

Director's Association

Upper Hudson Library System

Friday, April 5, 2002 At UHLS

**Attending:** Jeff Cannell (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Carol Trager (BRUN); Darlene Miller (Interim) (CAST); Deborah Canzano (COHS); Bob Jaquay (COLN); Pat Nonamaker (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Pat Sahr (NASS); 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); Elaine Albrecht (WSTR)

**Visitors:** Sara Dallas (UHLS)

**Meeting convened at 9:00am**

**Minutes:**

**Motion** (Cannell, Pieri) to approve March 1, 2002 minutes. Carried.

**UHLS:** Phil Ritter

- State Annual Reports – 28 of 29 libraries have submitted their reports, Berne has not. All member library reports must be submitted together.
- LSTA Grants – Sara reported that the guidelines are broader and are more toward serving the institution of the library rather than the patrons. She suggested submitting a statewide grant to bring in Sandra Nelson to train someone in each library system to facilitate "Planning for Results" for member libraries of that system. There was discussion regarding the value of a grant such as this. Barbara Nichols Randall suggested a grant for training for customer service. The guidelines for the LSTA grants are on the Department of Library Development (DLD) website - FY 2003 Grant Program Guidelines. It is recommended that directors review this and become more familiar with it for further discussions.
- Adult Literacy Services Grant Applications – UHLS received only one application - from Guilderland.
- NYLA Library Legislative Day – 17 representatives from UHLS system attended.
- NYSALB Trustee Institute – Being held May 3rd & 4th at the Turf Inn. Directors should encourage trustees to attend.
- Advocacy Leadership Meeting with Commissioner Mills – Meeting will be held on May 17th. Respond to Phil by April 11th if interested or know someone that would be interested. He will submit the names.
- Discontinued Pool Collections – many emails have gone out on this topic, please refer to them for information about the process and the dates. This process will be completed by May 31st.

- Continuing Education Workshops – draft brochure was distributed
- Trustee Training Program - draft brochure was distributed. Copies will be mailed to every trustee when it is finalized.

**Motion:** (Pieri, Kubli) Approve both the Continuing Education Workshops and Trustee Training Program as distributed. Carried.

- Annual Report Narrative – UHLS is still missing 9 reports
- Trustee, Program and Advocate Awards – Due to UHLS by April 5th. They will be submitted to committees and the UHLS Board next week.
- Roadrunner Connection – Rawdon will be testing the Roadrunner connection on Sunday, April 7th after 5pm to see if it is going to work for UHLS.
- SALS/Verizon Grant – Southern Adirondack Library System (SALS) is a looking for volunteers (in Albany County only) to be etutors. They need people interested in training (6 hours)as tutors for basic computer skills at the community level. APLM, COLN, GUIL, WVLT, COHS, WSTL will submit names.

#### **UHLS Administration:** N. Pieri

##### March 4th meeting

- There was discussion regarding the expiration of the lease with the Task Force Group. (Phil clarified that the task force will take a lease on a month by month basis at \$13 per square foot)
- Consideration of getting purchase journal approved without a quorum.
- Review of UHLS Board bylaws – proposed changes for the number of votes needed for a majority vote. They discussed the liaison of the Directors' Association and UHLS Board President being voting members. The problem with that is there would be an even numbers of votes.

**Motion:** (Nonamaker, Cannell) UHLS Trustees consider giving the Directors' Association liaison to the UHLS Board of Trustees and Directors' Association representatives on UHLS Board Committees voting privileges. Carried.

- Classification Study – surveys have been prepared and sent out to libraries and agencies. They should be back soon and the Singer Group will do a report.

#### **Services:** J. Felsten

##### March 5th meeting

- Central library plan of service was brought to the committee and approved
- Outreach Mini Grants were ranked by the committee - \$9660 was awarded
- Mother Goose Jazz Band grants need final approval
- Judy requested substitutes for the next three meetings – Barbara Kubli will do April and Carol Trager will do May and June

**Automated Services Committee:** N. Pieri (Phil reported)

- Codes & ISTATS – Implementation Team is dealing with this issue. These items must be correct in order to get the reports that everyone wants.
- Roadrunner Transition
- Email Server – equipment has been ordered

**Central Library:** J. Cannell

- Rechartering effort – the vote will be on May 21st.

**Nuts & Bolts:**

WVLT – received 2 grants: Storytellers of Albany (program) & Kids Count (\$1000 for library)

COHS – Roadrunner up and running on staff computers

MEND – Roadrunner will be up and running by May

SNLK – renovations are almost done and the children's room has been restored to normal

ALTM – having road reconstruction on major roads in town – they did a story hour to promote safety. There were 37 children and DOT brought them helmets and goody bags.

**Old Business:**

- Judy Felsten drafted a letter from the Directors' Association regarding the difficulties with the state report software. There was discussion and some amendments to the draft.

**Motion:** (Kubli, Schoen) Authorize Judy Felsten to send amended letter to Carol Desch regarding the submission of state annual reports. Carried.

- Albany County Legislature – letters and phone calls have been made asking for library funding from the county. Asking for \$.50 per capita (received last year) and will probably get \$.25 per capita if approved. The vote is Monday, April 8th.

**New Business:**

- UHLS has been approached by Feura Bush to help them become a reading center; they are in the RCSC chartered area. Phil and Sara researched this issue and UHLS has determined that they will not work with Feura Bush to become a reading center as they are in a served area and that would go against the mission of UHLS to serve unserved areas.
- Bob will work on nominations for committee representatives

**Motion:** ( Zapala, Schoen) Meeting adjourned 10:40am. Next meeting May 3, 2002 at UHLS.

