

Director's Association

Upper Hudson Library System

Friday, November 1, 2002 At UHLS

Attending: Jeff Cannell (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Darlene Miller (CAST); Deborah Canzano (COHS); Pat Nonamaker (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOFF); Lenny Zapala (MEND); Pat Sahr (NASS); Margie Morris (POES); Judy Felsten (RCSC); Paul Hicok (TROY); Phil Ritter (UHLS); Bobbi Crowther (VAFL); Gail Sacco (VOOR)

Visitors: none

Meeting convened at 9:00am

Minutes:

Motion (Canzano, Cannell) to approve September 6, 2002 minutes. Carried.

b: Phil Ritter

- **Resource Sharing Advisory Council** – two items for consideration by Directors' Association
 1. Send List Requests for Periodical Holdings – libraries are receiving patron requests for periodicals now that the holding information is online. It is suggested, by the Council, that the holdings be changed to non-request. The decision is table until the Directors' Association has more information.
 2. 2. Paying Off Other Libraries Books – It is recommended, by the Council, that a lost item from another library not be removed from the patron's record by the library receiving payment. This way the owning library will know it is paid for and can decide if the book needs to be replaced. A note can be placed in the notes field that says "the patron has paid \$X.XX for Book Title on Date at Library that received payment". The owning library can clear the record after payment has been sent from the library that received it.
- **Motion** (Nonamaker, Hicok) Approved that the patron's record should not be cleared when a lost book is paid for in an library other than the owning library and that an email should be sent to all libraries informing them of this new procedure. Carried.
- **Singer Group Classification Study** – distributed and reviewed what was approved and not approved by the UHLS Board in response to this study. The UHLS Board will stay with COLA raises although incentive raises are recommended by the study. They are willing to look into other options for next year's budget. All consultants are now titled managers. A new organizational chart was distributed. There was discussion regarding the need for a way to objectively rate performance, participation in committees, training, etc.

- **Proposed 2003 UHLS Budget** - distributed proposed budget and budget summary – reviewed changes. The UHLS Board believes that the COLA is too high (1.5 %).

Motion (Sacco, Zapala) Request that Pat Nonamaker write a letter to the UHLS Board on behalf of the Directors' Association to endorse the 1.5% COLA for UHLS staff. Carried.

- **Coordinated Outreach Advisory Council** – A representative is needed on this Council. Jeff Cannell has been the representative for three years. The new term would begin January 2003. Nancy Pieri and Debbie Canzano nominated Judy Felsten for this position. All approved.
- **Gates Foundation Grant** – New York State has received a \$257,000 grant from the Bill & Melinda Gates Foundation to provide technology training for public library staff that assist patrons with public access computers. UHLS has received \$7360 to host training in the area. December 17th will be a Train the Trainer workshop for people to become trainer mentors to better teach patrons to use computers. Someone from every UHLS library must be trained. Sara Dallas will coordinate this effort.
- **Construction Grants** – Six interim construction grants came in over the summer. Phil needs to have the documentation completed. The newest construction grant had an October 28th deadline and only one application was received. It needs to go before the Services Committee on November 12th and UHLS Board by November 13th.
- **UHLAN Revised Contract** – available on Intranet.
- Paul Hicok expressed concern about the telecommunication issues that have happened recently. Phil said that the issue is being discussed at Automated Services Committee and at the implementation meetings.

Directors' Association Representative to UHLS Board

Motion (Sacco, Pieri) Adopt changes in Directors' Association bylaws as distributed. Carried.

- Pat Nonamaker appointed Jeff Cannell as Directors' Association representative to the UHLS Board of Trustees from July 2002 through June 2007. Reaffirmed representatives on committees through June 2003:
Services – Judy Felsten
Finance – Jeff Cannell
Administration – Nancy Pieri

UHLS Administration: N. Pieri

Meeting canceled.

Services: J. Felsten

Meeting canceled

Finance Committee & UHLS Board: J. Cannell

(All items previously discussed – see UHLS Report from Phil)

- Budget

- Singer Report
- Voting privileges for Directors' Association representative on UHLS Board

Automated Services Committee: N. Pieri

(This report will be removed from future minutes as items are typically covered in Phil's report)

- Discussion of UHLAN Contract
- January 23rd "Go Live" date for Horizon
- Training – Epixtech & Rob Carle
- Next ASC meetings: November 26th, December 17th, and January 7th. All meetings begin at 9:00am at UHLS.
- There was some discussion/concern about things the Epixtech trainer stated during sessions during the week. Phil stated that he wants the Implementation Team to get all the correct information out to people about the timeline/schedule. There will be a 10-day period where new items will not be able to be entered into the system. New patrons cannot be registered during this time and it is suggested that "dummy" patrons be assigned numbers so they are available for use. Then the information can be edited after the new system comes up. Libraries will be on PC reliance for 3 days while the changeover is being done. Libraries will "go live" on a rolling basis – not all at once.

Central Library: J. Cannell

- New charter received in mid-September. New Board in beginning of October.
- LSTA Grant – Strategic Facility & Services Planning

Nuts & Bolts:

GUIL: Barbara is the SMART representative for NYLA. Teen Read Week – McInerney dedicated the new sound system & Breslin dedicated the new YA furniture.

POES: Chapter 414 vote on November 5th.

RCSC: Started a toddler story hour. Feura Bush is still looking for municipal support but they are not chartered.

Phil: Discussed the money coming to Rensselaer County libraries from Sen. Joe Bruno.

Old Business:

Directors' Conference: Pat Nonamaker distributed evaluation summary for the conference held on October 4th at HVCC. Nineteen member libraries were represented.

New Business:

Gail Sacco: Next NYLA Conference is in Saratoga. PLS is responsible for continuing education program before conference.

Judy Felsten: Law firm is disposing of its law library – there are books and compact shelving.

Motion (Gaillard, Canzano) Meeting adjourned 11:45 am. **Next meeting December 13, 2002 (Please note this is NOT the first Friday in December!)** at UHLS.