

**Directors' Association
Upper Hudson Library System
Friday, October 3, 2008 at UHLS**

Attending: Judith Wines (ALTM); Nancy Pieri (BETH); Julie Zelman (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Richard Naylor (COLN); Michael Catoggio (Interim @ EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Margie Morris (POES); Candy Wilson (RVLL); Mindy Fowler (SNLK); Phil Ritter (UHLS); Gail Sacco (VOOR)

Minutes:

Meeting convened at 9:00 AM

Motion: (Gaillard/Zapala) To approve minutes of September 5, 2008 meeting. Motion carried.

UHLS: Phil Ritter

- **Survey from Trustee Workshop** – 65 people attended the workshop. The topics covered were good. Phil reviewed survey results in which 5 topics rose to the top. They were Building & Renovation, Staffing & Personnel Issues, Friends of the Library, Core Issues Library Trustees Should Understand, and Board Evaluation. Phil had already been thinking about a Building & Renovation workshop as he has had many requests. He is looking for a presenter and then he will set a workshop up now rather than waiting until next year's Trustee workshop. Suggestions for presenters for any of the topics can be given to Phil. The time for next year's workshop may be moved to 5:30 due to people getting out of work. Everyone felt the workshop went well.
- **Courier** – Everything is going extremely well. The volume has leveled off to about 150-160 bins per day. Carmelo was replaced by Rob and things are going smoother. Sorting is being done in a timelier manner; no one needs to stay late to get it done. One important issue – drivers are reporting that bins are not ready and the drivers are being asked to wait. They cannot wait and Phil has instructed them to not wait. Also, if the doors are locked, they will not wait.
- **Website** – working on getting the new site up. They have been making a lot of changes and there is a lot of work to be done. A feature, on a monthly basis, will be a short piece written about a library staff member – paid staff only. Libraries can provide pictures of the staff member. Directors are encouraged to send names of staff to be highlighted to Phil. He would like to have a list so when the site is ready to go, they can easily add an introduction monthly. A picture and two paragraphs is all that is needed.

UHLS Board:

- Annual Dinner will be June 10th at the Albany Country Club.

UHLS Administration: B. Nichols Randall

- Annual Dinner – would like to have a “humorous” speaker. \$2,000 has been allotted.

Services Committee: R. Naylor

- Building grants – there was \$6,800 left over from the Troy grant (cost came in lower than they originally asked for). It was split evenly between all applicants.
- Next meeting – decide on guidelines for next year's grants

Finance Committee: P. Ritter

- Reviewed proposed budget and sent it to the Board for approval.

Central Library: P. Ritter & other in attendance at last Central Library meeting

- Budget for next year
- How to divide money up – usually between personnel (APLM) and databases. Discussion of which databases to purchase. Last year \$88,000 came from Central Library and \$23,000 from UHLS. UHLS will continue to pay the \$18,000 for Overdrive subscription. Databases not being renewed are: Home Improvement, Chilton's, and Novelist. They are still discussing which databases are most useful. They need better statistics. Jo-Ann is trying to get final costs from companies.

➤ Discussion:

- Gail Sacco asked if PR to promote the databases could be paid for with Central Library funds. Someone stated that it is very specific as to how the money can be used.
- Phil said there is a push to increase Overdrive. Each library has a representative on the Central Library committee and should express their opinion to the representative.
- Barbara Nichols Randall said they are pushing local history and genealogy. The Altamont Enterprise is being digitized. It can be search through the GUIL website. Footnote.com database digitizes National Archive documents. ProQuest Maps has old maps and hand-drawn maps. It is fully accessible at GUIL.
- Gail would like to see more of a plan for the Central Library.

Motion: (Sacco/Pieri) Ask Central Library to develop a strategic plan for electronic resources. Carried.

New Business:

None

Old Business:

- **UHLS Budget** – it has been submitted to the UHLS Board and will be reviewed at the next meeting. There will not be a public hearing. Phil was asked to review the budget with the Directors' Association. There is a reduction in proposed income of \$78,000 so the expenses were reduced by that amount. The budget will need to be cut when the State decides on their cuts. UHLS will need to reduce the budget after the first of the year. There was a discussion of Riverway. If programs to member libraries are cut, then Riverway should be cut. Not everyone agreed with that. Some felt Riverway is a very important community event to promote UHLS.

Nuts & Bolts:

HOOF: They had a Tuesday Book Club. There was a lively discussion with one of the participants being a 95-year-old woman. Everyone went home after the meeting and ½ hour later the woman passed away.

POES: New computers, laptops and color copier are arriving.

BRUN: The new parking lot is being blacktopped.

EGRN: Friends held a children's book sale. They had a clown and performers. Very successful. Ready to install Visionware. They have had 11 applicants for the director's position. It is a good search committee and they are working well together. The Board appears to be open to input from the staff.

ALTM: Albany County Civil Service wants a copy of the library's charter. According to them, if a library gets more than 60% from a municipality, it becomes a public library regardless of the charter. Rensselaer County is beginning to contact libraries. SNLK has been notified. ALTM had a roof raising ceremony.

SNLK: Tim Gordon held office hours at the library. A Rensselaer County Civil Service representative came one day unannounced.

VOOR: Gail put in a plug for NYLA. Judith Wines will be doing a program. She reviewed some of the programs.

RVLL: Planning the Halloween Party which is becoming a Town event.

MEND: Plugged WTVT's Oktoberfest.

CAST: Received first endowment - \$5,000 for Senior Outreach. Tim Gordon offered \$5,000 to apply for. They received very nice thank you letters from the State visit.

GUIL: New website was rolled out. The new address is GUILPL.org. They held an event to roll it out and thanked supporters. There was good PR in the paper. Channel 23 interviewed Barbara regarding saving money. "23 Ways in 23 Days to Save Money." This will be on the AM show to tell about library services and what can be offered. The Planning Board is saying things against the library. Mary Radford of Rutgers Library School will offer a customer service training on January 14, 2009. It may be open to others.

COLN: Town still in crisis mode. 2009 looks to be balanced but the supply item line has been cut. Salary and books remain the same. Fines were raised to .20 per day.

Adjournment

Motion: (Wines/ Zapala) To adjourn meeting. Motion carried. Meeting adjourned at 10:35AM. Next meeting is December 5, 2008 at 9 AM at UHLS. No meeting in November due to NYLA.

Submitted by,
Margie Morris