

**Directors' Association  
Upper Hudson Library System  
Friday, August 20, 2010 at UHLS**

**Attending:** Judith Wines (ALTM); Carol Nersinger (APLM); Judy Petrosillo (BERN); Nancy Pieri (BETH); Julie Zelman (BRUN); Sukrit Goswami (COHS); Evelyn Butrico (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOFF); Lenny Zapala (MEND); Pat Sahr (NASS); Margie Morris (POES); Judy Felsten (RCSC); Kim Graff (RVLL); Tim Burke(UHLS)

**Minutes:**

Meeting convened at 9:05AM

**Motion: (Nichols Randall/Butrico)** To approve minutes of June 4, 2010 meeting. Motion carried.

**UHLS: Tim Burke**

- ❖ Has been at UHLS for 10 days. Very excited about this opportunity. The system's mission is to help member library directors do their job better. UHLS is in good shape to move forward – the staff is on board with the mission.
- ❖ SCHG has a new director, Rebecca Jarvis. Tim did a new director workshop with her. She is looking forward to the job.
- ❖ Plans to meet with directors at their buildings. This will help him know what the membership wants. He would like directors to call him when there is a problem we need help with, such as policies, laws, procedures, etc. He will help get the answers for directors. This hasn't really been a past practice and he wants us to change our mindsets. Trustees can also call with concerns.
- ❖ Shared a piece of blank letterhead – a symbol of the blank slate we can help fill – within budget restraints. Will work to embrace “Together. For Better Libraries.” It will be hard to do with the cuts from the Legislature.
- ❖ New State group – NY Alliance of Library Systems – public and school systems working together. There is a lot of duplication of effort. There are 72 school district systems in the State. Working to think more creatively.
- ❖ Deadlines & Dates
  - 8/25 – Perspectives with Diversity & Disabilities - @ UHLS
  - 9/16 – Creating a New Generation of Library Users – Teens & Tweens
  - 9/10 – Summer reading statistics due
  - 9/10 – Inclusiveness Challenge
- ❖ There has been some rearranging of spaces at UHLS. The disc cleaning machine has been moved to the empty cubicle. There is now a remote office space for directors down by the IT department. Allows directors to check mail and do work while there are at UHLS. Tim has also moved his office around.
- ❖ The budget numbers from the State are “kind of” set. The delivery of money is not set. There is no statute for when the money needs to be distributed. UHLS will need to rely on reserves.

**UHLS Board & Finance Committee: N. Pieri**

- ❖ UHLS has not had any incoming money except for rent. They are operating on reserves.

**UHLS Administration: J Zelman**

No meeting

**Services Committee: R. Naylor**

- ❖ Tim reported – Committee reviewed construction grant applications - four great applications. APL, RVLL, ALTM, & GUIL

## Central Library: P Hicok

No meeting

### New Business:

- ❖ Nancy asked about a Trustee Workshop – will not be held this year. Maybe in the early spring.
- ❖ Tim reported on an incident at a small library. Law enforcement approached the staff to find out who was using the computers. All libraries should have a Confidentiality of Library Records policy. There are plenty of policies in the system. Check out member library websites or call UHLS for help.

### Old Business:

- ❖ Evelyn discussed Continuing Education. What topics are people interested in? When should they be held? Asked about doing some right after DA meetings (11am-1pm; Lunch & Learn?) Topics suggested are: annual reports, reports to community, spreadsheets for annual reports, reorientation to UHLS, Dept of Labor & prevailing wages. What would be a good starting place? Consensus for annual reports: what UHLS provides, how libraries collect data, report to community, what should be in the state annual report, which UHLS reports to use. Tim would also help UHLS with a training plan. Evelyn will get back to the CE committee and set a date.
- ❖ Judy P – discussion about training for Overdrive. UHLS may be able to bring someone in from another system that has done training on this topic. Barbara stated that GUIL is planning a community training day on Saturday, November 13 for eReaders, Overdrive, MP3 players, etc. Libraries are also welcome. GUIL is also considering an Overdrive Kiosk which costs \$1200. Evelyn reported that EGRN Overdrive usage goes up 50% each month. The Central Library has money to buy more Overdrive titles. UHLS pays for access to Overdrive. All member library collections are shared.

### Nuts & Bolts:

There was a discussion about changing the direction of “Nuts & Bolts.” Should it be more of a “Questions & Answers” area? Some people like to get ideas from others. Barbara asked if events could be posted on the UHLS website to see what is going on around the system. Judith said directors could send a brief paragraph to her and she could get it posted. Carol said that it seems like people are interested in programs. Could that be more organized? Nancy suggested “Program Hits & Misses.” Judith feels Nuts & Bolts are helpful but the time needs to be limited. Carol said part of the problem is the agenda. It used be more of an issues agenda. Judith said to send issues to be covered to her for the agenda and we can try a few different ways to solve this.

- ❖ NASS – graphic novel writing workshop with Barbara Slate
- ❖ BRUN – Julie shared a sad incident at the library. A long-time patron passed away at the library. She had just left book group.
- ❖ Kim Groff asked if anyone did fire drills. She is trying to come up with a plan working with the fire company. BETH does fire drills annually and GUIL holds them more frequently.
- ❖ BERN – hired an architect for a new building – asked if that can be covered by a construction grant.

### Adjournment

**Motion:** (Zapala/Nersinger ) To adjourn meeting. Motion carried. Meeting adjourned at 10:20AM. Next meeting is October 1, 2010 at 9 AM at **BETH**. No September meeting.

Submitted by,  
*Margie Morris*