

Directors' Association Meeting Minutes

Upper Hudson Library System

Friday, July 13, 2007 at UHLS

Attending: Judith Wines (ALTM) Tim Burke (APLM); Nancy Pieri (BETH); Julie Zelman (BRUN); Deborah Canzano (COHS); Richard Naylor (COLN); Debbie Shoup (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard HOOFF); Lenny Zapala (MEND); Pat Sahr (NASS); Judy Felsten (RCSC); Ann Wolf (RVLL); Jane Minotti (SNLK); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

Visitors: None

Meeting convened at 9:08 AM

Minutes:

Motion: (Canzano/Burke) to approve minutes of May 4, 2007 minutes. Carried.

UHLS Director's Report: Phil Ritter

- Trustee Workshop- UHLS Trustee Workshop has been scheduled for Thursday, September 20 at 5 PM at the Albany Marriott. Josh Cohen, Executive Director of Mid-Hudson Library System will be keynote speaker for opening session on "Increasing Board Effectiveness". There will be two concurrent sessions this year preceding dinner. Info will be mailed directly to all trustees and directors; registration is due by September 1.
- Construction Grant Applications- Narratives and application forms must be turned into Phil by August 1. Attachments are due by the end of August. Changes have been made to the process. Call Phil with questions about your application.
- Gates Grant- Libraries participating in the Gates Grant should contact Mary Ann Stiefvaterdist Stiefvaterdist@hotmail.com. The deadline for participation was July 9.
- New Building Tenant- City of Albany granted a variance for the Asian Arts Studio to occupy the vacant rental space. Asian Arts Studio should be in by September 1.
- Automated Services Committee meeting- Draft proposal of new UHLAN contract will be presented at the July 24 ASC meeting, covering period of 2009, 2010, and 2011.

UHLS 2007 Budget Revisions:

Discussion focused on the proposed expenditure of \$139,445 in additional state aid. Phil circulated a sheet listing seven options resulted from discussion at the May Directors Association meeting, totaling approximately \$200,000. (He noted that the expenditures do not have to be approved at the August Board of Trustees as stated in the May DA minutes.) Nancy Pieri suggested adding additional funds for the purchase of a disc check machine which member libraries could utilize at UHLS to evaluate and repair CD's and DVD's.

Motion: (Nichols Randall/Sahr) To accept the following suggestions, totaling \$139,000:

Redesign of UHLS website	\$25,000
Purchase additional Large Print books, CD's, DVD's for Pool Collection	\$15,000
Contract to "clean up" UHLS database	\$50,000
Transfer funds to Automation Reserve Fund	\$10,000
Postpone marketing activities for redesign of website	-
Additional funding for outreach mini-grants	\$15,000
Provide funds for training of member library staffs-	\$17,000 -\$18,000
Allocate Funds for Disc Cleaning Machine	\$6,000 - \$7,000

Discussion took place on motion.

Motion (Sacco/Naylor) Motion was amended to include \$10,000 for the purchase of a server, and eliminate \$10,000 transfer to Automation Reserve Fund. Motion passed unanimously.

Communication from Data Base Maintenance Committee:

Paul distributed copies of three documents he had received immediately prior to this meeting from members of the Data Base Maintenance Advisory Committee related to hiring a cataloger.

Motion: (Nichols Randall/ Sacco) The decision of whether to hire a cataloger will be made by the Automated Services Committee. ASC will give their recommendation to the Directors Association. Motion Carried.

24-Hour Reference Service

A brochure was distributed and discussion took place regarding "Ask Us 24/7-Virtual Reference Service". UHLS has opportunity to participate in virtual reference service through CDLC.

Motion: (Canzano/Zelman) UHLS will not participate in the "Ask Us 24/7" Reference module. Further discussion followed.

Motion: (Naylor/Pieri) to table previous motion. Motion passed with two opposed. Additional discussion on how offering 24 hour virtual reference services which would enhance public service, with the need for considering the limited resources of smaller libraries. Several directors expressed interest in pursuing the concept of a 24/7 virtual reference service. More information is desired and topic will be revisited.

Committee Reports:**UHLS Board:** N. Pieri

Nancy reported that criteria for UHLS Annual Awards were reviewed at a joint meeting of Administration and Services Committees. It was decided that Trustee of the Year award would have 2 categories- rural and urban/suburban. Redefined criteria state that nominee has to be actively involved in new or major service, program or community involvement during the previous year. Administration Committee will make selection and there will be a \$500 cash grant to library, which will be split if there is more than one recipient. Program of the Year award will continue to be awarded by Services Committee, who will produce a weighted checklist of criteria. There will be a \$500 cash grant to winning library. Volunteer of the Year Award will include new trustees in the future. Services Committee will administer the award which will have a \$500 cash grant to winning library. Advocate of the Year award will remain a special award and may not be awarded every year. Administration Committee will review applicants for this award.

UHLS Administration Committee and Services Committee: B. Nichols Randall

Administration Committee met jointly with Services Committee as summarized above.

UHLS Finance Committee: N. Pieri

Business conducted as usual, monthly financial reports approved.

Central Library: T. Burke

Lenny will proceed with selecting movies for OverDrive as approved by Central Library Advisory Committee.

New Business:

Barbara reported that Karen Balsen, former Assistant Director at GUIL, has been appointed Library Development Specialist at DLD.

Old Business:

None

Nuts & Bolts:

APLM: Tim reported that they have focused on the Branch Improvement Plan with 5 projects including 2 new buildings (Arbor Hill and New Scotland). New Scotland branch is now closed; new building designed by H & G architectural firm from NYC. APL Trustee Dennis Gaffney's acceptance speech at Annual Dinner will be published by NYLA and possibly ALA.

SNLK: Will be celebrating 20th birthday August 15th; William Kennedy will be guest on September 16.

COHS: Debbie reported that Department of Public Works will rebuild the bulging bell tower; air conditioning has broken.

BRUN: Quest for new building has met yet another impasse.

HOOF: "Cam Jansen Mystery Party" was very popular.

RCSC: Judy reported an enthusiastic Pre-School Scavenger Hunt; new Board President elected.

COLN: Lee Ricci (formerly EGRN) appointed new Youth Services librarian.

ALTM: Judith reported successful "Science Mysteries Madness" programs.

RVLL: Ann reported on her efforts to sort through records, and using "Better World Books" to dispose of surplus books.

MEND: Held successful Kick-off to Summer Program on June 30 with Ice Cream Social and fire trucks.

BETH: Experienced several recent weather-related power outages, which required emergency closings and logistical re-scheduling of events.

GUIL: Dedicated new "Tween Area" and held first videotaped Board meeting. Appointed new Head of Adult Services. 50th anniversary events included a drive-in movie in parking lot, up-coming events will be celebrating 1967 and the Beatles.

EGRN: Library budget will be presented for voter approval in September; Mike Whitney left for NYS Library; civil service process for hiring is now in effect. Children's programs very heavily attended this summer. EGRN received a "Family Place" grant for early childhood literacy.

TROY: Re-chartering to become special district library; referendum set for November.

Adjournment

Motion: (Nichols Randall/ Zapala) Meeting adjourned at 10:57 AM. Next meeting August 3, 2007 at 9 AM at UHLS.

Submitted by,
Jane Minotti
July 29, 2007