

Directors' Association

Upper Hudson Library System

Friday, November 5, 2004

Attending: Jeff Cannell (APLM); Ginny LaJuene (ALTM); Darlene Miller (CAST); Deborah Canzano (COHS/BRUN); Bob Jaquay (COLN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Daryl McCarthy (NGRN); Margie Morris (POES); Judy Felsten (RCSC); Jane Minotti (SNLK); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR); Barbara Schoen (WTVT)

Visitors: none

Meeting convened at 9:05AM

Minutes:

Motion: Nichols Randall/ Schoen to approve September 24, 2004 minutes. Carried.

UHLS: Phil Ritter

- **Status of Courier Contract:** UH Board directed UHLS not to renew the present contract with Velocity in 2005. UH is contractually obligated to continue with Velocity thru December 31, 2004 unless Velocity voluntarily backs out. There continue to be driver difficulties due to resignations. The new contract with CDNL has not been signed because of vacations; however, CD&L has agreed to step in before December 31, 2004 if needed. Libraries are requested to notify Jo-Ann Benedetti via e-mail if there are any delivery problems, such as not picking up all the bags.
- **State Construction Grant 2004-2005:** The following six libraries submitted applications for construction grants: TROY, GUIL, HOOF, STEP, APLM, and BETH. UHLS has a total of \$24, 553 to distribute. The total amounts requested came to \$103,191; therefore, no library will receive its full request.
- **UHLAN Contract 2006-2008:** Contracts have been sent to Library Directors for Board approval and required signature. They are due back by January 31, 2005. Phil encourages libraries to contact him if there are any questions from Boards regarding the contract.
- **Status of LLSA Grant 2004:** DLD has not yet sent out LLSA grant funding for the current year, and is not expected to before the end of 2004. Phil has been in touch with DLD, and that office has not yet received the forms from "Audit & Control." No UHLS library can receive its money until variances are approved by DLD for two UHLS libraries, BRUN and STEP. P. Hicok reported that it was necessary for TROY to take out a loan because the LLSA funds have been held up.
- **LSTA Grants 2005-2007:** November 5 is the deadline for the applications submitted by UHLS. The Youth services (cooking/ books) proposal has nine libraries participating; the Adult Services (eBook) proposal has seven libraries participating.
- **CDs Distribution Process:** The CD distribution process will take place within a one-year timeframe. Libraries will be required to report on how the CD's impact service as well as other information, which UHLS is required to report. No library is required to participate. There are 1,900 different titles. Discussion took place on whether branches should receive an equal share of CD's.
Motion: (Nichols Randall/Canzano) There will be 35 possible distribution points of CD's. The CD's will be distributed equally among the libraries and branches. Motion Passed.
Cases may have holes drilled through them by distributors. Anything sold must be reported and funds must be used for music-related programs as specified in the UHLS CDs Distribution Process guidelines. Libraries will notify Phil if they wish to participate in the distribution by November 22.
- Information has been distributed by NYS DLD on the 2005 Parent and Children Library Services Grant, and the Adult Literacy Services Grant. For assistance, directors can contact either Mary Fellows or Jo-Ann Benedetti. Applications must be received for the Adult Literacy Services grant by January 24, 2005, to be ranked by UHLS; for the Parent/Child Library Services Grant, a copy must be received at UHLS by January 24, 2005.

- Michael Borges, Executive Director of NYLA, has scheduled a meeting with Assemblyman Pat Casale on November 17. The purpose of the meeting is to ask Mr. Casale to vote to override the Governor's veto of library funding. Phil has requested directors who are within Mr. Casale's district to attend. Six libraries have responded. Carpooling will leave from UHLS at 11 AM.

Administration Committee Report: N. Pieri

Phil reported that the Administration Committee met on October 11 and viewed the former taskforce space, which is about 5,000 square feet. A decision was made to spend \$1,972 in available funds to clean it up. The committee will meet next week to make a decision concerning remodeling. CDLC may possibly be interested in renting that space. After checking with the UHLS attorney, it was determined that there are no longer restrictions that apply to leasing to only non-profit organizations. A new damper was installed on the roof of the UHLS building to improve air circulation. UHLS is investigating the cost of new web-based software to control the HVAC system; it is estimated that the cost would be a minimum of \$10,000. It was decided that the Annual UHLS Dinner Meeting will be held on June 8, 2005 at the Albany Country Club.

Services Committee Report: R. Jaquay

The committee met on October 13; the proposed courier contract was reviewed and LSTA grant applications were approved. The amount for Travel Reimbursement in the UHLS budget will be \$3,000. The reimbursement of professional time for meetings will be eliminated. The IRS rate for mileage reimbursement (currently 37.5 cents/mile) will be applied. Libraries will be required to submit reimbursement requests monthly for round-trip travel.

Finance Committee & UHLS Board: J. Cannell

The UHLS Board approved the 2005 UHLS budget. The Board discussed and approved the concept that the Director can pursue grants on his own authority without the need for prior approval, with the exception of LSTA grants.

Central Library Committee: J. Cannell

The Committee met on October 7 and agreed to discontinue the World Book and Oxford Reference data base subscriptions because of budget considerations. UHLS will pay for Learning Express (Learn-a- Test) and the Children's Literature data base; APL will pay for the remaining subscriptions. \$104, 456 is the estimated total, with the UHLS portion amounting to \$20,500.

Old Business:

Advocacy- Gail Sacco spoke on the need to keep this topic in the foreground. Ginny LaJuene presented on advocacy at the NYLA Conference; it is important to contact representatives by mail e-mail - numbers count. A form for contacting state legislators is available on the NYLA website. Susan Arbuter of WAMC will produce a program on November 15 that informs the public of the impact of Governor Pataki's library funding cuts.

Monthly Board Reports- The types of reports produced by Directors for their monthly Board of Trustee meetings was suggested by Gail Sacco as a needed and useful topic, possibly for a future Directors Association conference or other continuing education program.

Standards Committee Update- There has been low attendance at recent meetings. Gail Sacco will send out a document describing the different standards which have been approved and agreed on. Standards have been primarily addressing circulation procedures or policies.

New Business:

Deborah Canzano brought up the recurring need for "Local Request" status on an individual library's new fiction items. Discussion took place as to why individual libraries would choose to restrict new items to their patrons only, as was possible in the previous DRA system.

Motion: Canzano/Gaillard. Joe Thorton will be requested to make the following a top priority: he will look into the ability of the Horizon system to have "Local Request Only" status applied to New Fiction items. Passed. (14 Ayes, 2 Opposed).

Gail Sacco reported on the Public Libraries Section of NYLA. Pictures of Carnegie libraries are being collected.

Ginny LaJuene reported on the DA Conference held October 1. There were issues with the physical space but the content received very high ratings. Over-all attendance was low with 14 libraries participating.

Nuts & Bolts:

- COHS: Debbie announced that she has “Deep Freeze” licenses available at \$39.99. Deep Freeze is security software for public access computers. Libraries should contact her if interested.
- GUIL: On December 11, GUIL will have on display three historic battle flags from the Civil War. Gregory McGuire’s recent program is now available on the website. He can be heard reading three chapters.
- VOOR: On display is a list of Holiday Book Selections chosen especially by professional library staff.
- CAST: Darlene Miller spoke of a conflict resolution presenter @ NYLA who has agreed to work with libraries without charge. Additional info is available on the NYLA website.

Motion: (Nichols Randall/Zapala) to adjourn at 10:46 AM. Next meeting December 3 at 9 AM.

Submitted by,

Jane Minotti
November 29, 2004