

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

**Attending:** Judith Wines (ALTM); Tim Burke (APLM); Nancy Pieri (BETH); Julie Zelman (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Debbie Shoup (EGRN); Barbara Nichols Randall (GUIL); Lenny Zapala (MEND); Pat Sahr (NASS); Margie Morris (POES); Judy Felsten (RCSC); Candy Wilson (RVLL); Mindy Fowler (SNLK); Phil Ritter (UHLS); Gail Sacco (VOOR)

**Visitors:** Richard Naylor (COLN)

**Minutes:**

Meeting convened at 9:02 AM Meeting was chaired by Debbie Canzano.

**Motion:** (Nichols Randall/Shoup) To approve minutes of March 7, 2008 meeting. Motion carried.

**UHLS: Phil Ritter**

- **Courier** – stumbling along; sometimes it is right, sometimes it is wrong. The RFP was sent out and the deadline for return is 5pm on April 11. Phil has heard from several companies but most are not really qualified. He is still looking into the cost of UHLS doing it. He is currently working on insurance figures.
- **State Construction Grants** – Applications are due to UHLS by July 11. That will give Phil three weeks to review them and have them presented to the UHLS Board before submitting them to the State. Directors interested in a grant should keep checking the DLD site for information. Let Phil know if you need help with the process.
- **Annual Report Narrative** – These are due into Heidi by April 21 in order to be printed for the Annual Dinner.
- **LSTA Customer Service programs** – the last one for this year has been held. UHLS is working on programs for next year. No final plans have been made. Once the Big Read and Riverway are over, more plans will be made.
- **Lobby Day** – UHLS was represented by 35 people. It was a very successful day.

**UHLS Board: N. Pieri**

Shared in UHLS report

**UHLS Administration: B. Nichols Randall**

Did not meet

**Services Committee: R. Jaquay**

Phil reported that the committee approved the Program of the Year and Volunteer of the Year awards.

**Finance Committee: N. Pieri**

Nothing to report

**Central Library: T. Burke**

Nothing to report

**New Business:**

- Judy Felsten reported that RCSC had a graffiti incident. They know who did it. She wondered how other library's handled such an incident. Barbara Nichols Randall stated that they call the parents and make the kids clean it up.

- Gail Sacco shared that BETH will be sharing their Summer Reading Program (SRP) software with UHLS. Each library will need to individualize it. She thanked Nancy Pieri for sharing the software. It allows for kids to register in and out of the library.
- There was a lengthy discussion regarding Advisory Committees. Nancy Pieri asked everyone how they were reacting to Advisory Committee recommendations. They were originally set up to solve the problems of DYNIX. They now seem to be working independently of the Directors' Association (DA). There is not enough communication between the two. It is felt that the committees should run some of their ideas through the DA before they invest too much time investigating them. Richard Naylor stated that someone on each of the committees needs to determine which items should be coming back to the DA. Tim Burke said it is difficult to determine what is important to everyone. There are different priorities for each library. Barbara Nichols Randall stated that directors from small libraries and staff from large libraries attend the committee meeting and they are at different levels for being able to make decisions or express concerns. There are guidelines for the Advisory Committees and they should be reviewed to see if they are still appropriate. Gail Sacco was concerned about duplication of energy and effort and feels the UHLS consultants should know what needs to go to the DA. Debbie Schoup asked when Nancy had donated the SRP software to UHLS as this was first most of us had heard about it (as an example of not knowing what Advisory Committees are doing and reporting). Nancy reported that at the ASC meeting (3/25) it was asked if Joe Thornton could make the software available to libraries that wanted it and were able to individualize it. Barbara said that UHLS should not be involved at all except for to distribute it. She felt they had other things that were more of a priority such as AquaBrowser. Margie Morris stated that it is hard to prioritize the consultants' time as what is important to large libraries is not the same as what is important or needed for small libraries. Tim said the DA needs to do the review of the guidelines and suggested that a maybe a sub-committee be formed to review the policy. Lenny Zapala suggested that since there are different priorities for each library, as much information should be given out and each director can determine what they want/need to know.

**Motion:** (Pieri, Naylor) Review the guidelines for the various advisory guidelines and make recommendation to the Directors' Association. Motion carried.

Gail suggested that a meeting be held after a DA meeting. Guidelines should be emailed to all directors. Advisory council members should be asked what they feel their role is. Phil will ask Joe Thornton, Jo-Ann Benedetti, and Mary Fellows to attend the meeting in which the guidelines are reviewed.

- Back to summer reading – Gail felt that as many libraries as possible should use the SRP software from BETH. She stated that UHLS should help anyone that needs the help. Judy Felsten stated that making it available to small libraries (without IT staff) is time consuming to the UHLS staff. This should have started in January. Most people felt they would use it next year and that this year should be considered a “Beta” year for the program. Candy Wilson reminded everyone that Joe had just found out about it and had not had time to see what was involved in offering it out to everyone.
- Gail asked if anyone had attended PLA and if there was any feedback. No one present had attended.
- Judith Wines would like to have UHLS participate in a 3K walk/run in the GHI Team Force Challenge. She needs to pay \$100 for t-shirts. Last time it was paid with money leftover from DA conferences. There is no money at this time so several people gave money to Judith to get t-shirts. The Challenge will be held on May 15<sup>th</sup>.

#### **Old Business:**

- **AquaBrowser** – there is trouble with WebFeet. There has been trouble purchasing it and getting it set up.
- **Database clean-up** – Joe Thornton has had to put that on the back burner due to the problems with WebFeet.
- **UHLS Website** – still working on the new site; no date for launch has been set. The pages have been designed. Stationery and business cards have been ordered with the new logo.

## **Nuts & Bolts:**

**BRUN:** Board is waiting for the feasibility study report. The Board is proceeding with the Capital Campaign and Special Legislative District. They are looking for someone to lead them through the process. Barbara Nichols Randall reported that her Board is trying to run a Capital Campaign by themselves and it is very hard. She suggested the BRUN Board speak to members of the GUIL Board.

**POES:** Margie asked for suggestions for disposing/distributing books left over after a sale. It was suggested she call TA Predl, a recycler. Several libraries have used them to take away old books. Covers may need to be removed.

**EGRN:** Circulation is going well; however, they are trying to determine the percentage of service to patrons from other libraries. More than 50% of the patrons are from outside the charter area with Schodack being 13-14%. EGRN residents do not like paying for the outside patrons. Also, the staff is investigating being in a union.

**COLN:** They are doubling the Teen Center space.

**GUIL:** Trustees wanted to offer fine forgiveness for GUIL residents on special days. Also, GUIL has the concept design from the architects.

**APLM:** They will be closing Pine Hills and Howe. April 19<sup>th</sup> will be the last day of service and the beginning of renovations. They have found temporary space for a branch at the Elks Club.

**SNLK:** The library has just completed a month of hosting the re-assessment group for the Town. They had people come to the library who had never been there before.

**NASS:** Pat asked about the legislative visits to libraries. Phil reported that it is progressing in some areas. Breslin will be in six libraries in July and Reilly will be in Menands. Phil reminded everyone that if a legislator is up for re-election, they should not be participating in the library meetings.

**CAST:** Darlene has met two times with Tim Gordon and the mayor. Tim Gordon then visited the library with one of his aides. Darlene is looking for money for the 100 year celebration. CAST is hosting eight programs for the Big Read. They held a Teen/Seniors Victorian Brunch which was very successful. On March 14h, CAST will be doing two story hours at Barnes & Noble.

**RVLL:** Senior citizens outreach is going well. RVLL is working on their budget.

**BETH:** Youth Services is back to full staff. They held a successful teen film festival. The films were put on YouTube. The Times Union contacted BETH to launch a community blog.

**RCSC:** They are discussing space issues. They will be renting an additional room beginning in May.

**VOOR:** Their budget is done with a 1% increase. Health care did not increase too much. The building committee had a meeting with the architect for the conceptual design.

**ALTM:** Launched a site with Word Press. Also, they will be holding a cocktail party on April 26. An author will do a reading.

**MEND:** Assemblyman Reilly will be at the library on April 26<sup>th</sup>. He sent postcards to his constituents telling them he would be there.

**COHS:** They are using the Time Limit manager. Last month there were 1,030 computer sessions.

## **Adjournment**

**Motion:** (Pieri/Schoup) To adjourn meeting. Motion carried. Meeting adjourned at 10:50 AM. Next meeting is May 2, 2008 at 9 AM at UHLS.

Submitted by,  
*Margie Morris*