

**Directors' Association  
Upper Hudson Library System  
Friday, October 5, 2012 at UHLS**

**Attending:**

Judith Wines (ALTM)  
Judy Petrosillo (BERN)  
Geoffrey Kirkpatrick (BETH)  
Julie Zelman (BRUN)  
Amy Peker (CAST)  
Matthew Graff (COHS)  
Richard Naylor (COLN)  
Barbara Nichols Randall (GUIL)  
Lenny Zapala (MEND)

Margie Morris (POES)  
Jane Chirgwin (RENS)  
Kim Graff (RVLL)  
Mindy Fowler (SNLK)  
Laurenne Teachout (STEP)  
Paul Hicok (TROY)  
Tim Burke(UHLS)  
Sue Hoadley (WSTL)

**Minutes:**

Meeting convened at 9:05AM

**Motion: ( Nichols Randall/Naylor)** To approve minutes of September 7, 2012 meeting as corrected. **Motion carried.**

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

**Plan of Service** - The UHLS 2012-2016 Plan of Service was approved by the UHLS Board of Trustees at their September meeting and the plan has been submitted to the NYS Division of Library Development. DLD will review the plan and follow up with any questions or concerns they may have and once those questions/concerns are addressed, the plan will be officially approved. We have made the new plan of service, along with the new Central Library Plan of Service available on the UHLS website. As requested by the DA I am beginning the process of creating an action plan that will move the System forward as described by the Plan of Service. My sincere thanks go out to the UHLS Board, the member library directors, staff and trustees, the UHLS staff, and Elissa Kane, our facilitator, for participating in the process that created our new Plan of Service

**Central Library Plan of Service** - The UHLS 2012-2016 Central Library Plan of Service was also approved by the UHLS Board of Trustees and has been submitted to DLD for approval along with the System Plan of Service.

**2013 UHLS Budget** - The 2013 draft budget for UHLS is being reviewed by the UHLS Finance Committee and will be considered for adoption as the proposed budget at the October 10 UHLS Board meeting. Once adopted by the board, the proposed budget will be put up on the UHLS website for review and comment. The budget hearing on the proposed budget has been scheduled for Thursday, October 18 at 4pm here at UHLS. It is anticipated that the final budget will be approved by the UHLS board at their November 14 meeting.

**Construction Grants 2012** - The application process for the 2012 NYS Public Library construction grant program will be completed on October 10 when the applications, along with the System award recommendations and supporting material, will be submitted to DLD. All of the applying libraries have been notified of the recommended award distribution for their application (see list below). We had a final total of 10 applications from member libraries. The System's full grant allocation of \$444,453 was awarded to the applicants. There remains \$227,960 in unmet need that could be considered should additional funds be made available to UHLS from DLD. I want to thank the applying libraries again for their extra efforts to "dig deep" to find fundable projects to ensure that the grant funds will be used within the UHLS service area.

*Albany Public Library	Main Library HVAC improvements	\$90,422
Altamont Free Library	New building “finishing touches”	28,542
*Cohoes Public Library	Boiler replacement	45,316
East Greenbush Comm. Library	Outdoor programming space	18,638
*Nassau Free Library	Entryway rehabilitation	7,327
*Rensselaerville Library	Accessibility, building rehabilitation	57,000
*Stephentown Memorial Library	Property acquisition	68,535
*Troy Public Library	Main Library accessibility improvements	46,500
Voorheesville Public Library	Property acquisition	51,000
*Westerlo Public Library	Building rehabilitation	<u>31,173</u>
Total award distribution		\$ 444,453
* 75% award eligible libraries		

**New York Library Association Annual Conference** - The NYLA Annual Conference entitled: “Writing Our Next Chapter” will be held in Saratoga Springs on November 7-10, 2012. Joe Thornton, Rob Carle, Jo-Anne Benedetti, and Mary Fellows from the UHLS staff will be joining me in attending the conference, along with many trustees, staff, and volunteers from UHLS member libraries. I encourage all UHLS member library staff and trustees to consider attending some part of the NYLA Conference, both as an excellent continuing education and networking opportunity, but also as a great way to support the vital advocacy efforts that NYLA leads on behalf of all of New York’s libraries.

**CORE Trustee Training for New Trustees** - Last night Mary and I conducted our first CORE Trustee Training session for new trustees. The session was attended by 9 trustees from a variety of libraries. It is vital that new trustees are introduced as early as possible in their tenure to the fundamental information presented in the CORE training both to give them a clear understanding of their role and also to ensure common ground with the experienced trustees who have already completed the CORE program. We will offer the program for new trustees 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 take place on Thursday, February 7, 2013.

Additional information shared at meeting:

**RE: Budget** – The increase in retirement and health benefit costs absorbed most of the increase in funding from the State.

**RE: NYLA** – Next year the NYLA conference will be held September 25-28 in Niagara Falls.

**RE: Annual Dinner** – June 12<sup>th</sup> at the Crooked Lake House – Rensselaer County

**UHLS Board & Finance Committee: ~~E. Butrico~~ Tim**

Discussed budget

**UHLS Administration: J Zelman**

No meeting

**Services Committee: R. Naylor**

Construction grants

Outreach mini grants approved

**Central Library: P Hicok**

Meeting 10/11/12 – will be discussing allocation

## **e-Content Advisory Committee – J Wines**

At the first meeting:

1. Created LISTSERV – directors will be the default
2. They will focus on content development, communication and training
3. Distributed chart of what each library has spent on e-content and what the committee had given as suggested amounts

We reviewed the e-content chart for expenditures. The committee will consider if Advantage purchases will count toward the total amount spent for that library. UHLS has asked Overdrive if Advantage can be removed after one year so the books are open for others to borrow. There are 14,000 books available at this time.

### **Old Business:**

Online patron registration – will be discussed in November

### **New Business:**

Better World Books – Tim has not heard from them. Barbara said a staff person suggested that a bin be placed at UHLS and/or Honest Weight Foods when it is built. The money would go to UHLS. Judy P also suggested transfer stations.

### **Open Forum:**

Barbara: The Directors' Association sometimes did an extra training in the years that the NYLA conference is not in the area. Do we want to do that next year? If so, we need to plan for it. We may be able to cooperate with CDC and/or SALS. There was a group that had met to plan for continuing education planning. Tim will work on ideas with the members of that group.

Judy P: They had are having a vendor fair – Tupperware, Pampered Chef, jewelry, etc – at the Senior Center. The library will benefit from commissions. A silent auction item from each vendor will go to benefit the library. They are also having a lasagna dinner & cake walk. 19 trays of lasagna have been donated for dinner. The cakes are all donated and will be raffled off for \$10 per cake.

Laurenne: The cabaret went very well – they sold 110 out of a possible 156 tickets. They made \$300 on 50/50, \$300 on donations for wine & cheese (served by a winery with a license), with a total raised of \$5,000-\$7,000. They are beginning to plan for another one.

Julie: Has a newsletter that goes out “quarterly-ish.” They are now using Mail Chimp to distribute information to patrons.

There was discussion as to how people are using Facebook, Pinterest, etc.

Tim: Recently had a request from a member library to have insurance reviewed. There were a lot of emails back and forth to everyone about who uses what/who. Tim would like to send out a services survey that can be shared with other member libraries. He asked what services people would like to know about. Many suggestions were given. The list will not be kept updated on a regular basis – maybe only every couple of years but it would be a starting resource.

Paul: Troy's budget passed 3:1 and they have 3 new trustees.

### **Adjournment**

**Motion:** ( Zapala/Naylor ) To adjourn meeting. **Motion carried.** Meeting adjourned at 10:25 AM. Next meeting is November 2, 2012 at 9 AM at UHLS.

Submitted by,  
*Margie Morris*