

Directors' Association

Upper Hudson Library System

Friday, December 3, 2004 at UHLS

Attending: Jeff Cannell (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Julie Zelman (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); D. Hobert (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS); Daryl McCarthy (NGRN); Jane Minotti (SNLK); Barbara Kubli (STEP); Paul Hicok (TROY); Phil Ritter (UHLS); Barbara Schoen (WVLT)

Visitors: None

Meeting convened at 9:05 AM

Minutes:

Motion: (Canzano/ Hobert) to approve November 5, 2004 minutes as corrected. Carried.

UHLS: Phil Ritter

Courier Service Contract: UH has received a signed contract from the courier service provider CD & L. Charlie Diamond's signature is needed; all changes requested by UH have been made. D Hobert reported problems that North County Library System experienced with this company in that region; MVLS and SALS have worked through bugs effectively in this transition thus far.

- Jo-Ann Benedetti will be sending an e-mail detailing changes in the delivery. Directors should call and check with her on changes in the delivery schedule. Phil circulated a blue loose leaf notebook to be used for daily logs. Each library will have a copy which will be placed on top of the bags at the pick-up delivery point. The courier will initial it and complete info on how many bags leave the library, how many are in-coming, and the time of the delivery. The notebooks stay in the library, and libraries will need to make copies of the blank log pages as they are used up. If there are any inaccuracies or the log is not completely filled out, please inform Jo-Ann via e-mail. She will be distributing the notebooks soon.
- Libraries need to inform Jo-Ann in detail of any special instructions unique to each library, i.e., removing shoes or knocking on the door. These instructions will go with each driver daily. Keys to libraries are kept at UHLS.
- It is essential to use accurate 4 letter codes for each library. Codes should not be mutated. Since there are nine counties in the new delivery system, accuracy is imperative. Each library will receive a copy of the new list. For items going to a different system, the prefix code of that system will no longer be used.
- Patience is requested during the transition; please notify Jo-Ann of any problems by e-mail so she has a record.

State Construction Grants: Phil passed out a copy of the recommendations he will make. All libraries were approved to receive money ranging in amounts from \$3515 (BETH), \$3750 (APLP), to \$4322 each (TROY, HOOF, STEP, GUIL). Total funding amount = \$24,553.

CDs Distribution: Verbally, all libraries and branches have committed to participating. Six libraries need to respond in writing by December 8. CDs will be sorted at a sorting session at UH on Friday, December 10. The system will make an effort to handle and transport the CDs as carefully as possible to avoid breakage. Each site will receive 168 CDs; left-overs will go in the UHLS Pool Collection. Libraries may informally trade with each other if they choose.

Community Service Project Funds: Phil sent an e-mail on November 15 to those 17 libraries (plus Lansingburgh branch) affected by the legislative member item funding (aka "Pork \$ distribution"). Each library must individually follow the instructions of the e-mail, and is responsible for providing the proper paperwork.

Meeting with Pat Casale: Phil reported that NYLA's Executive Director Michael Borges and UHLS representatives met with Assemblyman Pat Casale on November 17 to ask him to be the swing vote in the override of the Governor's library funding veto. He expressed his appreciation to the directors and representatives who participated.

Status of LLSA Grant 2004: UHLS received 90% of the system's funding last week, without the distribution list because the distribution list has not been approved. DLD reports that the chart will be placed on its website as soon as the list is approved. All variances for libraries not meeting minimum standards must be approved before any funds are distributed locally. The UHLS Board at its next meeting will approve the variances for BRUN and STEP. For budgetary reasons, UHLS would like to send out the funds during this fiscal year, but that should not be counted on at this point.

E-rate: Jo-Ann Benedetti has begun filing the first form for the FY 2005-2006, Form 470. (She is concurrently dealing with the e-rate program for 3 separate years.) This form identifies the service providers; libraries are locked into those vendors in order to receive reimbursement. Any changes in vendors, which are reported on Form 471, must be reported to Jo-Ann by February 17. After that, if changes are made, money will be lost.

- She will be contacting libraries individually when she needs information. Libraries are urged to give her requests top priority if they wish to receive any e-rate funds, due to the deadlines which she must meet.
- Jo-Ann does not know when to expect e-rate checks; some libraries have started to receive them. Any specific questions about e-rate should be addressed to Jo-Ann.
- E-rate records are subject to audit; it is believed that 150-200 audits will be conducted in NYS next year. Federal e-rate officials could be visiting individual libraries. All telecommunications records for five years could be audited, as well as scrutiny of library buildings.

Welcome & Introductions to Julie Zelman, BRUN

UHLS Administration: N. Pieri

The committee met in November and recommended approval to purchase equipment from Technical Building Services for the HVAC system. They looked at the price for a new generator and concluded it was too costly (\$35,000). They toured the Task Force space and recommended that UH rent part of the area, and retain part for a training lab.

Services: No report

Finance Committee & UHLS Board: J. Cannell

At the November meeting, the Treasurers Report was approved and the proposed 2005 Budget was accepted.

Central Library: No meeting held

Old Business:

- Monthly Reports: G LaJuene asked if there was a need to make this a specific future topic. No interest expressed.

New Business:

- D. Hobert questioned the status of the 5% cut to library funds. It will be restored if the veto is overridden by the Legislature. A successful roundtable on this topic was presented by WAMC, with P. Hicok, J. Cannell, G. Sacco, and Michael Borges. NYLA has made it very easy to contact

legislators directly from their website. B. Nichols Randall is pursuing a meeting with the Governor's Office.

- Rensselaer County libraries reported receiving two opposing letters regarding public library funding. If the proposed budget is approved, County Executive Jimino warns that libraries and other non-mandated services will receive a 10% reduction; Majority Leader Neil Kelleher reassured libraries that this will not occur.
- B Nichols Randall brought up CDLC's "Student Employee Award" which includes students working in public libraries. Applications were sent by e-mail, and directors are encouraged to nominate students attending high school or college. She also spoke of scholarship money which will become available to students who want to pursue public library careers.
- B Nichols Randall requested that major changes in a library's borrowing policy that affect all libraries be brought up at the DA's meeting or through e-mail.

Nuts & Bolts:

ALTM: The Village is holding its third Annual Victorian Fair which will include a tour of author Joseph Girzone's house. It will be held from 1-4:30 December 5.

STEP: Both the "Times Union" and Troy "Record" featured stories on the construction of the Library's new addition. B Kubli announced that she will leave the position of Director effective December 17. D. Hobert extended her appreciation to Barbara for speaking up eloquently and powerfully for small libraries.

Motion: (Zapala/Canzano) Meeting adjourned 10:17 am. Next meeting January 7, 2005 at UHLS.

Submitted by,
Jane Minotti
December 7, 2004