

Director's Association

Upper Hudson Library System

Friday, January 7, 2000 at Guilderland Public Library

Attending: Jeff Cannell (APLM), Deb Canzano (COHS), Bobbi Crowther (VAFL), Judy Felsten (RCSC), Carol Gaillard (HOOF), Carol Hamblin (GUIL), Paul Hicok (TROY), Bob Jaquay (COLN), Helen King (ALTM), Barbara Kubli (STEP), Daryl McCarthy (NGRN), Jane Minotti (SNLK), Margie Morris (POES), Pat Nonamaker (EGRN), Nancy Pieri (BETH), Gail Sacco, (VOOR), Barbara Schoen (WTVT), Archa Wachowicz (RVLL), Lenny Zapala (MEND).

Visitors: Jo-Ann Benedetti, Phil Erlich, Heidi Fuge, Noralee Itchoak, Melissa Palmer, Diane Riganti, David Worden

Meeting convened 9:00 am.

UHLS Director Search Committee, Phil Erlich

Phil announced the Search Committee is comprised of:
three member library directors from small, medium and large libraries. A. Wachowicz (small), J. Felsten (medium) and J. Cannell (large) volunteered.

Chairs of UHLS standing committees.

Two UHLS staff, D. Riganti, H. Fuge.

R. Baum as recorder.

Meetings are open to the public except during interviews where member library candidates have not notified their library.

Phil asked for input on the qualities and qualifications desired in the new director. Responses included: someone who has public library experience, from outside the system or a current member library director, has worked with the public, in all size libraries, and helped small libraries develop. Experience participating in a consortium, a record of significant achievement, management experience, financial management skills, automation knowledge, a skilled communicator and "networker." Someone who is willing to visit libraries and attend member library Board meetings, a collaborative rather than authoritative style, mediation skills, risk-taker, service oriented.

UHLS Administration Committee will review these suggestions and revise the job description. G. Sacco offered to help. The position will be advertised on NYLINE, CDLC and LJ Hotline. The questions will be experience based. Notice of vacancy will be sent out next week. Search Committee expects to complete the process by the end of March. If the Committee doesn't receive enough resumes (# to be determined) they will re-advertise.

Message from Bill Meredith via J. Cannell

The travel allowance in the UHLS budget will be distributed on a first-come, first-serve basis until funds run out. A. Wachowicz expressed concern that small libraries may not be able to attend if there is no travel compensation. J. Cannell said the budget could be amended if funds are available in UH budget.

Next DA Meeting, J. Cannell

Motion (Sacco, Jaquay) to meet at UHLS in February and March, then at member libraries for remainder of year, all at 9 am. Carried.

Minutes

Motion (Kubli, Schoen) to approve December 2, 1999 minutes. Carried.

UHLS, S. Dallas

No. report. G. Sacco suggested UH should create temporary positions which could help with clerical duties until they are fully staffed. DA Exec. Committee is supposed to receive an interim service plan from S. Dallas. Discussion about administering of Summer Reading Club. Exec. Committee will pursue.

DRA Conference, P. Nonamaker

DA Executive Committee was charged with deciding who should represent the Directors at the DRA Conference in March. Richard Naylor, who attended last year, was selected.

Automation Consultant Subcommittee, Jaquay, Hamblin, King

The RFP was sent to four consultants: Susan Epstein, Diane Mahew, Wm. Saffady and Robert Burgin. Burgin has already sent a refusal. Suggestion made that RFP should be posted on the Intranet.

WIZ Committee, G. Sacco

Claude Caesar knows dynamic HTML and is working on Web 2. A first draft of the help screen has been mounted on the Web interface. The Committee is still working on problems with some functions that don't operate smoothly.

Services, J. Felsten

S. Dallas may not be able to implement the LSTA grant "Library Services for Older Adults." Several directors expressed concern that this grant has already been awarded and should be fulfilled.

UHLS is proposing to fund the registration fee for one person from each member library to attend NYLA Conference when it is in Albany and Saratoga. G. Sacco suggested that this fee be the cost of a NYLA membership registrant and not the "non-member" registration fee.

Central Library, J. Cannell

Carol Clingan resigned and is now Director of MVLA. Jeff's administrative assistant also resigned. A "director training" position has been created which combines the two. It will be advertised shortly.

G. Sacco mentioned that there is some problem logging into "Searchasaurus." Marcia Middleton is working on it.

Meeting adjourned 11:15 am. for member libraries interested in meeting with Unique Management.

Collection Agency, C. Hamblin/Unique Management Services, Inc.

Recommend submitting accounts that are 45-60 days past final bill, valued \$25 or more. The DRA module to accompany service is \$4500. Unique willing to pay half. There is a 50-60% recover rate for accounts submitted within 60 days. There is no minimum number of accounts to participate. Cost of initial placement (letters and phone calls) is \$4.95 per account if using automated system, \$7.95 per account for manual system. Full rate (letters, phone calls, skip tracing and credit reporting) is \$8.95 for automated and \$9.95 for manual. If circ. is 115,000 expect to submit 15 accounts/mo. 40-45/mo. if circ. is 500,000. Most libraries add \$10 processing fee (in addition to fine) to each patron account to cover expenses. Only 1-1½% of patrons requires this service. Unique can accommodate many different automation systems. If the \$10 fee is added to the patron balance and if patrons are submitted to Unique within 60 days overdue, UMS guarantees to recover enough to pay Unique fees and keep the budget process neutral. Libraries are billed monthly. Unique has experience writing a UDMS report to track returns so patrons are not contacted after they have settled with library. Unique will work with UHLS to prepare this report.

If libraries decide to go manual service, each library sets up their own account.

Meeting adjourned 12:15 pm.

Next Meeting Friday, February 4, 9 am at UHLS

Submitted by P.Nonamaker