

**Directors' Association
Upper Hudson Library System
Friday, January 4, 2008 at UHLS**

Attending: Judith Wines (ALTM) Tim Burke (APLM); Nancy Pieri (BETH); Julie Zelman (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); 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); Ginger Hewitt (WTVT)

Visitors: Jo-Ann Benedetti (UHLS); m2design – website design team

Minutes:

Meeting convened at 9:02 AM

Motion: (Canzano, Zelman) To approve minutes of December 7, 2007 meeting. Motion carried.

UHLS: Phil Ritter

- **Phil introduced designers of the new UHLS website** – m2design. UHLS and the design team have been working on the website for about six weeks. They are still in the design phase but have decided to show what has been done so far to the UHLS Board and the Directors' Association.
 - m2design – This has been a very positive experience for them and they are working with a good group of people. They discussed what the current UHLS website does not do and what the new site will do. The new site will be easy to navigate and will build awareness of what UHLS is and what it has to offer. The look of the new home page was presented – new color palette, new photos, fonts, etc. There was discussion of the Intranet. That site will be incorporated into the new site. Several directors asked if there would be a password protected area on the new site for reports which may show patrons' information. Phil reported that the UHLS team felt all the information could be open. The directors feel that there are certain items which should only be accessed by member library staff. Bob Jaquay asked who was on the design team and if a director could join the team. Phil stated that at this time the team was only UHLS staff but a director could be added.

Motion: (Jaquay, Wilson) To have a member of the Directors' Association on the website design team. Motion carried.

Bob Jaquay volunteered to be the team member. All in agreement.

- **Customer service workshops** – Phil reminded everyone of the workshops and of the need to register for them. The dates are January 18, February 5, and March 3.
- **Staff survey** – 107 people have responded to the online survey. Phil asked directors to encourage all staff to complete the survey. The training schedule will be based on the results of the survey.
- **Disc cleaning machine** – ready to be used. Contact Jo-Ann or Jonathan to schedule a time to come to UHLS to clean your damaged discs. They will show you how to use the machine.
- **Outreach mini-grants** – applications are due January 25th. The date will not be extended.
- **State report charts** – Heidi is sending out the charts; if you do not receive one by 1/11, call Heidi. The state report is not yet available.
- **Variance issue @ BRUN** – They have submitted a plan which will likely be approved. It must be approved by the UHLS Board before sending it on to DLD.
- **State construction grants** – September 12, 2008 is the date an application for next year's money is due to DLD. The UHLS due date will be in July in order to meet the DLD deadline. Phil will notify everyone when the July date is set. Libraries should begin to work on applications now. There was a question about the status of this year's money. The Dormitory Authority (DASNY) has the money tied up (\$1.4 million). Phil is not sure what is holding up the \$800,000 allotment.

- **Big Read** – Jo-Ann Benedetti reported that she has books, marketing information, reader guides, and a CD about the book. She will have a notebook for people to sign out the materials they would like. Please call or email Jo-Ann with how many you will need. Phil reported that UHLS did not get funding from the Standish Foundation. There is no other extra funding available for the Big Read.
- **Arts Council Grant** – The UHLS Youth Services grant for the Puppet People performances was not funded. They did fund the summer reading program.
- **Courier** – Jo-Ann reported on the current situation. Around mid-December the courier service fell apart in Southern Albany County. MVLS is also having issues with the courier. Jo-Ann has called them regularly to try to resolve the issues. There have been major personnel/management issues at Velocity. Jo-Ann asked to be notified immediately if a library does not get a delivery by 5:00pm. We do not pay if we do not get delivery but she needs to be aware of it.
 - **Courier update** – (as the Directors' Association was meeting, Jo-Ann took a phone call from Velocity-mm) – Jo-Ann reported that Velocity had found RCSC's missing computer. Also, the Vice President of Operations for the northeast region will be in Albany on Tuesday (1/8) and will meet with Phil & Jo-Ann at UHLS.
- **2009 UHLAN costs** – Barbara Nichols Randall asked Phil when the costs were being sent out. They are needed for planning for budgets. Phil said they are due out at the end of January.
- **New director** – Schaghticoke has a new director – Larry Rogers.

UHLS Board: N. Pieri

No meeting in December.

UHLS Administration: B. Nichols Randall

No meeting in December.

Services Committee: R. Jaquay

No meeting in December.

Finance Committee: N. Pieri

No meeting in December.

Central Library: T. Burke

No meeting in December.

New Business:

None

Old Business:

None

Nuts & Bolts:

APLM: Basic work on the main library roof has been completed. The branch design is ongoing. Renovations will start in the spring. The two new buildings will start in the fall.

CAST: Barnes & Noble event was a great success. There was \$17,000 in sales so CAST will receive \$3,500. The video from Kids Cooking is on Channel 3 for Time Warner customers – NY State Ed.

ALTM: Mailed out a newsletter

POES: Seventh Annual Holiday Lights fund raiser was a great success.

COHS: Poppy Town Puppets program was well attended – good program.

RCSC: They will be hiring a half-time librarian. The Board is talking more about expansion.

WTVT: Hannah Montana ticket raffle made \$2,000. They will be holding their Second Annual I Love My Library dinner on February 1st. Last year they made \$6,000. Tickets are \$15 per person. They have a celebrity chef and will also have baskets to raffle.

RVLL: They held four fundraisers in three weeks. They are still working on getting their finances in order.

GUIL: They did not hold a Board meeting in December due to a snowstorm. There is a coffee service at the library and it is very successful. Barbara reported that Jeremy Johannesen will be leaving his position of Deputy Director of NYLA. He will be the director of the Arts Alliance of NYS.

Adjournment

Motion: (Zapala/ Wilson) To adjourn meeting. Motion carried. Meeting adjourned at 10:40AM. Next meeting is February 1, 2008 at 9 AM at UHLS.

Submitted by,
Margie Morris