

**Directors' Association
Upper Hudson Library System
Friday, December 5, 2008 at UHLS**

Attending: Judith Wines (ALTM); Tim Burke (APLM); Kathy Stempel (BERN); Nancy Pieri (BETH); Julie Zelman (BRUN); Deborah Canzano (COHS); Richard Naylor (COLN); Barbara Nichols Randall (GUIL); Lenny Zapala (MEND); Pat Sahr (NASS); Margie Morris (POES); Candy Wilson (RVLL); Mindy Fowler (SNLK); Laurenne Teachout (STEP); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

Visitors: Evelyn Butrico – will begin as Director of EGRN at the end of December

Minutes:

Meeting convened at 9:00AM

Motion: (Zapala, Sahr) To approve minutes of October 3, 2008 meeting. Motion carried.

UHLS: Phil Ritter

- **UHLS Board resignations** – Two members have resigned. They are Cris Blanchard, representing medium Rensselaer County libraries and Richard Young, representing small Rensselaer County libraries. Phil will be asking Directors for recommendations to fill the spots.
- **Art Center Grant** – UHLS received \$5,000, the maximum amount given out, for Riverway.
- **New website** – the site was put up on November 16th. It seems to be working but UHLS will be tweaking and improving it as they go along. Please call Joe Thornton with any problems.
- **Mini Grants** – The information has been posted. The deadline is January 16th. Jo-Ann Benedetti will meet with anyone interested after this meeting.
- **Annual meeting** – UHLS is looking for a humorous speaker. Suggestions should be given to Phil.
- **Vacation** – Phil will be on vacation from 12/19-1/5
- **DVD cleaner** – have had some problems with the cleaner, the filter needed to be replaced. It is working now. It needs to be run regularly or it seizes up.
- **Barcode order** – order due by 12/22 – Heidi has sent out emails. This is a new company so everyone needs to be very careful when giving the ending barcode number.
- **Catherine Jetter of WMHT** – The United Way of Northeast NY would like to apply for a Big Read grant but they need the support of public libraries. There was discussion and a question of what they would bring to the table – money, help, etc. What would be the responsibility of the libraries? Barbara Nichols Randall suggested a committee of three or four to meet with the United Way/WMHT to discuss this idea. Barbara, Judith Wines, Gail Sacco, Richard Naylor, Julie Zelman, and Evelyn Butrico volunteered to be on the committee. Jo-Ann Benedetti will call to arrange a meeting.
- **Automated Services Committee governance** – Phil distributed Appendix 1 of the UHLAN contract regarding the guidelines for the ASC. The rules of governance were reviewed. The rules do not provide for a quorum; it does not matter how many are in attendance. There was a suggestion to set it up more like the Central Library with representatives from different size libraries. There was a lot of discussion about this. Most people agreed that the libraries who do not attend give up their vote. Paul Hicok used Aquabrowser as an example of a few people making a big decision. Seven people voted to approve \$50,000. He feels more people should have a say. Barbara noted that the agenda did not show that a vote would be taken at that certain meeting. Maybe we should change the way decisions are made by notifying everyone when a vote is upcoming. Phil said any changes must still stay within the structure of the guidelines. Tim stated that the quorum itself would not work as it would prevent any decisions from being made. We need to re-energize the group to get more people to attend. Lenny asked that full disclosure be made as to what was going to happen at a meeting. Gail said some financial decisions cannot be postponed, such as the need to buy a new server. Nancy stated that the money used to purchase Aquabrowser was “found” money. It did not come out of the UHLS budget. Judith said we

need to get more people to attend and asked how we could do that. Evelyn suggested putting a procedure in place about the dollar level needed to trigger a vote or being brought to ASC. Other ways to get people involved are via email. You can say they have one week to respond to a particular proposal or agreement will be assumed. Tim said we need to find out why people cannot attend – is the time bad or do they not really care. The agenda should say that action is needed. The meeting structure should be worked on to make it more efficient. Gail suggested setting up a budget for Joe Thornton to use without having to go to ASC. ASC could become involved if it is something different or above the budget. Debbie felt that the ASC meetings became very technical and more of a user group. The next ASC meeting is December 16th at 9:00am. They can put organization on the agenda. The January meeting is the 27th.

- **Balancing 2008 budget** – If UHLS does not receive the additional State Aid (\$126,000), they will need to tap into the reserve fund (over \$600,00). That would not be done until 2009 due to bills still coming in. It would be decided by the January UHLS Board meeting.
- **2009 UHLS budget** – UHLS Board tabled the 2009 budget due to issues statewide. Phil distributed a contingency budget based on a possible reduction in state funds. Phil reviewed the budget. There will be no more newsletters (\$10,000 per year). The information will be up on the new website. Gail suggested a one page UHLS update that each library could print out for their trustees. Phil will look into that. It should be easy to do. The budget seems to change daily. It will be presented to the Finance Committee on December 10th. They will revisit the budget after the State makes some decisions.

UHLS Board: N. Pieri

- Discussed budget – see Phil's report
- Snow days – if Albany City schools are closed, UHLS is closed and there are no deliveries.
- Discussion of rally in Albany (450 in attendance)
- Variance for BRUN was approved
- LSTA grant funds for Albany, Troy, Rensselaer, and Rensselaerville.

UHLS Administration: T. Burke

- Executive director evaluation process – goals and objectives have been revised. Tim will email them to the Directors. They are working in a tool and process to do the evaluation. Phil will be evaluated in 2009. There will be a mid-year partial evaluation.

Services Committee: R. Naylor

- Discussion of next year's construction grant and guidelines. Richard had sent out a survey to get input. Most people wanted 35-50% funding.
- Ranked what would be a priority – handicap access, meeting minimum requirements, adding square footage.

Finance Committee: N. Pieri

- See Phil's report

Central Library: P. Hicok

- Made final budget decisions. Nancy stated that the dropping of some of the databases has impacted some library budgets
- Discussion of motion that had been passed at October DA meeting.
- The charge of the committee is to prepare the grant that is submitted to the State for the Central Library.
- There was much discussion during the DA meeting regarding how the money is used. Databases are becoming very expensive. Barbara said that school district libraries can be part of the local government grant with school districts which can help purchase databases. Gail stated that we need to look at the audiences being served by the databases. Lenny said that some databases are expensive based on the amount of uses. The committee finds it very hard to make a decision. Barbara said they had had a discussion of purchasing genealogy/ancestry databases as many patrons would like to see that but other

databases would have to be given up. Tim reported the committee was split as to which databases were important. Evelyn said she expects a change in NYS NOVEL. We may need to look to other vendors and not get caught up in the vendors we have currently.

Motion: (Nichols Randall/ No second) A strategic plan, in relation to databases, should be developed by the Directors' Association.

Motion: (Fowler/Butrico) Set up a committee to look at a strategic plan for electronic resources, including marketing, audiences, finances, etc. CARRIED
Volunteers for committee: Evelyn, Laurene, Mindy, Margaret Garrett (Ass't @ GUIL)

New Business:

- Card expiration/renewal – Joe Thornton had sent out an email. Barbara suggested renewing card based on birthday month to spread it out. Joe should investigate if this is possible.

Old Business:

- NYLA – Gail reported on some NYLA workshops and offered some websites to visit. One was Rebecca Smith's presentation on Web 2.0. See delicious.com/LAMS_nyla and sjrlc.org/trading_spaces
- The OGS workshop would be a good presentation for UHLS. Evelyn said she would give the presentation. Also the Google presenter would be good – she is local. Gail will give the information to Jo-Ann to set up continuing education programs.

Nuts & Bolts:

APLM: Teen Ambassador Program – teen employees in the library – a diversity effort. Construction has started on the renovations at 3 locations. They are scheduled to be done in the fall of 2009.

EGRN: Evelyn begins as director on 12/29.

POES: new technology equipment in place

STEP: Tween night – once a month – 16 kids on a Friday night. They had a Native American film series, cookie swap with Wonderful Life movie, and kid's gingerbread houses.

BERN: Diary of a Wimpy Kid program tomorrow (12/6)

BRUN: Graphic designer called them and offered to develop a new logo for the library – a consensus on the logo was reached

TROY: Special District vote was held during the general election. Board of Elections split the proposition on the ballot into establishing a special district and then for the funding. On the same day an election for trustees was held in the library. The district vote passed (by 2500) but not the funding (by 700). They cannot establish the district without the funding. The budget amount from the city hasn't changed in six years. Paul is meeting with Ron Canestrari to redo the special district. The danger of a special election is the opposition mobilizing.

RVLL: Annual Greenery Sale next Saturday. Borders wrapping event on 12/20.

ALTM: Dept of Labor Law requires paying prevailing wages for the building construction because the library does not own the building.

SNLK: Participated in an online Smash Brothers game tournament during Game Day.

VOOR: Arts Center funding of \$1200. Chinese musicians in April and an author program (author from Vermont). In January they are doing a program – Got a New Camera? - Digital camera basics. In March they will offer Beyond the Basics.

GUIL: Will Moses at GUIL next Friday. The Town of Guilderland is building a road 12 feet from the children's room.

COHS: Have 3 new computers from Gates. Girl Scouts will be decorating a tree on Saturday.

Adjournment

Motion: (Wines/Wilson) To adjourn meeting. Motion carried. Meeting adjourned at 11:10AM. Next meeting is February 6, 2009 at 9 AM at UHLS. No January meeting.

Submitted by,
Margie Morris