

**Directors' Association
Upper Hudson Library System
Friday, June 6, 2008 at UHLS**

Attending: Judith Wines (ALTM); Tim Burke (APLM); Darlene Miller (CAST); Deborah Canzano (COHS); Bob Jaquay (COLN); Debbie Shoup (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS) Margie Morris (POES); Judy Felsten (RCSC); Candy Wilson (RVLL); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

Visitors: Jo-Ann Bendetti; Mary Fellows; Joe Thornton

Minutes:

Meeting convened at 9:05 AM

Motion: (Nichols Randall/Zapala) To approve minutes of May 2, 2008 meeting. Motion carried.

Nominating Committee: The committee presented a slate of officers for the next year – Deborah Canzano, President; Judith Wines, Vice President; and Margie Morris, secretary. Barbara Nichols Randall nominated Gail Sacco (for President) from the floor. The nomination was accepted. A paper ballot was collected for the office of President. Deb Canzano was voted in and the remainder of the slate was approved.

UHLS: Phil Ritter

- **Customer Service Workshop** – To be held June 11. It is for all levels of library staff.
- **Time Warner Annual Report** – UHLS was mentioned in the report. Phil shared the page where UHLS was mentioned. Phil stated that Mary Fellows has worked very hard to establish a relationship with Time Warner and other organizations to get support for UHLS events.
- **Annual Goals** – The Administration Committee is setting goals for the executive director of UHLS – they selected six goals for 2009. Phil and the committee are working with the management team and the Directors' Association to make suggestions for objectives.

New Delivery Contract:

- A.L. Delivery Service will begin August 1st. Velocity has been notified of the last day. UHLS is working on transition plans. Gail Sacco asked if there was a provision in the contract to cover increasing gas prices. Phil stated that there was one if gas prices reach \$5.00 per gallon. The new delivery schedules should be complete by the end of June. We need to stick to the schedule. All deliveries will be made by 2pm each day. There are three routes planned. Concerns were raised about getting all materials delivered by Velocity – should we stop deliveries before the transition. Phil reported that he and Jo-Ann would be making numerous visits to the Velocity warehouse during the last week to check on things. There was a question as to whether the new service could start before the other ended. After some discussion, it was decided that a moratorium would be the better way to go.

Motion: (Zapala/Jaquay) During the transition between the old courier and the new courier, UHLS will have a moratorium on pending (pull list) items from July 22-31. Carried.

Joe Thornton asked about large libraries having long pull lists and how that would be handled. Phil asked that all bins be sent back to UHLS. Phil will ask A.L. Delivery to have a supply of empty bins on the trucks so libraries can ask for them when needed. MVLS, SALS, and CDLC have all been happy with Velocity and will stay with them. Phil and Jo-Ann are still working on how to get materials between the systems. It is likely they will go through CDLC as they did before.

UHLS Board: N. Pieri

- Approved courier contract
- Approve “Fit for Life” grant

UHLS Administration: B. Nichols Randall

- Reviewed proposed goals for Executive Director
- Barbara asked to be replaced on this committee

Services Committee: R. Jaquay

- Bob announced his retirement effective June 27th. Richard Naylor will become the director of COLN. Bob will need to be replaced on this committee.

Deb Canzano will let others know of the openings on the committees and see if anyone is interested.

Finance Committee: N. Pieri

- Nothing to report

Central Library: T. Burke

- Barbara asked to be replaced on this committee. Richard Naylor would be willing to take this position. It is a committee decision to appoint someone.

New Business:

- Gail Sacco asked if UHLS managers had anything they were working on.
- Barbara Nichols Randall discussed digitizing of history items.
- Joe Thornton is on RAC
- Jo-Ann Benedetti is on Coordinated Collection Development Committee
- UHLS is a mandated member of CDLC. Phil is the representative on their Board.
- Mary Fellows is on the Questar III library council. She is working to develop a proposal for an online summer reading group. Mary is also on the committee for the Hudson 400 years celebration. Good partnerships have been made. She is the past president of the Youth Services Section.
- Gail asked if UHLS should be developing specific collections. Jo-Ann said no.
- Gail would like the consultants to attend the Directors’ Association meetings quarterly to report on outside activities.
- Gail asked about the laptop computer status. UHLS has older laptops and they are too old at this point. She asked if UHLS could add new ones as a budget item. Joe said there has only been one request in five years. Tim Burke thinks if the laptops were updated and advertised as available, they would go out.

Motion: (Sacco/Miller) Evaluate the need for lending laptops and use a portion of money from the Legislative grant to purchase. Also purchase a maintenance agreement. Carried.

Old Business:

- None

Nuts & Bolts:

APLM: They are calling the temporary library spaces “transitional libraries.” Howe Library will be at an Albany Housing site, Pine Hills will be at the Elks Lodge. That is not open yet as they are waiting for doors. The renovations should start at the end of July and they are on a 10 month schedule for completion. The new building construction start date has been moved from July to October and is expected to be complete in 14 months. There was a printing error on the May ballot. There was one seat open and three candidates. The ballot said to vote for two. APLM is waiting for the Education Commission to rule on an appeal.

GUIL: The budget passed by the highest margin since 2001. They had three Board openings and two applicants. There was one write-in vote for Mike Fox, an aide to Senator Bruno. Joe Persico will be at GUIL on July 10 to promote his most recent book, Franklin & Lucy. GUIL received a Dollar General Grant.

EGRN: They have been very busy promoting summer reading in the schools and working on the budget.

RCSC: Their new trustee is a former school librarian. The expansion plans have been shifted due to structural analysis. The mayor has suggested expanding on the grade off the back.

HOOF: They had an incompetent volunteer who shelved books incorrectly. The person left after two weeks. A half hour after that a high school sophomore came in and helped.

POES: The building will be painted this summer.

COHS: The bell tower was fixed by a Master Mason from Italy. It was fascinating to watch him work. It looks like they will not have air conditioning for the summer.

ALTM: Received a member grant for children's books. A chicken BBQ is planned for June 20. They had to move the roof project back a month. The GHI Challenge was fun.

MEND: Plunged into video games starting with a collection of 20. They had a Wii afternoon. They are expanding their summer reading to adults. Planning to show bug movies.

NASS: Preservation Grant – the project is the Nassau Fair which was the county fair at the beginning of the 20th century.

VOOR: Joyce Laiosa received the Mickey Sparller (sp?) Award for the Children's Literature Collection. Joyce received \$1,000 as did the library. The first draft of the NYLA conference should be sent out soon.

RVLL: They were assessing building damage and discovered many bats in the attic. Thanked APLM for giving RVLL shelving. Working on summer reading.

COLN: Bob is retiring. He worked with the Town to reduce the budget. COLN will be establishing a Friends group. The Teen Room was completed. Bob stated that he had been involved with UHLS for 29 years and has been pleased to be a part of the Directors' Association.

CAST: Rensselaer County recognized the award of Best Small Library on the same night Senator Bruno's wife was remembered/honored by them. Darlene sat next to the Senator's daughter. Darlene was asked to be the State Library's Representative for small, rural libraries to kick off the summer reading program.

TROY: Legislative district is pending. The vote will be in November.

Other:

- Jo-Ann Benedetti – E-rate is ending for 07/08. Send phone bill amounts for 7/07 to 6/08 to Jo-Ann.
- Judy Felsten – commended Trevor (GUIL) for his article on video games in libraries
- Thanked Paul for serving as Directors' Association President.

Adjournment

Motion: (Jaquay/Gaillard) To adjourn meeting. Motion carried. Meeting adjourned at 10:50 AM. Next meeting is July 11, 2008 at 9 AM at UHLS.

Submitted by,
Margie Morris