

Directors' Association
Upper Hudson Library System
Friday, April 1, 2011 at UHLS

Attending:

Judith Wines (ALTM)
Carol Nersinger (APLM)
Judy Petrosillo (BERN)
Nancy Pieri (BETH)
Julie Zelman (BRUN)
Amy Peker (CAST)
Sukrit Goswami (COHS)
Richard Naylor (COLN)
Evelyn Butrico (EGRN)
Barbara Nichols Randall (GUIL)

Carol Gaillard (HOOF)
Lenny Zapala (MEND)
Pat Sahr (NASS)
Margie Morris (POES)
Judy Felsten (RCSC)
Kim Graff (RVLL)
Mindy Fowler (SNLK)
Paul Hicok (TROY)
Tim Burke (UHLS)
Sue Hoadley (WSTL)

Minutes:

Meeting convened at 9:05AM

Motion: (Zapala/Nichols Randall) To approve minutes of March 4, 2011 meeting. **Motion carried.**

Everyone expressed best wishes to Nancy Pieri (retirement) and Sukrit Goswami (New job in Saugerties). It was also Amanda Chiplock's last day at WTVT.

UHLS News: Tim Burke

- **State Funding** – Good News – a 10% cut in funding had been predicted but three million had been restored making the cuts around 6%. The UHLS budget should be okay as a 3-5% cut was built into the budget. For many years UHLS received supplemental aid which needed to be approved by the legislature every year. Those funds were not included in the budget. This year the legislature passed legislation making the funding permanent and it will now be included in the UHLS annual budget. Barbara reported that the Legislative Committee of NYLA advocated strongly for that legislation. Funding is still tight.
- **Weeding Program** – Another session has been added. The first session on 4/27, 4/28 was added.
- **School Savvy Program** – designed to see how schools work. Being held 5/3 and 5/13. See UHLS website for details.
- **Riverway** – next week – 27 programs, 13 different libraries involved.
- **New automation help number** – started today – 635-0878. This will capture tech support questions and will not be directed to a specific person. The phone will be answered 24/7 – during the day by staff and after hours messages will be taken and texted to the three tech people – Joe, Rawdon, & Rob.
- **Empire State Book Festival** – this weekend – gala tonight, Book Festival tomorrow. There are programs for kids and adults. There are many workshops – something for everyone.
- **Lincoln Program** - at GUIL tonight.

UHLS Board & Finance Committee: N. Pieri

Things should be better with the budget
Transition to new bank going smoothly

UHLS Administration: J Zelman

No meeting

Services Committee: R. Naylor

Upcoming meeting – awards selection

Central Library: P Hicok

No meeting

Old Business:

None

New Business:

➤ **Role of Directors' Association in UHLS budget** – Carol N feels the DA should have a bigger role in developing the UHLS budget; especially for things like developing the fee schedule. Barbara said the bylaws state the DA is only advisory. Members should meet with their representatives on the UHLS Board. Nancy reminded everyone that the UHLS 5-year plan drives the budget – there is not too much “tinkering” that can be done. Paul said there used to be more options with what UHLS did; there is no “wobble room” anymore. Tim explained budget timeline. It starts in the summer. Barbara said there used to be more directors attending the public hearing. Tim said if the DA wants more input that is fine with him. The current plan of service ends December 2012. UHLS will start working on the new plan at the end of 2011. They will have an interactive plan to involve member libraries which will be facilitated by Jennifer Morris, formerly of the Pioneer System. Richard noted that the plan should be a living document that can be amended.

➤ **UHLAN Contract** – This will be presented to ASC, then the DA, then UHLS Board. Tim prepared a presentation to review the fees for member libraries. He also distributed a spreadsheet for the new fee structure. Key points:

1. Need to increase fee to maintain essential services
2. Have been told there are no cuts from NYS next year but still need to plan
3. Should be considered Annual System Service Charge
4. New formula – service fee based on library budget and circulation – 6 tiers
5. Numbers for fees taken from State report for each library
6. Annual total circulation times fee
7. Net lenders receive 5% discount – applied to whole fee
8. Average increase is 6.84%

Nancy has been saying for years that member libraries should be paying more for UHLS services. She likes the new structure. Tim said he will be revising the UHLAN contract and distributing it for approval by member library boards. He would like to make the contract reflect UHLS services and not just automation services. The fees represent about 74% of the automation cost to system. There was discussion of automation reserve fund and what it is to be used for. The reserve is currently at \$259,000.

➤ Need a representative for the **finance committee**

Problems/Solutions:

Lenny reported that his youth librarian has discovered relatives of library employees & library employees are taking advantage of working in the library and keeping items. Lenny has a list of names and the amount of money owed. Directors asked him to let them know if it was any of their employees so they can follow up. Barbara would like to discuss having various levels of security/log in. It is too easy for people to take advantage of the system.

Carol N read email sent late last night to all directors regarding APL's budget issues. They have 13 open staff positions that are frozen.

Adjournment

Motion: (Butrico/Zapala) To adjourn meeting. **Motion carried.** Meeting adjourned at 10:55AM. Next meeting is May 6, 2011 at 9 AM at UHLS.

Submitted by,
Margie Morris