

Director's Association

Upper Hudson Library System

Friday, February 7, 2003 At UHLS

**Attending:** Ginny LaJuene (ALTM); Nancy Pieri (BETH); Carol Trager (BRUN); 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); Jane Minotti (SNLK); Barbara Kubli (STEP); Paul Hicok (TROY); Phil Ritter (UHLS); Gail Sacco (VOOR)

**Visitors:** none

**Meeting convened** at 9:05 am

**Minutes:**

Motion (Canzano, Minotti) to approve January 3, 2003 minutes. Carried.

**UHLS:** Phil Ritter

- Pool Collections – Sara had sent out a memo regarding the process for pool collections. Phil wanted to make sure everyone understood how it was going to work.
- Annual Dinner – Last year there was a guest speaker at the dinner. Would everyone like that to happen again for this year? Any suggestions for a speaker/topic? Everyone agreed that the speaker was a good idea. Suggestions for topics were for CIPA and/or Patriot Act. Any other suggestions should be given to Phil.
- UHLS Directory – Do we just want a directory on the Intranet or do we want a paper copy? Everyone agreed that one paper copy per building should be sent out as it was last year.
- UHLS Contracts – received 26 of the 29 contracts
- Construction Grant – Nancy Pieri asked when the money was going to be released for the grants that are completed. Phil said that one library out of the six that applied had not returned their paperwork and that money cannot be received and distributed until all the paperwork is in. That library assured him that they would get the papers in promptly.

**DYNIX/HORIZON:** P. Nonamaker

Three major issues discussed and then other problems/concerns

**1. IPAC** – Pat had sent out an email to everyone to look over the IPAC. The flaws that are there are hopefully temporary. The drop down box for materials is not working. There was discussion of everyone's concerns about this and it was agreed that a disclaimer would need to be added if the IPAC was going to be mounted before all items are fixed. (Due to many issues related to PC Reliance) The Directors' Association created a list of items for Peter to try to correct before IPAC is launched for the public.

Motion: (Zapala, Minotti) Accept list of IPAC corrections as written and prioritized. Carried

Motion: (Kubli, no second) Do not mount the IPAC until all items are corrected.

Motion: (Pieri, Trager) Mount IPAC as soon as the four priority items are corrected

- Disclaimer to call library to verify availability of material
- Stop Word List mounted (a, an, the)
- Request list ranking removed
- Put URL for IPAC on DRA search page

Amended by Sacco – With a status report on all recommended changes emailed to directors by February 14th. Carried.

**2. Requests** – Home library patrons go to the top of the request list for that library's books regardless of how many other libraries have requests for it. Libraries do lose the ability for browsing with so many new books being sent out to others. It is felt that the volume of new books being entered (after being held for several weeks) and the volume of requests that had to be entered (for the same reason) created a huge amount of transits in the first week. It is hoped that this will even out and become more manageable. Libraries are able to make items non-request if they want them to stay in their library.

**3. Maximum Fines for I-type** – There can only be one maximum fine amount for the entire system. The Implementation Team reviewed fine policies and determined that \$3.00 for books and \$5.00 for AV materials would be the maximum fine collected per item. This does not interfere with collecting costs for lost/damaged books.

**Other issues with Horizon** – There was a very lengthy and detailed discussion regarding various issues and frustrations with Horizon, staffing, and support. In summary the most frequently voiced concerns are:

- Need for more training – previous training was not done using actual UHLS data. Manuals and onsite training would be very beneficial.
- Need for better communication between libraries and UHLS technical support staff. Everyone realizes and appreciates the tremendous pressure the staff is under due to the problems with Horizon. However, a better way of contacting support and then sharing the questions and answers asked by all libraries needs to be developed (LISTSERV type system). Phil has asked that the “problems page” on the Intranet be refined and that may help this issue. Phil asked that he be cc'd on problems so he is aware of what is going on.
- Request notices are not available yet and those libraries that typically mail out their notices have had to make almost 500 phone calls in the past week.
- Difficulty with reports on Horizon. Takes a long time to process. Judy Felsten asked if the DRA reports would be able to be saved once DRA is shut down. Phil believes they are but will verify.
- Need for more flexibility of functions with sign on – need for circulation and cataloging to be open at the same time, especially in small libraries.

**UHLS Administration:** N. Pieri

No meeting until next week.

**Services:** J. Felsten

No meeting until next week.

**Finance Committee & UHLS Board:** J. Cannell

No report available

**Central Library:** J. Cannell

Report by Paul Hicok – The budget was approved by the committee and sent to Albany Public Board. It was approved there and is being sent on to the UHLS Board. The funds are for databases and part-time staff.

**Nuts & Bolts:**

NASS & SNLK: Reported that they received a phone call from Pat Casale offering them \$1000 each.

**Old Business:**

Barbara Kubli asked about report for fines from the DRA system. It is on the Intranet under member library reports.

**New Business:**

Gail Sacco reported on the significant increase in the employer's contribution for retirement for next year. Voorheesville cost will cost from \$2000 to at least \$23,000.

Motion (Zapala, Kubli) Meeting adjourned 11:30am. Next meeting March 7, 2003 at UHLS.