

Director's Association

Upper Hudson Library System

Friday, September 28, 2001 At UHLS (In lieu of October 5th meeting)

Attending: Jeff Cannell (APLM); Nancy Pieri (BETH); Carol Trager (BRUN); Carolyn Brook (CAST); Bob Jaquay (COLN); Pat Nonamaker (EGRN); Barbara Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Margie Morris (POES); Judy Felsten (RCSC); Barbara Kubli (STEP); Phil Ritter (UHLS); Gail Sacco (VOOR)

Visitors: Members of Implementation Team: Karen Nuckolls(UHLS), Jonathan Koppell(UHLS), Rawdon Cheng (UHLS), Marcia Middleton (APLM)

Meeting convened at 9:10am.

Minutes:

Motion (Gaillard, Trager) to approve September 7, 2001 minutes. Carried.

UHLS: Phil Ritter

- **Implementation Team-** received the first draft of contract with Epixtech. Copies were distributed to everyone present. There was discussion of chart showing bandwidth requirements. (This information is also on the Intranet along with a bandwidth calculator so libraries can determine how much they will need.) Lengthy discussion and review of contract. Costs were discussed. The current annual maintenance costs for DRA are \$33,000. It is anticipated that the annual costs for Epixtech will be \$66,000. There was discussion as which formula should be used to determine member library costs. Charts with 3 different formulas (pink, blue, green) using percentages for holdings and circulation were distributed. Each formula was presented with an access fee (A) and without an access fee (B).

Motion: (Sacco, Zapala) Recommend that UHLS use the "Blue B" formula (Items 33%, Circ 67% without access fee) to determine costs. Discussion ensued as to see if we should first determine whether or not there should be an access fee and then determine the formula. Motion withdrawn.

Motion: (Cannell, Zapala) Recommend that UHLS use the access fee as part of the determination in the formula for costs ("A" side of charts). Carried.

Motion: (Cannell, Zapala) Recommend that UHLS use the formula of Items 25%, Circulation 75% to determine the costs to member libraries (Pink "A"). Carried.

Automated Services Committee will vote on this at their next meeting on October 23, 2001. The meeting is at UHLS at 9:00am.

- **LSTA Grants** – All three were approved at reduced rates.
- **Visits** - Phil has completed his visits to each library. He will go back to those that have a new director soon.
- **Satisfaction Survey** – Due today. 13 out of 29 have been returned. Please send them in ASAP.
- **Classification and Pay Plan Study** – This has been approved by the UHLS Board. It will be done by The Singer Group (from Philadelphia) for \$12,000.
- **UHLS Advisory Council** – UHLS consultants and Pat Nonamaker have been working on revamping the Advisory Council, work groups, and interest groups. A draft copy of the suggested council was distributed to be reviewed and will be on the agenda next month for discussion and action.
- **Youth Related Website Survey** – draft of a survey that Mary Fellows would like to distribute was handed out.

Motion: (Sacco, Felsten) Approval to send out UHLS Youth Related Website Survey. Carried.

- **UHLS Budget** – copies of the proposed budget (blue) that was sent to UHLS Board were distributed. (Blue copy did not include a training specialist, the gray copy does include this position). At the time the budget had been presented the UHLS Board had not approved the classification study. It is hoped that UHLS will be able to fill this position next year after the survey is done and gives suggestions for appropriate salary range for the training specialist.

Motion: (Tager, Brook) Recommend that the UHLS budget with the position of training specialist included, be submitted to the UHLS Board. Carried.

(At this point Margie left and Carol G. took over the minutes.)

UHLS Board: P. Nonamaker

Classification study was approved.

UHLS Finance: P. Nonamaker

No report.

UHLS Administration: N. Pieri

Meeting canceled, no quorum.

Interest Groups: P. Nonamaker

YSS: - Useful information regarding the events of September 11, 2001 has been distributed to all libraries.

- Mother Goose Jazz Band Grant through Arts Council of the Capital Region is being applied for.

- Home Day Care Outreach

ILL: - Lending policies are being reviewed

Services: J. Felsten

Variance requests for libraries not meeting the standard

Automated Services Committee: N. Pieri

No report.

Central Library: J. Cannell

- Café is open and being well used.
- Vitality Event for NYLA - tickets still available
- Jeff hopes to have a meeting with Albany County officials regarding budget

Nuts & Bolts:

BETH: The parking lot is being resurfaced and there will be no access next week.

EGRN: They are beginning an education campaign for restricting services for Schodack residents as of January 1, 2002.

STEP: The library board is considering an addition or renovation.

RCSC: Community Outreach assistant is being hired.

CAST: Will be holding their first automation event to get patrons registered. They will have a musician and silent auction on October 12th.

GUIL: Reception for Carol Hamblin today from 3:00-5:00pm.

Old Business: None

New Business: None

Motion: (Pieri, Brook) Meeting adjourned 11:45am. **Next meeting November 2, 2001 at UHLS.**