

## **Directors' Association**

Upper Hudson Library System

Friday, August 6, 2004

**Attending:** Jeff Cannell, (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Deborah Canzano (Acting BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); D. Hobert (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Pat Sahr (NASS); Margie Morris (POES); Judy Felston (RCSC); Jane Minotti (SNLK); Paul Hicok (TROY); Phil Ritter (UHLS)

**Visitors:** None

**Meeting convened at** 9:01 AM

### **Minutes:**

**Motion:** Canzano/ Gaillard to approve June 4, 2004 minutes as amended. Carried.

### **UHLS:** Phil Ritter

- ILL Training. Training, to take place at Upper Hudson, has been scheduled for one day only, August 12. Libraries needing individual training should contact Jo-Ann Benedetti to schedule an individual visit.
- UHLS Newsletter. A “brainstorming session” was held to discuss the future direction of the newsletter. As a result, the following changes will be in effect:
  - Beginning with the September/October issue, the newsletter will be bi-monthly, (and will continue to be bi-monthly throughout 2005.) It is critical that libraries send information by August 10 for the up-coming issue; libraries are strongly encouraged to regularly contribute to the newsletter.
  - There will be changes in format- the focus will be on news information from member libraries, and information on grants and funding sources. If space permits, there will be a focus on Upper Hudson news.
- UH Subscriptions to Professional Journals: A list of the 20 professional journals to which Upper Hudson subscribes was distributed. Jo-Ann Benedetti surveyed directors and based on the responses she received, subscriptions to four journals will be canceled, yielding a savings of \$452. Due to lack of demand, those canceled are: *American Demographics* (available online), *Journal of Interlibrary Loan*, *Document Delivery & Information Supply*, *Poets and Writers*, and *Progressive Grocer*. The current subscriptions total \$2,374, and will continue to be evaluated for possible elimination.
- Annual Salary and Benefits Survey: A draft of the 2003 survey was distributed for 2004 input. Many libraries use this information for budget preparation. The 2004 survey will be sent out September 1; responses are due by September 30, to Heidi Fuge. The survey will also be available to complete on the intranet.
- Proposed Agreement for Computerized Services: The proposed agreement was distributed to all library directors after the last ASC meeting, July 27. The 2005 UHLS budget will be tight; effort will be made to avoid substantial cuts. There will be a 3% increase in Technology expenses; the total budget will remain the same. The formula now in place, which determines each library's cost, will remain the same: costs per library are based on 75% circulation and 25% collection.

- UHLS Board of Trustees: There are several changes in the Board of Trustees. Phil Erlich, President, has resigned from the Board. From RENS, he represented medium libraries in Rensselaer County. The vacancy creates the need for a representative trustee from a medium-sized library, RENS, NGRN, EGRN, or SNLK. (BRUN is already represented on the board.) An e-mail will be sent to those libraries meeting the criteria necessary for a representative. New and current officers are: Charlie Diamond (WTVT) , President; LouAnne Lundgren (POES), Vice-President; . Jeff Cannell (APLM), Secretary, and Mary Alice Molgard (BERN), Treasurer. George O'Connor from TROY has resigned. His replacement will be announced. From GUIL, Rob Ganz has been replaced by Brian Hartzen. Ann Evans (NASS) will represent small libraries in Rensselaer County.
- LSTA Grant Applications: The revised grant cycle is two years , from April, 2005 to March, 2007. Applications are due November 5. Each system is limited to two applications. Directors are encouraged to send suggestions/comments to Mary, Jo-Ann, and Phil.
- Music CD Distribution: Upper Hudson will be receiving approximately 5,900 musical CD's. No date has been given as to when this will occur. We do not know in advance of any titles, but have been assured that the system will receive no more than 100 copies of a single title. Libraries have the right to opt out of this "gift"; no library is obligated to accept any. The Attorney General's office requires that records be kept relating to the free CD's. Libraries are allowed to sell or give away their supply of CD's, but must demonstrate how this action improves your library's music program. If sold, all funds must go back into the library's music program. Options for UH's CD's include distributing on a first-come/ first served basis, or per capita. Nothing has been decided to date. It was noted that this is a library story of interest to local reporters.
- UHLS Courier Position: The Rensselaer County courier submitted his resignation in late July, and the lack of action of the contracted courier service, Velocity, has left the delivery service in Rensselaer County very unstable. As of August 6, the company had not found a reliable contract driver to take over the route. This presents several issues, including security, to libraries affected. SALS, CDLC, MVLS, and UHLS are exploring a region-wide courier service and have received bids from CDNL and Velocity. SALS and MVLS will be interviewing the two companies in August. It is hoped that the regional system will be in place by November 1. All library systems are relying on an improved solution. The only affordable option to systems is a contract service coordinating routes within the ten-county region.
- Trial Data Bases: Jo-Ann is setting up trials to occur around the last week of August through September. An e-mail will be sent out when the trials are available. Money constraints exist, "Learn-a-Test" was discussed. It is felt to be valuable, but expensive., and expires on September 1. (It is not on the calendar year as others.) If renewed, there is a substantial increase to \$20,000 next year. Options include to drop and evaluate, and to renew again. The Central Library Advisory Council will meet later this month to determine whether to continue the subscription for the remaining months of 2004.

**Administration Committee Report:** N. Pieri

No meeting in June or July

**Services:** R. Jaquay

No meeting in June or July

**Finance Committee:** J. Cannell

No meeting in June or July

**UHLS Board:** J. Cannell

Approved Central Library Aid application in June. No meeting held in July. Board and Finance Committee will meet August 11.

**Central Library:** J. Cannell

Central Library Advisory Committee will meet in August to discuss renewing the subscription to “Learn-a-Test” database. Discussions continue on facilities construction. Jeff reported on a very positive Architecture Camp / Summer Literacy Program, which involved youth designing, plans to renovate the Howe Branch. An architect from Collins and Scoville volunteered to guide participants through this process. Children proudly presented their final results to the City Planning Committee, and will also present to the Citizens Advisory Board.

**Old Business:** Reminder to register for the October 1 Directors Conference to be held at Quality Inn. Registration deadline is September 15. Cost is \$45. Info and registration is available on the intranet. Ginny will send out an e-mail reminder.

**New Business:**

- “Unique Management Systems” and “e-vanced Solutions”- D. Hobert shared informational material from “Unique Management Systems”, a collections agency specifically used by libraries. D. has presented this info to the EGRN Board and is interested in joining with other libraries to help defray costs. D. also shared information on products available for online scheduling of programs from “e-vanced solutions”. Mid-Hudson and Liverpool libraries use this software for program and meeting room reservations, and EGRN is interested in pursuing purchase with other libraries, to reduce over-all costs. Further info is available at e-vanced’s web site, [www.e-vancedsolutions.com](http://www.e-vancedsolutions.com)
- Reference Statistic Compilation- D. Hobert brought up a review of current practices on Reference Statistics Compilation. It was suggested that this topic be brought to the ad hoc Standards Committee for discussion. The definition of what constitutes or counts as a reference question will be discussed at the next Standards meeting which meets September 10 at 9 AM at UHLS.
- Grant Center - Deborah Canzano and Barbara Schoen suggested creating a “Grant Center” to be located at Upper Hudson, to share and exchange grant applications and ideas. Debbie described how it will function as a resource for successful grant writing. Libraries are encouraged to send copies of applications and other related documents to UHLS in care of Jo-Ann. The concept will extend to sharing electronic documents on the intranet, and was enthusiastically received.
- Discussion on moving date of September meeting. The September Directors Meeting will be held September 24.

**Nuts & Bolts:**

- CAST: Len Tantillo will present a slide show at the Emmanuel Reformed Church on August 6. The 95 ½ birthday Block Party will be held August 7. Darlene distributed a summer calendar of library events.
- COHS: Debbie shared that she has learned at Gates Foundation computer workshop of security software called “Deep Freeze.” Recommended for all computers, it will return the computer back to its original settings when it is turned off, a single license is \$24.95.
- RCSC: Looking forward to planning Library’s Tenth Anniversary celebration September 23.

Motion: (Cannell, Morris) Meeting adjourned 10:30 AM. Next meeting September 24 at 9 AM.

Submitted by,  
Jane Minotti  
August 23, 2004