

**Directors' Association
Upper Hudson Library System
Friday, October 1, 2010 at BETH**

Attending:

Judith Wines (ALTM)
Judy Petrosillo (BERN)
Nancy Pieri (BETH)
Julie Zelman (BRUN)
Richard Naylor (COLN)
Evelyn Butrico (EGRN)
Barbara Nichols Randall (GUIL)
Carol Gaillard (HOOF)
Lenny Zapala (MEND)

Pat Sahr (NASS)
Margie Morris (POES)
Jane Chirgwin (RENS)
Mindy Fowler (SNLK)
Laurenne Teachout (STEP)
Paul Hicok (TROY)
Tim Burke(UHLS)
Sue Hoadley (WSTL)

Visitors: Mary Kern for APLM

Minutes:

Meeting convened at 9:13 AM

Motion: (Zapala, Zelman) To approve minutes of August 20, 2010 meeting. **Motion carried.**

UHLS News: Tim Burke

- Introduced **new director for WSTL**, Sue Hoadley. Sue shared a bit of her library history.
- Congratulated **Laurenne on receiving her MLS**. The STEP Board held a reception in her honor.
- Announced **Amanda Benedict (WTVT) would be getting married** in four days.
- **Information from State Ed re: Annual Report:** There are a couple of changes and new questions.
 - Counting non-library use of library space – literacy volunteers, tutoring, etc
 - Oath of office for trustees - brief discussion
 - Reviewed a couple of questions that are problematic on a regular basis
- **NYLineT** – Trustees can opt out of the system
- Reviewed email from Joe Thornton – there are four ways to **communicate with IT department:** Twitter (uhls_joe), blog (<http://www.uhls.org/autosvcs/blog/>), Automation Services Report (http://www.uhls.org/new/automated_services_sc.asp), and email.
- **Update on CAST:** State Ed appointed a new Board in July, six from CAST and three from Schodack, all are new to the Board. The first order of business is to hire a director – Library Director I. A variance is needed for now as there is no director. Someone should be in place by the end of the year. Tim encouraged everyone to be supportive. The chartered area is the Village of Castleton.

UHLS Board & Finance Committee: Tim & Nancy

- Initial conversation regarding budget
- Draft budget to be given to directors for review – no changes from 2010 levels.
- UHLS is looking at new banking relationships – RFPs have gone out

UHLS Administration: J Zelman - No meeting

Services Committee: Tim - No meeting

Central Library: P Hicok - No meeting

Old Business:

- **Continuing Education Committee** is planning “Lunch & Learn” sessions to be held after the monthly Directors’ Association meetings. The first one will be in December (at EGRN) and the discussion will be on Annual Reports – collecting statistics and which reports to use. Heidi Fuge & Joe Thornton will be in attendance to help answer questions. There is a plan to hold another Lunch & Learn to discuss Annual Reports to the Community as required by State Ed.

New Business:

- **NYS Humanities Council Grant** – Richard reported on a new opportunity to participate. Most of the grant money is for publicity and speakers. There is only a small amount going directly to libraries. The main piece is the participation in a regional event. Contact Richard if interested. Most events are planned for March/April.
- **Consistency on days items are held** – Barbara Nichols Randall would like to have us begin “consensusing” about various policies and settings in Horizon. Everyone will likely not agree to everything but we can come to consensus about many topics. The first item up is a standardization of time items are on hold at a library. There was a discussion about length of time used now and what would be best across the board.

Motion: (Butrico/Zelman) Standardize length of time items should be held to seven (7) days and patron must pick up all items ordered or they are returned to lending library. (Laurenne asked if a comment could be added to the system when patrons placed a request so they are aware of this policy.) **Motion passed unanimously!**

- **Maximum items out** – Next topic for discussion was about maximum number of items out and/or value of the items. GUIL currently has a policy of a 50 item limit and a value of \$1500-\$2000. COLN also has a 50 item limit. TROY does not have a limit and does not want to make rules for one or two people who abuse the system. There was discussion of various experiences. Tim asked if we could come up with a “reasonable person setting.” The current default in Horizon is 999 is a library has not chosen a limit. Nancy feels 50 is too low, there have been no issues at BETH. Laurenne suggested lowering the UHLS default. A limit is set by where books are checked out, the overall default could be lowered.

Motion: (Nichols Randall/Pieri) UHLS default for maximum number of items out should be set at 200 and/or a value of \$5,000. **Motion carried.**

- Tim asked if these two things should take effect immediately. Everyone agreed. An email will be sent out to all directors when the changes are made. He stated that the members of the Directors’ Association have been talking about these issues for a long time – this is a great accomplishment. The more things that are shared in common will be helpful if we migrate to a new system. More common sets of rules may also help Horizon run faster. It may be that we can get to a place where there are different levels of standards. Small and large libraries need different standards. This will help the patrons that are confused about different lending rules at different libraries. Evelyn stated that we are not as different as we think. When you look across all libraries there is a pattern. We should take a list with all the policies and look at the ones that are similar already. Barbara would like the number of items on reserve to be discussed next time.
- Project Gutenberg: Overdrive has grabbed 30,000 items on public domain to make available to their clients. This was tested over the summer and patrons now have access to 15,000 records. There is a link on the Overdrive page. These items do not have MARC records and Overdrive will not be adding that. To do it ourselves is daunting. Barbara asked how we can get this to look like a Google search on our catalog to help patrons navigate. Lenny said there may be someone out in the world who is already working on this for the project. Federated searching has been a goal for over 10 years – the ability to search for something, ex. Huck Finn, and have all items available show up – book, DVD, audio, eBook, etc. Richard suggested checking out Suffolk County’s Livebrary.

Notable Programs: No reports

Problems/Solutions:

EGRN: They are trying to accommodate their “browsing” patrons by making some of the newest items non-requestable. They order a maximum of five copies of a new title. The fourth copy they purchase would be non-requestable so it could be available on the shelf for a browsing patron. The same will happen with DVDs – they may purchase three copies and make one of them non-requestable. Jane Chirgwin asked if local request would ever be available through Horizon. The answer was a resounding NO.

Open Forum:

NASS: They have been getting funding from Rensselaer County. They were told that Rensselaer County would no longer fund libraries that are taxing districts. Tim said a letter had been sent requesting a meeting with county officials to help to understand why the funding was being cut and to explain to them how hard it is for libraries when budgets have already been approved based on county funding.

Tim thanked Nancy & BETH staff for hosting the meeting.

Adjournment

Motion: (Nichols Randall/Zapala) To adjourn meeting. **Motion carried.** Meeting adjourned at 11:03AM. Next meeting is December 3, 2010 at 9 AM at **EGRN**. No meeting in November due to NYLA.

Submitted by, *Margie Morris*