

**Directors' Association
Upper Hudson Library System
Friday, May 1, 2009 at UHLS**

Attending: Judith Wines (ALTM); Tim Burke (APLM); Nancy Pieri (BETH); Julie Zelman (BRUN); Deborah Canzano (COHS); Richard Naylor (COLN); Evelyn Butrico (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Margie Morris (POES); Judy Felsten (RCSC); Candy Wilson (RVLL); Mindy Fowler (SNLK); Phil Ritter (UHLS); Gail Sacco (VOOR)

Minutes:

Meeting convened at 9:02 AM

Motion: (Gaillard, Naylor) To approve minutes of April 3, 2009 meeting. Motion carried.

UHLS: Phil Ritter

- **\$5,000 for Training** - ASC would like more money for training next year. The Microknowledge Training was very popular. There were 38 individuals from eight libraries who participated. The larger libraries took advantage of this service and it was very helpful.
- **Delivery Service** – MVLS will be canceling Velocity and using ALDS. They will do their own sorting. The drivers will exchange any materials needed between the two systems at night when they return their vehicles. This will speed up the service between MVLS & UHLS, although not too many items go through that way. CDLC is also considering doing the same thing. SALS has not had any problems with Velocity so far.

The volume continues to grow. It was 15% higher this March compared to last March. Phil is not sure the shipping room can continue to hold the volume. The drivers have trouble getting the totes in and sorted. UHLS is looking to double the size of the room. It is a simple construction project. UHLS is in the process of getting bids. The first bid was over \$13,000 and the second bid was \$5,800 – a more reasonable price.

- **Bill Gates Broadband Initiative** – New York is one of seven states participating in this opportunity. None of the UHLS member libraries qualify. There is a big meeting being held at the Sagamore on June 3rd & 4th. A representative from every library system is required to attend, even if the system does not qualify. All expenses will be paid by the Gates Foundation. Phil will be attending the “command performance.”
- **ULHAN Access Fees** – list has been sent out. There is a slight shift in the fees. APLM did major weeding in preparation for their construction projects so the circulation was down. Their fee went down about \$2500. BETH went up by \$1800. Most of the larger libraries saw increases.
- **State Construction Grants** – application materials are available. The deadlines for UHLS will be decided at the May 13th meeting – deadline for submission and deadline for corrections. They also need to determine the maximum amount that can be applied for. The applications need to be approved at the August UHLS Board meeting. There is \$441,323 available. Richard Naylor (representative for DA on UHLS Board) asked what the directors would like – a larger funding percentage or more projects funded. Asked who was considering major projects. There was discussion as to whether it would be worth applying if the percentage is set too low. It would be a lot of work for a little return. Phil stated that it was likely some projects would not be funded due to the new guidelines.

Phil went to a construction workshop in Middletown and Jo-Ann attended one on Marcellus. The Department of Labor has discovered library projects and is now enforcing paying prevailing wages. Association libraries are not exempt. DOL said that it does not matter where the money is coming from or where the money is going. The question to be asked is “Is this project for the public good?” If so, and all library projects are, prevailing wages must be paid. Libraries should contact DOL to get a ruling on each project. Typically architects or engineers help to do this. The payroll of every contractor on a project must be reviewed to make sure they are paying prevailing wages. Gail Sacco said this issue came up with the installation of new AV equipment – running cables, etc. The DOL representative at the workshop said she could go on to any site and investigate whether prevailing wages are being paid.

Current prevailing wage rates are available from DOL. Nancy Pieri said that if you stay on top of a project and are compliant, there are no problems. Judith shared the experience ALTM had with this issue.

If you have a contract or purchase order, it should state “this is a prevailing wage organization.” Estimates for a project must show prevailing wages. No prevailing wages need to be paid to a sole proprietor. Nancy requested that Phil bring the DOL representative in to UHLS to share the information with everyone.

UHLS Board& Finance: N. Pieri

- Rolled last year’s budget over until the funding from the State is determined.
- Riverway – going ahead, have all needed funding
- UHLS is waiting for operating money from the State. Phil does not know how much they will be getting. It will definitely be cut and there is rumor of another cut in the fall.

UHLS Administration: T Burke

- Postponed decision for Trustee of the Year award to May meeting
- Discussed two projects at UHLS – a sorting room and replacing the exterior sliding door. The door project was approved and BESAM will be doing the project.

Services Committee: R. Naylor

- Volunteer of the Year & Program of the Year decided. BERN will receive Volunteer of the Year and Program of the Year for small libraries. COLN will receive Program of the Year for large libraries. There was no nomination for Advocate of the Year.

Central Library: T. Burke

No meeting

New Business:

- Nominating committee – Judy Felsten & Carol Gaillard
- Two directors have left – Ginger Hewitt of WTVT (Interim is Sue Black)& Larry Rogers of SCHG.
- Gail Sacco reminded everyone that the NYLA conference will be in Niagara this year. She also asked if anyone was interested in holding Continuing Education Days and if there were any thought for topics. Communicating with a library board(ex. reports).

Motion: (Pieri/Butrico) Move ahead with plans for Continuing Education Day for directors to be held before the end of the year. Carried.

Tim Burke, Evelyn Butrico, Judith Wines have volunteered to be on a committee for this event.

- Carol Gaillard asked about the guidelines for marking items belonging to other libraries. Library staff should not mark items from other libraries (lost, missing, etc.)

Old Business:

- Mindy Fowler reported on the committee meeting held to discuss public relations items for databases. The committee is starting to make progress. Gail said we needed training to help enhance skills to use the databases to their fullest. Richard Naylor has some TV spots that could go on YouTube. Evelyn shared that this plan should be part of Adult Services. Gail said she is looking for ongoing dialogue that could be added to existing meetings. Evelyn is looking to find people in the system who are already familiar with particular databases. They could help others. The committee will meet at the end of May. They will contact Jo-Ann and Mary to see if they would participate.
- Proposal presented by Richard Naylor for UHLS to coordinate PR for common library media programs such as National Library Month. He did not get many responses to his email. There was discussion of what people would like to have happen -why there is opposition. The PR would talk about “public libraries” not specifics for each library and would use local news outlets such as the Times Union, Capital News 9, PSAs. Summer Reading would be a good example of a PR item. The PR would only be for

major events, maybe six per year. Phil said if the Directors' Association wants UHLS to do this it needs a meeting with Mary & Jo-Ann to further discuss what the structure and format should be.

Motion: (Naylor/Felsten) Request UHLS to take the lead, call a meeting, and begin to organize cooperative public relations program which will focus on common library program and events, such as Summer Reading Program and National Library Week. Carried.

- GHI Workforce Team Challenge – Judith Wines is organizing this event. There is a team entering with employees from several libraries. The run is on May 21st.

Nuts & Bolts:

RCSC: Civil Service question – ½ time librarian for 4-5 years. Now want someone focusing on youth services. Need to lose a Librarian I and wants to change the title. Judy was told she can eliminate a position at any time and create a new title. Should be done at the beginning of the fiscal year. There was a discussion of the Civil Service list.

RVLL: Working on a Writers Festival with the Rensselaerville Institute and other non-profits. They will have workshops with local authors and talks about books. They have William Kennedy and Andy Rooney lined up already. It will run for three days July 31 – August 2. Saturday morning will be for children.

POES: Market Day will be held May 9th.

HOOF: Did a nutritional program with North Adams Regional Hospital – Nutrition for preschool story time for kids and parents. They made a body out of good foods and showed a soda bottle with the sugar content.

ALTM: Life Coaching program – well attended. Book Sale this weekend. Using Chimp Mail for newsletters.

MEND: New webpage will be up in next two days.

SNLK: Construction moving ahead. They will start on the lighting this week.

VOOR: Gail suggested the Heart Association might be a potential partner. We could target factors to reduce risk and educate young people. VOOR had a great month of April. They turned the library Chinese and had Chinese musicians, local artists, and artifacts from China. The library board sent a letter to the community about building a new library building. They will begin planning and fundraising.

GUIL: They have a Prom display - there are pictures on the website of various staff members. Neil Breslin gave \$40,000 to hold an Albany book Fair at the Cultural Education Center during National Library Week. GUIL lost a staff member to Saratoga and they hired Deb Shoup for the position.

BETH: Discussion of write-in votes for trustees. Moving along on enlarging the parking lot.

BRUN: They had a leak in the water heater in the basement, some damage to things stored there. Garden Day is May 9th. Capital Campaign is underway. They are seeing an increase in patrons from Troy due to the closing of Sycaway and Lansingburgh.

COHS: They had their second robbery. This time they took the whole cash register. COHS is approaching 7,000 cardholders which is ½ of the population. They are holding a Book, Bake, & Bloom Sale on May 16th.

APLM: Held their first groundbreaking – Arbor Hill West Branch – very nice PR with good media coverage. John J Bach branch will open next week. Strategic planning – the mission statement needed to be rethought and a committee of board members and staff members came up with a new one. “Albany Public Library educates, entertains, and empowers our community.” APLM has hired a new director – an outside person – she will start mid-June. Tim does not want to share the name at this time as the Board would like to make an announcement.

Adjournment

Motion: (Gaillard/Zapala) To adjourn meeting. Motion carried. Meeting adjourned at 10:30 AM. Next meeting is June 5, 2009 at 9 AM at UHLS.

Submitted by,
Margie Morris