

Director's Association

Upper Hudson Library System

Friday, September 7, 2001 At UHLS

**Attending:** Jeff Cannell (APLM); Nancy Pieri (BETH); Carol Trager (BRUN); Carolyn Brook (CAST); Bob Jaquay (COLN); Carol Hamblin (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS); Daryl McCarthy (NGRN); Sharon Hodges (PTRB); Margie Morris (POES); Judy Felsten (RCSC); Rebecca Lubin (RVLL); Jane Minotti (SNLK); Barbara Kubli (STEP); Paul Hicok (TROY); Phil Ritter (UHLS); Bobbi Crowther (VAFL); Gail Sacco (VOOR); Barbara Schoen (WVLT)

**Visitors:** Barbara Nichols Randall (GUIL)

**Meeting convened at 9:00am**

**Minutes:**

Motion ( Hamblin, Zapala) to approve August 3, 2001 minutes. Carried.

**UHLS:** Phil Ritter

- **Erate** - Some libraries have still not sent a technology plan or Form 479 to Rachel at UHLS.
- **LSTA Grants** – All 3 grants have been approved but at a reduced level – participating libraries will be contacted regarding this.

**I Spy Hometown** – asked for \$41,000 funded at \$30,000.

**Numbers Tell the Story II** - \$3000 reduction but Sara Dallas was able to purchase palm pilots needed for this grant with funds leftover from this year. Therefore the reduction will not impact this grant. Diana Mayo will present a program on November 28th & 29th. The program is the same for each day so participants only need to attend one session. Sandra Nelson will present a two-day workshop on May 9th & 10th. Polly Alida Farrington will instruct on how to use Power Point and Excel to present statistics – date to be announced.

**Families Read** – asked for \$137,000 funded at \$112, 000.

- **Salary & Benefits Survey** – spreadsheet of survey compilation was distributed. Four libraries have not responded yet. Directors were asked to check the information and verify that is was correct for their library. Corrections should be sent to Heidi Fuge. Final copies will be distributed to each library.
- **Disaster Plan Workshop** – by Karen Brown, preservation librarian at SUNY Albany on November 13, 2001. This will be held from 9:00am to noon at UHLS.
- **CDLC Task Force** – Phil serves on the CDLC Board. The academic librarians would like to have a 24/7 reference service. Tim Burke of Siena College will chair a task force of

5-6 people to investigate this issue. They would like to have representation from public libraries. If anyone is interested or knows of someone that would be interested in serving on this task force, contact Phil.

- **CIPA Workshop** – Tuesday, September 11th at 1:00pm and 7:00pm at UHLS. There is still space in both sessions, with more openings in the evening session. A flyer was sent out to each trustee from every library in UHLS.
- **Pool Collection Planning Committee** – First meeting will be held on October 11th at 9:00am at UHLS. The committee members are Bob Jaquay, Jeff Cannell, Carol Trager, Barbara Schoen, Rebecca Lubin, Margie Morris, Sara Dallas, Mary Fellows, and Jo-Ann Benedetti. Jeff Cannell is replacing Carol Hamblin on this committee as she is retiring at the end of September. This advisory committee will make recommendations and not final decisions. Mary Fellows will chair the committee.
- **Outreach Mini-grants** – An ad hoc committee was appointed by the UHLS Board to study the process of how the mini-grants are reviewed and awarded. The committee has met and will report to the Services Committee and then to the UHLS Board. They have suggested some changes.  
Satisfaction Survey – sent out on Tuesday. Cohoes was the first to return theirs.
- **Automation System Migration** – Implementation Team is currently negotiating with Epixtech. At this time the cost is at \$271,000. Additional components currently being discussed are:

**Zoom Text** - for all in-house machines, helps everyone meet ADA standards

**EasyAsk or Reportsmith** – although there are many canned reports included with the system, either of these would allow libraries to create their own reports.

Serial Module

**Telesearch System** – capability of notifying of overdues and reserves by phone.

Participating libraries would need to pay the cost of a telephone line to provide this service. The general opinion is that this would be much less expensive than the cost of mailing out the notices.

**Training** - UHLS will purchase 30 training days in addition to the six that come as part of the system.

The goal is to have a finalized contract to the Automated Services Committee by September 25th and then to the UHLS Board by October 10th. There was concern that this would not give the ASC adequate time to review the contract before it needs to be sent out to UHLS Board members on October 1st.

**UHLS Board:** P. Nonamaker

- Authorized Phil to negotiate a contract with Epixtech.
- Two responses to the classification study RFPs were received. They were identical in price at \$18,000. The Motion for the Board to accept one of them was defeated because one member felt it was too expensive and another felt it was not needed. Phil will contact both groups who responded to get an itemized breakdown of their proposals. Phil reported to the Directors' Association that he had done that and neither group felt that the study could be done in components. He asked them if there was another way to do

this study and if they could get back to him with new proposals. They responded with new procedures and figures, one at \$15,000 and the other at \$12,500. Phil will bring this information to the UHLS Board.

- UHLS is paying for 21 people from member libraries to attend the NYLA Conference.

**UHLS Finance:** P. Nonamaker

- Quorum not present (8/8/01 meeting)
- LLSA funds have been distributed
- Incentive and supplemental grants have been distributed

**UHLS Administration:** N. Pieri

- Meeting room policy was discussed
- Classification study discussed
- No meeting in September

**Interest Groups:** P. Nonamaker

- YS Continuing Education Subcommittee – met in July to make plans for a full-day workshop on September 26, 2001. Topics will be “serving teens” and collection management. Patrick Jones, a nationally known YS expert will be speaking.
- YS– will meet September 21st to discuss Summer Reading Club issues, program exchange, Battle of the Books, and recruiting and keeping of volunteers
- Reference - will meet September 20 to discuss issues and balanced viewpoints
- ILL – will be starting up again in the fall
- Other – Phil, UHLS consultants and Pat met on August 16th to discuss formalizing the definition, roles, and responsibilities of the interest groups, work teams, and other advisory groups in the system. A draft has been prepared and will be presented to the Directors’ Association at the November meeting.

**Services:** J. Felsten

- Discussed Salary and Benefits Survey, Chapter-a-day book club, tutor.com, and web site policy

**Automated Services Committee:** N. Pieri

- There was a question about purging inactive patron accounts before migration to the new system. This still needs to be clarified.

**Central Library:** J. Cannell

- Albany County funding – Jeff thanked libraries that responded to his query as to what they did with the money that came from the county. A meeting for Albany County libraries was arranged.

- Café will have a “soft” opening next week.
- They are waiting for a grant to help pay for tutor.com at the library.
- NYLA Conference – This is a chance for Albany to make a good impression in order to get the conference back here in the future.

### **Nuts & Bolts:**

- **Voorheesville** – Gail is helping with local arrangements for the NYLA conference – help is needed for the registration desk and NYLA store. She is setting up information on the libraries website to show where and when help is needed. Please let her know if you can help.

Also, 3 librarians from Croatia and Lithuania will be here on September 25th –27th. They are scheduled to stay in hotels but Gail is looking for someone to host them while they are here instead.

- **Hoosick Falls** – They were given the book contents of an estate. They discovered that this collection includes Nancy Drew’s from the 30’s with the dust jackets still intact (actually in excellent condition), comics from the 30’s, Five Little Peppers, etc.
- **Poestenkill** – They were awarded a NYLA Building Award for their new location. This will be given at the NYLA dinner in October. \$500 is given for this award. They are one of three libraries in the state to earn this award.
- **Castleton** – They have started filling ILL requests and are getting ready to go online.
- **Brunswick** – Two upcoming fundraisers: Fashion Show on October 6th at Boscovs. \$5.00 per person. There will be door prizes and raffles. Then in November they will hold their annual fundraiser at the Troy Country Club. \$25.00 per person. Silent auction, light dinner, and wine.
- **Sand Lake** - New York Wine & Cheese Party at Crooked Lake Coffee House on October 20th.

### **Old Business:**

- Carol Hamblin questioned the equity of erate and why some libraries went down and then up and others just kept going down in their reimbursements. Jo-Ann Benedetti cannot explain it as the rules and regulations seems to change daily. The general feeling is that it is very hard to understand where all the figures come from and how to calculate them.
- Renewals – questions as to whether the policy changed for other libraries renewing non-renewable items. This has been happening more frequently. This issue will be going before the ILL/CIRC group at their next meeting.

### **New Business:**

- Everyone wishes Carol Hamblin the best on her retirement effective September 28, 2001.

Motion ( Zapala, Trager) Meeting adjourned 11:00am. Next meeting October 5, 2001 at UHLS.