

**Directors' Association  
Upper Hudson Library System  
Friday, September 7, 2012 at UHLS**

**Attending:**

Judith Wines (ALTM)

Carol Nersinger (APLM)

Geoffrey Kirkpatrick (BETH)

Amy Pekar (CAST)

Matthew Graff (COHS)

Richard Naylor (COLN)

Evelyn Butrico (EGRN)

Stephanie Preston (GRAF)

Barbara Nichols Randall (GUIL)

Lenny Zapala (MEND)

Pat Sahr (NASS)

Margie Morris (POES)

Judy Felsten (RCSC)

Jane Chirgwin (RENS)

Kim Graff (RVLL)

Mindy Fowler (SNLK)

Laurenne Teachout (STEP)

Paul Hicok (TROY)

Tim Burke(UHLS)

Gail Sacco (VOOR)

**Minutes:**

Meeting convened at 9:05 AM

**Motion: (Naylor/Neringer)** To approve minutes of August 3, 2012 meeting. **Motion carried.**

**UHLS News: Tim Burke** (notes prepared and distributed by Tim)

**Plan of Service** - The final draft UHLS 2012-2016 Plan of Service is ready for consideration by the UHLS Director's Association. As you know the draft goal statements, intended results, and evaluation methods were shared with the UHLS Board and the Director's Association early in August. The feedback received was incorporated into the final draft document that was created using the required NYS plan of service form. Although the UHLS Board of Trustees is the final approving authority for the System Plan of Service, I would like to know that the Director's Association approves the plan so we can be confident that we are moving forward together. To that end, I will be asking the DA to vote on approval of the final draft Plan of Service at today's meeting. The deadline for submission of the approved Plan of Service is October 1.

**Central Library Plan of Service** - As part of the process of developing the 2012-2016 UHLS Plan of Service, the UHLS Central Library Advisory Committee developed a draft 2012-2016 Central Library Plan of Service which was considered and approved by the Albany Public Library Board at their August meeting. The draft will be presented to the UHLS Services Committee for review and recommendation to the UHLS Board at the September 12 meeting. The draft plan focuses on continuing to build the central library collections, particularly e-content, which are available to all UHLS library users and also creates the opportunity for central library funds to be used to pilot new programs and services on behalf of the member libraries. Thanks to APL Director Carol Nersinger for her assistance with the APL Board review process for the Central Library Plan draft.

**State Aid Received/LLSA checks in the mail to member libraries** - Over the last several weeks we have received most of our 2012 NYS aid. As the result of our successful advocacy efforts this spring, the amount of state aid received was slightly increased from last year's levels. However, in spite of the legislature passing an on-time budget back in April we still experienced a significant delay in the payout of the various state aid lines. Included in our aid payments was 90% of the Local Library Services Aid. The checks for each library's LLSA payments were sent out last week. If you have not received that check please contact Heidi here at UHLS. The final 10% of the LSSA will be forwarded to the member libraries as soon as we receive it from NYS.

**Construction Grants 2012** - We received 8 applications for this year's NYS Public Library construction grants. The applications have been reviewed at UHLS and the information on the applications has been forwarded to the UHLS Services Committee for their review and recommendation to the UHLS Board at the September 12 meeting. Unfortunately, the combined maximum awards (including the 75% grant for eligible libraries) is LESS THAN the amount allotted to UHLS for this year. The good news is that it will make the Board's deliberations a bit easier, but the bad news is that we will be giving money back to DLD to distribute to other systems that still have unmet need. The final member library applications, along with the System recommendations for the awards are due to DLD on October 10.

**Better World Books** - I have been working with Better World Books to arrange an in-person visit to UHLS from one of their representatives to discuss their Book Drop Box program. I will continue to try to get this scheduled, but if you are interested in exploring this option on your own, I would suggest you contact the regional rep directly. Here is her full contact information:

La'Kita Anderson

Partner Service Division Manager, Better World Books

888-510-7103 Ext. 5193

678.646.5193 (Direct)

678-259-9308 (Fax)

landerson@betterworldbooks.com

<http://www.BetterWorldBooks.com>

**UHLS Building Roof Replacement Project** - We have signed the contract with J. Edgar Roofing to do the roof replacement on the UHLS building and are expecting to get a project date scheduled very soon. The work is likely to take place in late September into early October, but I will let you know when we have exact dates. While we do not anticipate that this project will negatively impact our services to member libraries, the parking around the building may be at a premium for the duration of the work (about 10-14 days) and that, along with the noise from the work, will demand that we limit the number of meetings and programs to be held at UHLS during the project.

**CORE Trustee Training for New Trustees** - UHLS is now offering sessions of the CORE Trustee Training program for new member Library Trustees, new Library Directors, and Library Trustees that were unable to attend their library's CORE program. This program is open to Trustees and Library Directors of all UHLS libraries that have already hosted a CORE session at their library. We will offer the program 3 times each year on the first Thursday in February, June, and October at 6:30pm in the large meeting room at UHLS.

The next session will be held on Thursday October 4 at 6:30pm. Please contact Heidi to register for this session.

**Overdrive Digital Bookmobile to Visit UHLS** - Early in August UHLS hosted a two day visit by the Overdrive Digital Bookmobile to the Capital Region as one more way for member libraries and UHLS to get the word out about e-content availability at local libraries. On 8/8 the WK Sanford Town Library (Colonie) hosted the bus and on 8/9 the East Greenbush Community Library served as host. Both events were very successful and served as excellent showcases for UHLS and the member libraries. YNN, the local TV news station, ran a piece on this visits that gave us some great media exposure. My sincere thanks go out to Richard Naylor and Evelyn Butrico, Directors at Colonie and E. Greenbush respectively, for graciously hosting these events. I also thank the staff of the other UHLS libraries that made time to visit the bookmobile and help out with the visitors who wanted to learn more about the e-content world. Finally, I'd like to specially acknowledge UHLS Manager of Outreach and Information Services, Jo-Ann Benedetti, who planned and coordinated this successful event for UHLS.

**September is Overdrive Training Month** - Overdrive is offering several training sessions in September on their “Next Generation Digital Library” during the month of September. These programs will introduce libraries to upcoming changes including OverDrive’s “See Book – Read-Book” feature which will allow the reader to access content using their internet enabled device (Nook Tablet, Kindle Fire, I-pad, etc.) without the need to download software. These webinars will also review upcoming changes to Content Reserve, the website that is the interface for us to order content; changes in mobile apps; and the new OverDrive Media Station. If you or your staff are interested you can register at <http://overdrive.com/LearningCenter/registration.aspx> Additionally, OverDrive offers on-demand training on many topics. Please be aware that your staff can get training on Reports, Patron Assistance, Collection Development, Accessibility and other current topics. There is a link to these on demand modules from the above link to the OverDrive Learning Center.

Also, Tim has been contacted by DLD in regards to updating the construction needs survey. He will be sending it out for libraries to upgrade.

**UHLS Board & Finance Committee: E Butrico**

No meeting

**UHLS Administration: J Zelman**

No meeting

**Services Committee: R. Naylor**

No meeting

**Central Library: P Hicok**

No meeting

**e-Content Advisory Committee: A. Peker**

No meeting – will meet on October 3<sup>rd</sup>

**Old Business:**

- Online Patron Registration – has been referred to ASC. Will have a report for next time.
- Plan of Service – The final draft was emailed out. It needs the Directors’ Association approval. The State Ed format required did not allow for comments. Barbara questioned the use of an evaluation survey – it is not being done now. Tim said going forward, UHLS will do an annual satisfaction survey based on the Plan of Service goals. Gail would like UHLS to develop a Plan of Service that includes more detail. Tim said that UHLS cannot have two documents but could create an “action plan” to include details and incorporate information from the focus groups.

**Motion: (Sacco/Buttrico)** Accept UHLS Plan of Service as developed. Carried.

**Motion: (Sacco/Nersinger)** Develop an internal action plan that incorporates specific issues identified in the focus groups held during the Plan of Service development. Carried.

Geoff asked if the Directors’ Association should be a part of the development of the action plan. Evelyn feels that UHLS should include all advisory groups. Tim reminded everyone that the plan needs to be budget specific. We cannot work outside the budget.

**New Business:**

Training & mentoring for new Board members (Judy F) – Board needs mentors for many things, such as how to run a meeting. Barbara shared that Western NY has documents aimed at trustees. Gail said that VOOR may have some people that could help. Barbara also suggested NYLA workshops. Tim would prefer that UHLS be the first place that a trustee calls when they have a question. UHLS is developing a CORE training “102.” There will more information than the CORE “101.” Judy feels they need more peer assistance.

### **Open Forum:**

Jane C – asked about mini-grants, she is not sure of the schedule. Tim said UHLS has not received the payment from the state.

Gail S – meeting with Board of Education . Planning on November 13<sup>th</sup> for a \$7.6 million referendum. She would like to share her experiences with working with outside consultants for library issues.

Evelyn B – Yesterday the EGRN vote was held and passed 2-to-1. It was within the tax cap. The budget will go up about \$40,000. This covers an 18% pension increase. UHLS' pension costs are going up 21%.

Barbara NR – Now has one department head for programs & public services

Laurenne T – STEP will be having a cabaret “You Read Me Like a Book” on September 28<sup>th</sup> at the Theater Barn in New Lebanon.

Judy F – RCSC has all new board members except one. The lease negotiations have fallen apart.

Evelyn B – re-carpeted library using Mohawk Valley Carpets for installation – she highly recommended them

Laurenne T – The town purchased property behind the library. This will increase the parking lot.

There was some discussion of the article about accommodating the blind and the use of ereaders.

### **Adjournment**

**Motion:** (Wines/Felsten) To adjourn meeting. **Motion carried.** Meeting adjourned at 10:30AM. Next meeting is October 5, 2012 at 9 AM at UHLS.

Submitted by,  
*Margie Morris*