

Director's Association

Upper Hudson Library System
Friday, August 3, 2001 At UHLS

Attending: Jeff Cannell (APLM); Helen King (ALTM); Carolyn Brook (CAST); Deborah Canzano (COHS); Pat Nonamaker (EGRN); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS); Margie Morris (POES); Phil Ritter (UHLS); Bobbi Crowther (VAFL); Gail Sacco (VOOR); Barbara Schoen (WVLT)

Visitors: Mary Fellows, YS Consultant (UHLS); Richard Naylor, Asst. Director (COLN)

Meeting convened at 9:00am.

Welcomed the new director at Castleton Library – Carolyn Brook

Minutes:

Motion (Zappala, Canzano) to approve July 6, 2001 minutes. Carried.

UHLS: Phil Ritter

Presentation by Mary Fellows of two items that UHLS is investigating for member libraries. UHLS would like feedback and/or decisions by the Directors' Association as to whether they should proceed.

- Chapter-A-Day Book Clubs (www.chapteraday.com) - this is a company that delivers online book clubs by emailing a portion of a chapter each day. There is a new book each week and Chapter-A-Day sends libraries an advance list of books being offered so that they can make those books available to patrons that want to continue reading them. There is also an option that allows each library to promote events happening in the library. They offer up to 7 different book clubs at this time. There would be a one-time set up fee to UHLS of \$100. The annual subscription for all 7 online book clubs would be \$1000 for 20 or more libraries. (This would not change anything for those libraries that already use this product.) There is an optional \$250 one-time set up fee for any library that wanted its own interface, the book club subscriptions would still be included in the \$1000 charge to UHLS. This separate interface allows each library to choose the book clubs they will offer unaffected by what UHLS is offering. The general discussion and consensus is that this is a great service to offer patrons at very little cost. UHLS will pay the annual subscription cost.

Motion (Canzano, Gaillard) UHLS should pursue The Chapter-A-Day Online Book Club for member libraries. Carried.

- Tutor.com (www.tutor.com & www.livehomeworkhelp.com) - this company provides online tutoring and live homework help (which is what we are discussing). This is a

20-minute session with a live tutor. Each license purchase allows for 4 hours per day, 4 days per week at a cost of \$4500.00 for each license. It would be recommended that UHLS purchase 10 licenses in order to serve all libraries. Albany Public Library is looking into launching a pilot program using tutor.com. Mary has been working with Questar III and through a grant they will be purchasing 3 licenses to serve Rensselaer, Columbia and Greene counties. She is also trying to contact Capital Region BOCES to see if they would be interested in a similar thing. Everyone felt that we should gather statistics from Albany Public and Questar III and review them next year to see if this would be a useful service to offer our patrons. It is very costly.

Web Site Administration Policy –a question arose as to what constituted a “commercial advertisement”. There was brief discussion regarding this issue. (Gail Sacco wanted it noted that directors are responsible for the content of a website.)

Motion (Zappala, Canzano) Motion to strike the phrase “no commercial advertisements” from item #8 of the draft of the UHLS Web Site Administration Policy. Carried

Motion (King, Sahr) Approve the UHLS Web Site Administration Policy as revised. Carried.

- Disaster Plans – CDLC has a person on staff that will do a workshop to help develop disaster plans for UHLS libraries. Currently, in addition to UHLS, 21 member libraries do not have disaster plans. Phil will follow up on this for the fall.
- Survey of Salaries & Benefits – Richard Naylor put together a listing of library titles/job descriptions to be used in completing the survey. This sheet will be distributed along with the survey.

Motion (Canzano, King) Prepare Survey of Salaries & Benefits as discussed, with job descriptions sheet attached. Send out to directors by August 10, 2001 to be returned to Phil by August 31, 2001. Carried.

- NYLA Registrations – 21 of 29 member libraries have taken advantage of the UHLS offer to pay for one representative from each library to attend the conference in October. This is a similar response to last year. Phil and UHLS were thanked for offering this opportunity.

UHLS Board: P. Nonamaker

- New officers were appointed.
- Basic state aid was received which means UHLS will not need to take out a loan to operate.
- Meeting room policy was approved.
- UHLS staff will receive a 3% cost of living adjustment.
- Discussion of CIPA. Workshop on CIPA will be offered on September 11, 2001 at UHLS. One session will be at 1:00pm and another at 7:00pm. The sessions will cover the same items but are set up to allow trustees and staff that are not available during the day to attend.

UHLS Finance: P. Nonamaker

See UHLS Board

UHLS Administration:

See UHLS Board

Interest Groups: P. Nonamaker

No meetings in July or August

Services:

Pat Nonamaker reported that CIPA issue was discussed.

Automated Services Committee: P. Nonamaker & R. Naylor

- Automation Migration Report – Karen Nuckolls had informed everyone about this report available on the Intranet under library reports. There are problems with some items that have been withdrawn and have not been deleted at the end of each month. They think it is due to the program reading codes wrong and not picking up on these items. Pat will ask Karen & Rawdon if they can run the report again with other code combinations to see if it cleans up the report more. These items will need to be deleted individually, manually at each library in order to have the database cleaned up in time for migration to the new system. Costs are based on holdings and these withdrawn items do not give accurate holding figures.
- WEB2 - will be available soon. It allows patrons to renew online and also change their pin number.
- Port Fees – policy for fees will be revised for new automation system. Phil spoke to members of PULISDO to see how they figured these fees. Many library systems base the fees on a combination of number of patrons, number of holdings, and circulation.
- Network analysis (R. Naylor) – the recommendation for Epixtech will be passed on to the UHLS Board at their August meeting. Then negotiation will begin as to what will be included in the system: what features do we want, what do we want fixed, what weakness do we want corrected, etc. Phil reported that it takes around 8 months for the system to be put into place. He reminded/urged libraries to assess their equipment and find out what needs to be upgraded in anticipation of the new system. It doesn't matter which system is finally chosen, they all require upgrades to older equipment. For example, 56K lines need to go to 112K. This needs to be done now so that it can be planned for and implemented smoothly.

FYI: Gail Sacco shared that search engines such as Yahoo & AltaVista now have companies paying for the privilege of having their site come up first on the search engine. People need to be aware of this when looking for information.

Central Library: J. Cannell

- New branch of Albany Public library will be located in North Albany near School 20. It will be in conjunction with a YMCA, daycare, and computer-training lab. They will break ground in the fall of 2001 and hope to be open by the fall of 2002.
- Construction on the renovation of the café has begun. It will open in September.
- Albany County libraries should be talking to county officials about next year's budget and the need for funding.
Jeff will post volunteer opportunities for the upcoming NYLA conference, as it will be held in Albany. Let him know if you can help out.
- Gail Sacco requested that there be discussion about the Central Library lending out their videos. Phil clarified that the only videos required to be circulated as a Central Library function (as per the state) are nonfiction videos. Jeff will discuss this further with Gail.

Nuts & Bolts:

ALTM – Helen King announced that she will be leaving Altamont at the end of August to go to the Brown School in Schenectady. (We all wish Helen the best of luck. She will be missed.) Also, the Altamont Library will be having a Buck-A-Bag Book Sale the week of August 13th.

VOOR – Gail had a complaint about the movie Requiem for a Dream. It did not have a rating, as the director would not accept NC-17. Patron was offended as he watched it with his 12-year-old daughter. VOOR had purchased this video based on all the award nominations it had received.

WVLT - Barbara reported that they had 100 children and 20 adults attend a performance of The Puppet People. They also served hot dogs and ice cream. It was a wonderful program and she recommends it to others.

Rensselaer County - Pat Nonamaker reported that she, Paul Hicok, Carol Trager, and Margie Morris met with County Executive Kathy Jimino to discuss the need for increased funding for Rensselaer County libraries for the upcoming year. We requested that the technology money that was received last year be kept in the budget, especially in light of the migration to the new automation system and the need to upgrade for it.

Old Business:

Times Union – Albany had a nice article about their new computer lab on the front page recently

New Business:

Gail Sacco requested that the Directors' Association set aside 1 or 2 meetings for workshops/discussions for trustee orientation & policies and to discuss ways to use the information gathered from the salary and benefits survey. This should be separate from a regular meeting and its agenda.

Motion (Crowther, Gaillard) Meeting adjourned 11:20am. Next meeting September 7, 2001 at UHLS.