

Directors' Association

Upper Hudson Library System
Friday, August 4, 2006 at UHLS

Attending: Jeff Cannell (APLM); Judith Wines (ALTM); Nancy Pieri (BETH); Julie Zelman (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Bob Jaquay (COLN); Michael Catoggio (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Pat Sahr (NASS); Judy Felston (RCSC); Jane Chirgwin (RENS); Rebecca Lubin (RVLL); Jane Minotti (SNLK); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

Visitors: None

Meeting convened at 9:10 AM

Minutes:

Minutes of June "Facilitated Discussion" posted on intranet.

Motion: (Pieri/ Cannell) to approve July 7 Directors Association meeting minutes. Carried.

UHLS Directors Reports: Phil Ritter

- "Big Read" Grant- A summary of the "Big Read" grant proposal to the National Endowment for the Arts was distributed. The Services Committee of the UHLS Board must approve the application at next week's meeting. UHLS will ask for \$20,000 from NEA; the title selected is *"Their Eyes Were Watching God"*, by Zora Neale Hurston.
- "Staying Connected" Grant (Gates Foundation)- This grant mandates that UHLS Staff (Rob Carle) will visit each library for technology training. A survey will be sent to each library, directed to staff who interact with the public and train people how to use computers in any way. Rob will develop a curriculum based on the survey results; training will begin in the Spring.
- Annual Report data has been released on the UHLS intranet and will be available in hard copy soon.
- The "Trustee Training Conference"- deadline for registration is September 1. The conference will be held from 4 – 8 PM at the Clarion Hotel on Watervliet Ave., Thursday, September 21. Reminder to register by deadline.
- "Circulation Survey Document" - Hard copy was distributed. Any correction should be brought to Heidi's attention. Appreciation was expressed to Heidi for her labor on this document.
- CD & L update- Phil announced that CD & L has been purchased by Velocity. Velocity will take over delivery in September. The existing 3 year contract between UHLS and CD & L must be honored. UHLS has deducted the costs of the items lost in January and February this year from monthly invoices, in the amount of \$4419.21. In September, UHLS is planning to issue reimbursement checks to the 8 libraries who submitted replacement claims.
- UHLS Building Improvements- UHLS is searching for a tenant for empty space in building; realtor suggested making physical improvements to repair damage caused by weatherization to foundation, to clean up and landscape the front area, and to seal coat the parking lot.
- "Sky Camp Project" – this grant project was profiled by the Institute of Museum and Library Services on its website., www.ims.gov.
- Staff Retirement- Phil reported that Mary Ellen Bena has retired. There are no plans to fill this position at this time; any issues related to this vacancy will be discussed by the Database Management Advisory Council. UHLS has a contract with CDLC to provide cataloguing; any items which libraries cannot catalog themselves should be sent to UHLS to go to CDLC.
- LSTA Grant Cycle will be coming up. Contact Jo-Ann Benedetti and Mary Fellow with ideas.
- Library Construction Funds: UHLS has not been informed of an application deadline; Barbara Nichols Randall had information from DLD indicating the deadline is the end of December.
- Pool Collections: Circulation of items in the UHLS Pool Collection is dropping dramatically; the Pool Collection Planning Committee will be meeting to address this trend and make recommendations. Members of the committee are: UHLS: Jo-Ann Benedetti, Mary Fellows, Phil Ritter; Large Libraries: Bob Jaquay (COLN), Jeff Cannell (APL); Medium: Debbie Canzano (COHS), Julie Zelman (BRUN); Small: Rebecca Lubin (RVLL) , Judith Wines (ALTM).

UHLS Administration: no meeting/ no report

Services: no meeting/ no report

Finance Committee & UHLS Board: no meeting/ no report

Central Library:

The Central Library Advisory Council will meet on September 12 at 9:15 (APLM) to discuss 2007 expenditures including database subscriptions. Representatives of the Central Library Advisory Council are: Jeff Cannell, Central Library; Phil Ritter, Jo-Ann Benedetti (UHLS) ; Barbara Nichols Randall (GUIL-Albany County-Large), Paul Hicok (TROY- Rens. County-Large): Debbie Canzano (COHS- Albany County-Medium) , Jane Minotti (SNLK- Rens. County-Medium), Lenny Zapala (MEND- Albany County- Small), Pat Sahr (NASS- Rens. County- Small) . A discussion of database subscriptions will take place at the September Directors Association meeting.

New Business: None

Old Business:

Directors Association Meeting 2006 Schedule:

- September Directors Association meeting is scheduled for Friday, September 15.

Motion: (Pieri/ Cannell) to re-schedule the October 2006 Directors Association meeting for Friday, October 27. Carried. One opposed (Canzano)

- The November Directors Association Meeting is cancelled due to the NYLA Conference in Saratoga Springs November 1-4.
- December meeting will be held Friday, December 1, as regularly scheduled.

Nuts & Bolts:

RVLL: Rebecca has completed her MLS coursework at Syracuse University; Congratulations Rebecca!!!

COLN: Bob is the Conference Chair for 2007 NYLA Conference (in Buffalo) and invites participation in the conference planning process. E-mail him if interested in assisting.

CAST: Costumed "Royal Ball" will be held Friday evening, August 11.

VOOR: A referendum for the purchase of property adjacent to the library will be held in September. Gail is the exhibit chair for the 2007 NYLA Conference and invites participation – e-mail her if interested in helping out.

GUIL: "Dress Like a Pirate Day" was held on Friday, August 7

Motion: (Jaquay/Gaillard) Meeting adjourned 10:08 AM. Next meeting: Friday, September 15, at UHLS, 9 AM

Submitted by,

Jane Minotti
August 14, 2006