

Directors' Association

Upper Hudson Library System
Friday, April 7, 2006 At UHLS

Attending: Jeff Cannell (APLM); Judith Wines (ALTM); Nancy Pieri (BETH); Deborah Canzano (COHS); Richard Naylor (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); Gail Sacco (VOOR); Elaine Albrecht (WSTR)

Visitors: Mary Fellows, UHLS Youth Services Consultant
Marybeth Hassett-Murphy, Student-Intern (COLN)

Meeting convened at 9:03 AM

Minutes:

Motion: Canzano/Naylor to approve March, 2006 minutes as amended. Carried.

Directors Association Annual Report: As Chair, Barbara Nichols Randall presented the 2005 Directors Association Report submitted for the UHLS Narrative Annual Report. It is attached to the meeting's agenda.

UHLS: Phil Ritter

- Visitor Mary Fellows made a presentation on the Riverway Storytelling Festival to be held May 1 – 7. She circulated the 2006 brochure; each library will be receiving copies. There will be 26 events featuring 30 storytellers. Storytelling workshops for librarians will be held on Friday at Guilderland and Albany Public. Mary recounted several successes this year; the festival received a "Sense of Place" award; Ruekert Advertising donated an attractive new logo and free advertising, Time Warner Cable donated publicity, and over \$20,000 was donated in in-kind sponsorships. Phil Ritter expressed his appreciation to Mary for her outstanding efforts and continuing success, making the Storytelling Festival a major event in the Capital District.
- The "Sustaining Public Access - Computing in Your Public Library" workshop will be held at Mid-Hudson Library System in Poughkeepsie on May 3. Division of Library Development is encouraging participation from libraries; it is targeted for libraries in communities of less than 25,000. Sponsored by the Gates Foundation, register online at http://host.evanced.info/nys_rls/evanced/eventcalendar.asp.
- Phil thanked those who attended NYLA Lobby Day. UHLS was well-represented with at least 25 persons. Pending approval from Governor Pataki, UHLS will receive an additional \$441,000 for construction projects which are administered by DLD. The budget increase for the 2000 census adjustment will not affect UHLS significantly because the area's population has remained stable, and will amount to about \$5,000. Of the additional \$3 million allocated to library systems, UHLS would receive about \$50,000.
- OverDrive and Digital library Reserve announce the first annual digital media conference, "Digipalooza", in Cleveland, OH from July 28-July 30. Jo-Ann Benedetti will attend from UHLS; registration and all programs are free to UHLS libraries. Anyone considering attending should contact Jo-Ann. Phil reported on statistics for "OverDrive", which remains very popular among patrons. In January, 351 patrons registered; February- 256; March- 275, and 71 new registrations during the first week of April. To date, there have been 2,500 check-outs, and 1,267 holds on items as of April 7. Gail Sacco expressed concern about new upgrading software which libraries must pay for; Phil will contact Jo-Ann regarding this.

- Registration information on the NYSLB annual trustee institute was mailed to all trustees this week. Since it is local this year, all trustees are highly encouraged to attend. It will be held at the Holiday Inn on Wolf Road May 5th and 6th. GUIL trustee, Mary Sperranno will receive the Velma Moore Award.
- e-Tapestry's "Internet Unveiled" workshop will be held on Wednesday, May 3 from 9 –11 AM with CDLC. The workshop will focus on on-line non-profit fundraising tools.
- Phil presented information on two grant opportunities that UHLS is involved with. Through an LSTA mini-grant administered by the Division of Library Development, UHLS will receive \$6,000 for the Summer Reading Program, which will be used to purchase new paperbacks to be distributed to readers. The proposal must be approved by UHLS Board of Trustees.

The Gates Foundation "Staying Connected Phase 2" grant will award \$9021 to UHLS for a project which enhances and expands technology training for public library staff members who assist with Public Access Computing in any way. For this grant, there are two requirements: 1) to complete a technology needs assessment of staff by the end of December, 2006, and 2) to develop training tools and conduct training of a minimum of one person in every library. Between June 1, 2006 and May 31, 2007, UHLS trainer Rob Carle must visit every facility at least once and train at least one employee at least once. Training can be on various topics, and can and would be tied into training which is already occurring. The application for this grant is due to DLD within the next few weeks.

- The UHLS Five-Year Library System Plan is in the process of being revised and is on the intranet under "What's New". The timeline for this document is as follows: Phil is requesting input from library directors over the next two months, to be presented for approval by the Directors Association in June or July. It must be presented to the UHLS Board of Trustees in August for their vote in September, and be presented to DLD by October 1. Directors are asked to review the document and send any suggestions to him. The document will also be reviewed at Advisory Committee Meetings, and Phil will send it by e-mail to all directors. A meeting of the Central Library Services Committee will be scheduled to input that section of the Plan of Service.

UHLS Administration: N. Pieri

The Administration Committee authorized the hiring of a realtor for rental of the Task Force space, and reviewed the criteria of the Annual Trustee awards.

Services: R. Jaquay

The Services Committee reviewed the criteria for the Program of the Year Award, and Advocate of the Year Award. They will meet next week to review the nominations. Jeff Cannell inquired about the status of a "Volunteer of the Year" award; Phil reported that he anticipates the committee will develop criteria for this award once the 2005 Awards are determined.

Finance Committee & UHLS Board: J. Cannell

Finance No report
UHLS Board No report

Central Library: P. Hicok

Didn't meet, meeting will be scheduled to review the Draft Five Year Plan of Service

New Business:

Barbara reported that Nancy Pieri, Jeff Cannell, and Paul Hicok will work with Phil to develop topics for a trustee workshop to be held this fall. The goal is to hold at least one training workshop in September. GUIL is holding a Trustee Training Institute that will focus on the role of trustees. Directors are encouraged to e-mail any suggestions of topics/ issues to Phil on this subject.

Gail suggested scheduling a review and discussion of relevant workshops held at the recent PLA conference. Geoff Kirkpatrick's blog reviewed the conference; Gail will survey directors and coordinate a PLA review meeting if there is interest.

Old Business:

At the May 5 Directors Association meeting, a facilitated discussion has been scheduled on the topic of "Philosophies of Service of Co-operation Among the Libraries". Denise Carlo, Council for Community Services, is scheduled to be the facilitator. However, discussion later on revealed that the NYLA Public Library Section Workshop will be held that day; facilitated discussion postponed until June 2, 2006.

Barbara reported that Albany county Civil Service lists are now available for Senior and Principal Library Clerks.

Nuts & Bolts:

SNLK: Celtic Tours is sponsoring a fundraising trip to Germany and Austria in late November.

EGRN: Town of Schodack has proposed putting "Schodack Library" in rented SEFCU building. This would result in loss of \$148,000 to EGRN library, which represents 12.8% budgeted funds. Possible impact includes restriction of new books and programs and restriction to in-house use of materials for Schodack residents. Negotiations will continue with Schodack officials. Staff Appreciation Day held recently; 3 trustees manned the circ desk.

NASS: Impact of Town of Schodack Library for NASS is 25% of budget and 25% of patrons.

TROY: Two key positions open: Young People's Librarian and Head of Reference.

COHS: Repairs continue to be made to building.

RVLL: Celebrations are planned for National Poetry Month.

BETH: BETH has just started "New Planning for Results" process.

RENS: Has advertised for Director position.

GUIL: "READ" poster software has been purchased which will feature library staff.

VOOR: Directors are encouraged to attend NYLA's PLS Conference to be held in White Plains on May 5.

Motion: (Nicholls Randall/ Minotti) Meeting adjourned at 10:42 am. Next meeting June 2, 2006 at UHLS. (May 5 meeting cancelled.)