

Director's Association

Upper Hudson Library System
Friday, November 2, 2001 At UHLS

Attending: Jeff Cannell (APLM); Nancy Pieri (BETH); Carol Trager (BRUN); Carolyn Brook (CAST); (Pat Nonamaker (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS); Sharon Hodges (PTRB); Margie Morris (POES); Judy Felsten (RCSC); Rebecca Lubin (RVLL); Jane Minotti (SNLK); Linda Fecura (SCHG); Barbara Kubli (STEP); Phil Ritter (UHLS); Bobbi Crowther (VAFL); Barbara Schoen (WVLT)

Visitors: Marcia Middleton (APLM), Karen Nuckolls (UHLS)

Meeting convened at 9:00am

Minutes:

Motion: (Cannell, Pieri) to approve September 28, 2001(October meeting) minutes. Carried.

UHLS: Phil Ritter

- Distributed a flyer received at UHLS for "Meet the Funders" on December 13, 2001. Opportunities to meet organizations that offer grants and fundraising to non-profits.
- Pool Collection Committee – minutes from these meeting will be on the Intranet. Next meeting will be held December 4th.
- Advisory Councils – reviewed draft that was distributed at last month's meeting. There was a question about allowing for a technology group at some point. There was discussion of the various groups, how they have been functioning, and future possibilities.

Motion: (Kubli, Nichols Randall) Recommend UHLS adopt the plan for Advisory Councils as drafted.
Carried.

- Contract with Epixtech – UHLS has been negotiating and are working on some small points in the contract. UHLS wants added to Rider A the need for a network printer to print out overdue notices (\$2000). There was also a minor change to Rider E, # 2 regarding status changes. ASC has approved the contract and it is going to go to the UHLS Board of Trustees. The Epixtech cost proposal was distributed. At this time the total cost is at \$362,777.00 with an annual maintenance cost of \$59,960.00. The spreadsheet (draft) with member library costs was distributed. This is not the actual cost at this time, but it is the way the costs will be figured using updated information on total holdings and circulation. This formula must be approved by the UHLS Board by December 31, 2001 as the member libraries are required to receive a one year notice of their costs for the system. Costs will not increase for the year 2002.

- Web Specialist – UHLS has received 23 applications for this position. The applications will be reviewed at a meeting later today to narrow down the field and interviews will be scheduled. This person will be a PC specialist in maintenance and repair, with strength in websites. The specialist will be responsible for maintaining the UHLS site and for helping member libraries with their websites.
- Verizon Problems – many libraries were affected last week with phone line issues for UHLAN. UHLS staff did everything they could do and also called the Public Service Commission to complain about Verizon. It will be investigated. If any library feels they would like a rebate for days without service, they should contact Verizon.
- Outreach Mini Grant Study – study was distributed. UHLS Board accepted the recommendations of the committee.

UHLS Board: P. Nonamaker

- Most of the items have been covered by Phil's report for today
- Robert Ganz – new trustee on UHLS Board to replace Jim Carr
- UHLS consultants are presenting LSTA grant information to the Board
- Website policy adopted
- Budget (with training specialist position included) was presented the Board

UHLS Finance: P. Nonamaker

- Items covered by Phil's report

UHLS Administration: N. Pieri

No meeting

Interest Groups: P. Nonamaker

- YSS – small libraries met at the beginning to discuss programming
large libraries met at the end to discuss staffing – they would like to have a substitute list sent recommendations to Implementation Team/Epixtech for kids catalog
- Reference – will meet 11/15 to discuss travel guides and travel programs

Services: J. Felsten

- Website administration policy
- Outreach mini grant study
- Variances for standards

Automated Services Committee: N. Pieri

- Approved cost proposals for Epixtech

Central Library: J. Cannell

- Thank you to those who attended NYLA. Thank you Gail Sacco for taking on the Local Arrangements Committee.
- Albany County funding - no new funding for libraries. Jeff suggested that one check be sent to UHLS for distribution to Albany County member libraries. UHLS has agreed to this.
- Central Library Advisory Council - meeting 11/7 at 9am at Albany Public

Nuts & Bolts:

- Rensselaer County libraries – regular county funding is in place and an additional \$2500 is in the budget for each library. This half of what we received as extra last year.

Old Business:

- none

New Business:

- Carol Trager brought up the possibility of a system-wide amnesty week for overdue books. Libraries that have done this in the past felt that it was not a good idea. Patrons hold onto their books until the amnesty period and you still do not get back the books you want.

Motion: (Gaillard, Cannell) Meeting adjourned 10:55am. Next meeting December 7, 2001 at UHLS.