

## **Directors' Association**

### **Upper Hudson Library System**

Friday, December 1, 2006 at UHLS

**Attending:** Jeff Cannell (APLM); Judith Wines (ALTM); Nancy Pieri (BETH); Julie Zelman (BRUN); Deborah Canzano (COHS); Richard Naylor (COLN); Debbie Shoup (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS); Judy Felsten (RCSC); Rebecca Lubin (RVLL); Jane Minotti (SNLK); Mary Jo Daly (STEP); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

**Visitors:** Jo-Ann Benedetti, UHLS

**Meeting convened at 9:03 AM**

#### **Minutes:**

**Motion:** (Zapala/Canzano) to approve October 27, 2006 minutes as amended. Carried.

**UHLS:** Phil Ritter

- Jo-Ann reported on the status of the "Big Read" grant. UHLS has received \$20,000 from the National Endowment for the Arts for a community read of "Their Eyes Were Watching God" by Zora Neale Hurston. The kick-off event will be the Writers Institute's presentation of Lucy Hurston, the author's niece, on May 4, 2007. GUIL will host a program during that afternoon. In addition to book discussions, a bus trip to Harlem and children's programming are planned. Funds are available for a presenter to lead discussions. Directors are requested to notify Jo-Ann of types of programs they have planned and to contact her if they have questions.
  - E-rate announcements: Member libraries who would like UHLS to process their e-rate application need to provide the following information to Jo-Ann:
    - By December 1, the number of phone lines per library.
    - By January 1, 2007, the number of rooms with phone service, vendor used, what phone numbers correspond to each vendor, copies of 12 months of telephone bills, and a copy of a "high" phone bill.
- E-rate payments for the 2005-2006 period may be made in 2 installments. Jo-Ann e-mailed a form to obtain written authorization from each library for UHLS submit e-rate applications. Concern was expressed over the amount of time spent on the e-rate process, and Jeff recommended that this be examined in the future.
- Courier service: System representatives held a conference call with Velocity; fewer complaints have been reported. A new schedule has been prepared and will be posted on the intranet once it is reviewed.
  - NYS Coalition Against Sexual Assault has negotiated a lease and will begin renting a 3,000 square foot space in February. Prior to moving in, UHLS will spend \$50,000 to \$60,000 on renovations. Space will be rented at \$30,000 a year and a 10-year lease was negotiated. The realtor's fee is approximately \$18,000.
  - Construction grants: Phil will send his recommendations to the Services Committee on December 13. UHLS has \$441,000 to distribute in the \$14 million grant approved by NYS Legislature. The system received 16 legitimate applications, which totaled \$980,000. He is recommending that STEP and BRUN projects be funded in full; variances are required every year because these two buildings do not meet minimum standards. UHLS has \$25,000 to distribute in the \$800,000 Construction Grant Project; seven applications were submitted totaling \$34,000 in funds; (one is not within guidelines). There was much discussion on the difficulties of the process, especially for school district libraries. Jeff urged the need for libraries to continue to lobby legislators for construction funds.
  - Continuing education proposal: Jerry Nichols, a CW Post professor, proposed that UHLS provide space for graduate level courses in public library administration leading to an Advanced Certificate in Library Administration. There is some interest but more information is needed; Phil will contact Jerry.

**Finance Committee & UHLS Board:**

2007 Budget was presented at November meeting; it will be voted on at December meeting.

**UHLS Administration:** N. Pieri reported that the rental of space was recommended and the Albany Country Club was selected for the 2007 Annual Meeting.

**Services:** Arts grant application was approved.

**Central Library:** No meeting/ no report

**New Business:**

Rebecca was congratulated on her appointment as Manager of the Delaware Branch of APL. Jeff recognized Rebecca for her efforts; she thanked Directors Association for their support. Paul Hicok will begin serving as President in January 2007.

**Old Business:**

None

**Nuts & Bolts:**

**VOOR:** Gail distributed copies of "Season's Readings", the third annual brochure of staff picks

**RVLL:** Rebecca announced the Holiday Party on December 2 and the Greenery Sale on December 16. RVLL was successful in getting the \$3000 restored to 2007 budget.

**GUIL:** Historian Author Jeff Shaara will read on December 8. A TU writer will do an article on GUIL's new circulating video game collection.

**NASS:** Increase in funding was approved by voters on Election Day. The Library will receive \$79,000 from taxpayers.

**STEP:** Grand Opening of new addition will be held on June 14, 2007. The Library received a \$15,000 grant from the Howard and Bush Foundation.

**APLM:** Facilities Plan is moving forward; plan calls for \$25-30 million to renovate 2 branches and 3 branches over a period of several years.

**TROY:** Board voted to begin re-chartering process to create a special district library.

**Motion:** (Nichols Randall/ Cannell) Meeting adjourned 10:41 AM. Next meeting: January 5, 2007

Submitted by,

Jane Minotti  
December 1, 2006