked on loan periods. The next meeting is April 23rd at 9:00am at GUIL.

New Business:

Gail Sacco will be the chair for the nominating committee for the Directors' Association.

Motion: (Schoen, Pieri) Meeting adjourned 10:30am. Next meeting May 7, 2004 at UHLS.