

## **Directors' Association**

Upper Hudson Library System

Friday, January 7, 2005 at UHLS

**Attending:** Jeff Cannell (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Julie Zelman (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Bob Jaquay (COLN), Debbie Shoup (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Pat Sahr (NASS); Rebecca Lubin (RVLL); Jane Minotti (SNLK); Paul Hicok (TROY); Phil Ritter (UHLS)

**Visitors:** Michael Borges, Executive Director, New York Library Association

**Meeting convened at 9:03 AM**

### **Minutes:**

**Motion:** (Cannell/ Gaillard) to approve December 3, 2004 minutes. Carried.

**Michael Borges**, NYLA Director, requested to attend to discuss ideas for pooling purchases. NYLA will investigate the feasibility of pooling resources to purchase insurance products such as liability insurance for directors and officers, health insurance products, and short-term disability insurance. Michael asked for feedback on what coverage options directors are interested in. Through NYLA, small libraries in particular could purchase products at a great savings. He asked for continued feedback on other types of services that NYLA could provide. He can be reached at [director@nyla.org](mailto:director@nyla.org) .

**Debbie Shoup** was welcomed as the Interim Director of East Greenbush Community Library.

**UHLS:** Phil Ritter

- **2005 Budget:** The adopted 2005 budget was based on full-funding from NYS. Phil is now developing a revised budget which reflects a 5% decrease of NYS funds. He stressed that the statewide cuts will affect UHLS services and ultimately, member libraries.
- **CDs Distribution:** Phil reported that the distribution went very smoothly. All 35 libraries (including branches) participated and each received 168 or 169 CD units two weeks before Christmas. Any CDs sold before September 2005 will require documentation that states how the funds were used to enhance the music collection or programs of the library. It is very important to keep accurate records. The number of CDs given away must also be documented. No more than 25% of the total can be sold; any library intending to sell a portion should notify Phil ASAP. After September 2005, CDs may be sold without restrictions. UHLS is required to report mid-summer on the CDs distribution process.
- **NYS Summer Reading Program:** Mary Fellows reported a 17% increase in program registration in the summer of 2004 system-wide, and a 22% increase in programs. Phil acknowledged the competing influences of children's activities and encouraged libraries to continue to strive to increase participation in the Summer Reading Program.
- **Universal Service Program:** The 2003-2004 e-rate checks have arrived; if you haven't received your library's, contact Jo-Ann. Once the 2005-2006 form is filed, you must use the service provider listed in that form in order to receive reimbursement from that utility. If a library chooses to subsequently change their service provider (in order to save money), they would not receive reimbursement from that utility company if it is not listed on the Form 470.
  - More information related to e-rate is now being sought, including the library's tax registration number. It is anticipated that an audit may be conducted; please respond promptly to Jo-Ann's requests for information.
- **Barcode Orders:** The deadline for barcode orders is January 17. Heidi has sent out an e-mail reminding directors. The order is placed as a group so that we can obtain the best price by ordering a large quantity.
- **CD & L Delivery Service:** Problems are being addressed and corrected after the first week. The administration is "extremely responsive" to the problems. More sorters have been added in the warehouse, and scheduling problems are being addressed which will result in the re-routing of some locations.

- To avoid problems, libraries are asked to be sure to remove the routing tag from the canvas bag as soon as it is received. Make sure to use upper case letters consistently in routing slips. Do not label a bag if its contents go to more than one location.
- Couriers should not be complaining to library staff at all. Please contact Jo-Ann when this occurs.
- CD & L is encouraging UHLS to purchase stackable plastic bins, which they feel would eliminate some handling problems. **Motion** (Canzano/Lubin) to have UHLS investigate and compare prices on stacking containers vs. canvas bags. Carried.

**UHLS Administration:**

No meeting, no report.

**Services Committee:**

R. Jaquay reported that the six LSCA Construction grant applications were ranked and approved.

The Variance Request forms were approved for two libraries who do not meet Standard #8; the building project in STEP is moving forward, and BRUN's building plans had been on hold because of the search for Director.

**Finance Committee and UHLS Board:** J. Cannell

The Finance Committee met before the UHLS Board meeting and approved the December expenses.

**Central Library:** J. Cannell

The Citizens Advisory Board met before the Albany Public Library Board of Trustees and recommended the long-term facilities plan to the Board.

**Old Business:** None

**New Business:**

- D.A. Workshop on October 7, 2005, B Nichols Randall noted that less than 50% of Directors attended the October 2004 Conference. Barbara will send out an e-mail asking directors their opinions on how useful it is, and make suggestions. Having it in a different location was suggested. N. Pieri shared that the conference originated as an effort by the D.A. to continue Continuing Education workshops for directors. At one time, four C.E. programs were sponsored by UHLS per year.
- B. Nichols Randall reported that the previous day, employees of School District/ Public Libraries in Albany County had received a letter from Albany County Civil Service stating that civil service regulations would be going into effect. Libraries affected are MEND, GUIL, BETH, VOOR, RCSC, BERN, and WEST.

**Nuts and Bolts:**

- **SNLK** reported on a successful fundraiser for children's Braille books sponsored by the Arlington House in West Sand Lake. Over \$8000 has been donated to the Arlington House or the Library. Some funds will be used to purchase equipment. The books will be available for loan to other libraries.
- **CAST** reported that as a result of an article in the "Times Union", the Kiwanis will donate funds to purchase children's Braille books at CAST.
- **NASS** P. Sahr announced that the library has established a fund for a staff member, Jim Yetto, whose family faces serious health problems. Donations may be made to the Yetto Family Fund at the Hudson River Bank in Nassau.

**Motion:** (Gaillard/Lubin) Meeting adjourned 10:31 am. Next meeting 9 AM February 4, 2005 at UHLS.

Submitted by:

Jane Minotti, January 24, 2005