

**Directors' Association
Upper Hudson Library System
Friday, November 2, 2007 at UHLS**

Attending: Judith Wines (ALTM); Tim Burke (APLM); Nancy Pieri (BETH); Darlene Miller (CAST); Bob Jaquay (COLN); Debbie Shoup (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard HOOFF); Lenny Zapala (MEND); Margie Morris (POES); Judy Felsten (RCSC); Candy Wilson (RVLL); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR); Ginger Hewitt (WTVT)

Minutes:

Meeting convened at 9:05 AM

Motion: (Zapala/Burke) To approve minutes of the October 5, 2007 meeting. Motion carried.

UHLS: Phil Ritter

- **Pool Collection Planning Committee** – This is an advisory committee which meets periodically and makes recommendation to the Directors' Association. Mary Fellows has asked to reconvene the committee but there are currently two vacancies. One is for a representative from a small library and the other from a large library. Margie Morris and Nancy Pieri volunteered to be on the committee. Mary will contact all members to arrange a meeting date.
- **Karen Hyman workshop** – This was well attended and well received. There were no negative comments on the evaluations about any aspect of the workshop. UHLS hopes to be able to bring her back for another workshop.
- **Disability and diversity workshop** – Close Encounters with “Those” People: A Different Perspective on Disability and Diversity – presented on November 15th from 9:30-3:30 at UHLS. Speakers are from the NYS Commission on Quality of Care and Advocacy for Persons with Disabilities. Limited to 30 participants.
- **Big Read Orientation** – Phil and Jo-Ann will be going to Minneapolis for a mandatory orientation for this year's Big Read. They will be ready to start with publicity when they return. The tentative plans are for March for the program.
- **Construction projects** – GUIL and APLM are having difficulty getting their proposals cleared through DASNY. They are working to resolve this. COHS, ALTM, TROY, & BETH were all cleared but are on hold until GUIL & APLM are resolved. The DLD construction grants have all been approved. Applicants should be receiving their approval letters very soon. Projects can begin once letters are received.
- **Painting UHLS** – The Board has approved spending \$38,000 to paint all offices and common areas in the building. Painting has not been done since UHLS moved into the building in 1990. The project is expected to take 4-8 weeks and will likely start in December.
- **Generator** – The Administration Committee and UHLS Board need to give final approval to install a generator to power the building during outages. It will run the furnace but not the air conditioning, except for the server room. It is expected to cost \$49,000 which will be taken out of the building maintenance reserve fund.
- **Velocity Express** – The contract has been signed for three years. There is a current issue with one of the drivers and Phil is trying to work that out.
- **Excess State Aid** – Reviewed how the excess money is being spent.
 1. The UHLS website is being redesigned by M2Design and should be done by the end of January. Michelle Hegener of M2Design may be calling libraries to ask about the site and how they use it.
 2. Mini-grant money was approved. The grant applications will go out at the beginning of December. There is almost \$30,000 available this time and grants will be funded up to \$3000.
 3. Disc repair machine has been purchased and a notice will go out when it is ready to be used. Member libraries must bring their discs in and clean them.

UHLS Board: N. Pieri

Budget was approved. Phil had already reported on the generator and painting.

UHLS Administration: B. Nichols Randall

Items were covered in Phil's report.

Services Committee: R. Jaquay

Approved the wording of the awards for Program of the Year and Volunteer of the Year. The Art Center of the Capital Region grant was approved. It is for Riverway Storytelling.

Finance Committee: N. Pieri

Budget hearing. Budget approved.

Central Library: T. Burke

Nothing new to report.

New Business:

None

Old Business:

None

Nuts & Bolts:

APLM: Proceeding with facilities plan. Reported that Rebecca Lubin has been named as one of the 120 emerging ALA Leaders.

RCSC: Held a Tween & Teen Halloween Party which was attended by 27 children.

VOOR: Gail distributed "Season's Reading and More: Great gift ideas picked specially by our librarians" pamphlet. VOOR Trustees are looking for a 10% return of the community survey so they have extended the deadline.

HOOF: Just concluded a preschool story time session. There was a good response; and average of ten children attended each week.

POES: Budget vote on Election Day for a \$5000 increase. Poestenkill Elementary School principal, Peter DeWitt will read from his newest book, Isabella and the Room of Lost Brooms, on December 1st. Margie will send flyers to member libraries.

EGRN: Staff members attended "Family Place" training for the program which will run over the next two years. They brought back money for salaries and equipment. "Family Place" philosophy/plan is to partner with as many family-based organizations in the community as possible. Participating libraries are required to provide programs for families and to set up an area in the library for it. The program is targeted toward families and children to age five.

WTVT: Raffle tickets for Hannah Montana concert tickets are selling well. More are available – contact Ginger.

GUIL: Barbara is working with trustees to choose an architect for the concept design. Also, at the Friends annual meeting, it was decided to try a one year experiment to pay for one course for one semester for library clerks interested in attending library school. Marie Buell (sp?) received an award for her work on English as second language. She received a \$1000 award and the library received \$750. Marie was nominated by a NYC librarian who had never met Marie but had heard about what she was doing. November 15th- Dinner & a Movie at GUIL and November 17th Gala Dinner for 50th Anniversary.

MEND: One of their computers was infected with a virus. Jonathan came to the library and fixed it promptly. Lenny expressed appreciation for his help.

ALTM: Held a Halloween Party in conjunction with the Girl Scouts. It was very successful with about 50 attendees.

BETH: President of the Friends group was given an award at the Empire Friends Roundtable at NYLA. BETH will be holding a Tech Fair on Saturday. It was set up by the IT department. They have many vendors – electronic toys, HDTV, home security for computers, computerized sewing machine, etc.

RVLL: Candy thanked everyone who sent new books to RVLL. That is the first they have had new books in one year. Patrons are noticing and are coming back into the library. They are starting to be able to pay current bills and are working on plans to pay back bills. They held a Halloween Party and had 75-100 people attend.

CAST: Darlene asked for a round of applause for Candy's efforts in getting RVLL back on track. Darlene reported that she did a presentation at NYLA – Let's P.L.A.Y. It was well received and someone from State Ed was interested in the 52 pages lessons plan which was distributed at the session. The person from State Ed feels there should be a better connection between State Ed and NYLA.. The College of St Rose may be interested in publishing the lesson plan. Darlene has been asked to apply for "The Best Small Library in America." She is including the Kids Cooking DVD in her submission. On December 15th it will be CAST Day at Barnes & Noble. The Friends have purchased small Christmas trees for areas businesses/organization to decorate and these will be available for prizes. There will be music, crafts, and storytelling. The proceeds from gift wrapping will go to the library.

TROY: They have revised their newsletter and it is now in full color glossy printing. They are also ready to release their new website next week. It was developed in-house.

OTHER: Darlene thanked Tim Burke for his encouragement to library school students to volunteer in libraries. Darlene reports there are three patrons who are interested in doing so. Tim stated that APLM has reached out to the library school for interns.

Adjournment

Motion: (Jaquay/ Burke) To adjourn meeting. Meeting adjourned at 10:05 AM. Next meeting December 7, 2007 at 9 AM at UHLS.

Submitted by,
Margie Morris