

Directors' Association

Upper Hudson Library System

Friday, December 2, 2005 At UHLS

Attending: Judith Wines (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); Lenny Zapala (MEND); Margie Morris (POES); Jane Minotti (SNLK); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

Visitors: None

Meeting convened at 9:03 AM

Minutes:

Motion: (Pieri/ Canzano) to approve November 4, 2005 minutes. Carried.

UHLS: Phil Ritter

- Phil reminded Directors that the deadline for the Outreach Mini-Grant applications is January 3, 2006. The Advisory Committee must review the applications before the UHLS Board can approve them on January 11. December 21 is the deadline for the 2005 grant evaluation reports.
- E-rate deadlines of December 31 (Form 470) and January 31 (Form 471) are approaching. Jo-Ann will send an e-mail to Directors specifying which materials she needs to receive in order to process the applications. If materials are not sent to her by those deadlines, she will not be able to submit a library's application.
- "Overdrive" training has begun. Training takes about an hour and a half; please call Jo-Ann to be scheduled. A computer and telephone are necessary for the training.
- Automated Services Committee meets on December 6 in the Green Meeting Room; a report on the acquisitions module is scheduled.
- Heidi is reminding Directors that completion of the 2005 Annual Report is approaching. She will notify Directors by e-mail when she has received word from DLD that the form is online.
- PBS has asked public libraries to promote a special of local interest on the French and Indian War, scheduled for January. Promotional information is available from PBS.
- Phil reported that the nylon pouches for delivery of audio and video materials have not yet been received. There was discussion on the high losses of these types of material reported nation-wide in "Library Journal". UHLS has submitted invoices totaling \$8000 to CD & L for reimbursement of lost items.

UHLS Administration: None

Services: None

Finance Committee & UHLS Board:

UHLS Board approved 2006 budget. ALTM's construction grant proposal was turned down by DLD due to timing of the application. Construction grant amounts will be increased to \$5600 for PTRS and RVLL libraries.

Central Library: P. Hicok

The Central Library Advisory Committee met on November 7 and 28. APL's proposal was withdrawn, and the following data bases were selected for renewal: "Reference USA", the "Times Union", Facts on File "American History Online", the Gale package including "Literature Resource Center", "Biography Resource Center", "Testing & Education Reference Center", Thomson Gale "LegalForms", the "Book Review IndexOnline" and "Children's Literature Comprehensive Database." \$20,000 has been allocated toward the purchase of digital materials for the Overdrive collection. The final approval of the CLAC will take place online in early December.

New Business: No discussion on agenda item related to Road Runner service difficulties.

Old Business: None

Nuts & Bolts:

- **POES:** Proposition 414 on the November ballot passed, resulting in a \$5000 increase in support from the Town of Poestenkill.
- **BRUN:** Proposition on November ballot failed by 2:1 margin. The Town of Brunswick has offered the Library the former Town office building for space.
- **HOOF:** Carol shared that in neighboring Greenwich in Washington County, the proposition 414 was also defeated.
- **EGRN:** Harp concert to be held on Sunday, December 10. Debbie brought up the issue of some staff members changing order in queue list and extending the due date of materials on the reserve list.

Motion: (Pieri/Zapala) "As the result of recent actions by a small group of library staff members throughout the Upper Hudson Library System, the Directors Association unanimously supports the following resolution:

Resolved, it is inappropriate for library staff to manipulate the circulation system for their own personal benefit. (i.e. changing standing in the reserve queue and/or extending loan periods for non-local materials). Staff are reminded that except for local loan forgiveness practices, library staff do not have privileges that extend to the public. " Carried unanimously.

- **TROY:** The Victorian Stroll will feature many programs at the Library. Highlights are the fundraiser ball, and the mayor's traditional reading of "The Night Before Christmas".
- **CAST:** The Library faces a \$5000 budget deficit. A large fundraiser is planned at Barnes and Noble Bookstore on Saturday, December 3, which will feature raffles and children's programs throughout the day.
- **ALTM:** Is in the process of hiring an architect, and has now converted to wireless internet access.
- **VOOR:** The deadline for the Albany County Library Clerk and Librarian I (Continuous Recruitment) exam is December 8.
- **RVLL:** Victorian Holiday Party will be held December 3, from 4 – 8, and the Holiday Greenery Sale and Street Fair to benefit the Library will be held on Saturday, December 10.
- **GUIL:** Barbara, Paul Hicok and Jeanne Biggins attended the Northeast Grantmakers Alliance Breakfast for community planning grants. BETH and GUIL are participating in the Gates Foundation EqualAccess Libraries, an initiative designed to strengthen library community outreach based on the needs of the community.

Motion: (Jaquay/ Sacco) Meeting adjourned 10:15 AM. Next meeting: January 6, 2006.

Submitted by,

Jane Minotti
January 3, 2006