

Director's Association

**Upper Hudson Library System**

**Friday, October 3, 2003 At UHLS**

**Attending:** Jeff Cannell (APLM); Ginny LaJuene (ALTM); Nancy Pieri (BETH); Carol Trager (BRUN); Darlene Miller (CAST); Deborah Canzano (COHS); Pat Nonamaker (EGRN); Barbara Nichols Randall (GUIL); Carol Gaillard (HOOF); Lenny Zapala (MEND); Margie Morris (POES); Judy Felsten (RCSC); Jane Minotti (SNLK); Barbara Kubli (STEP); Paul Hicok (TROY); Phil Ritter (UHLS); Barbara Schoen (WVLT)

**Meeting convened** at 9:05am

**Minutes:**

**Motion** (Gaillard, Trager) to approve September 5, 2003 minutes. Carried.

**UHLS:** Phil Ritter

- Manager for Automation Services – Interviews are being conducted. Presentation of candidates is open to everyone. The selection has been narrowed down to three people. The committee will go back to the applications if none of the three candidates seem qualified.
- State Construction Grant – Phil has received one grant so far. Everything (paperwork) must be completed before submitting. Due October 17th.
- 2003 Annual Reports – The information for annual reports has been posted on the DLD website. They have made a lot of changes this year. The site allows you to look at the form and definitions and see the list of changes.
- Library Advocacy Advisory Council – Rob Ganz will remain as the chair for one more year. The next meeting is October 16th at 8:30am.
- Database Maintenance Advisory Council – The next meeting is October 27th at 9:00 am. There has been no small library representative except Stephentown.
- First Annual UHLS Outreach Retreat – Rachel sent out an email regarding this. Call her with any questions.
- Proposed 2004 UHLS Budget – Draft copy was distributed. On October 23rd there will be a public hearing. The budget will go to the Finance Committee and then to the UHLS Board in November for approval. Review of budget:
  - Income - Rental property – DEA is still a tenant and may be staying for a while. Six months worth of rent has been budgeted as income.
  - Expenses – Incentive and Supplemental grants have been combined and increased to \$1000 (up from \$800) if annual reports are submitted on time to UHLS. Telecom will be going up due to the installation of the T1 line. There is a 3% COLA increase, 3-4% health costs increase, and 7% retirement increase included in the budget.

**UHLS Administration:** N. Pieri

Meeting next week.

**Services:** B. Jaquay  
No report

**Finance Committee & UHLS Board:** J. Cannell  
Finance- Discussion of budget  
Board – Discussion of UHLS responsibility regarding upgrading of hardware at member libraries.

**Central Library:** J. Cannell  
Next meeting October 23rd at 9:00am. Rachel gave committee an analysis of databases and they are looking at the cost for additional databases. The results will be reviewed at the meeting. NOVEL is providing some of the same databases, so changes can be made. Ninety-five people attended the Antigone performance and 60 were in attendance at the Intellectual Freedom Forum.

**Annual Salary Survey**  
Phil distributed the survey form that was sent out last year. Three positions were added to the list: Bookkeeper/Account Clerk, Administrative Assistant, and Computer Support Specialist (non-MLS). The survey will be sent out immediately and due back to UHLS by October 31st.

**CIPA/Erate**  
Phil will recommend to the Administration Committee that UHLS needs to take a stand regarding CIPA. He feels UHLS should not comply with CIPA. The Administration Committee will then send that recommendation to the UHLS Board. UHLS will not be able to claim Erate for libraries that are not at the same status as UHLS.

**Motion:** (Pieri, Schoen) As library professionals, the members of the Directors' Association recommend that UHLS not comply with CIPA. Carried.

There was discussion as to what has been done at member libraries. Phil said that many libraries are waiting to see what UHLS is going to do. Rachel would meet with member library boards if clarification of Erate is needed.

**NYLA/PLS:** Gail Sacco, Jeff Cannell, and Nancy Pieri have been elected as the officers. PLS is looking for help for the Hospitality Suite.

**Winter Weather:** Discussion of how to notify members if Directors' Association meeting is cancelled. The decision is if Albany Public Schools are closed, there is no meeting. Pat Nonamaker will also put a message on the EGRN phone. There may be an instance of bad weather when Albany Schools are open but most people would not be able to get to the meeting

**Nuts & Bolts:**

**BETH:** Renovation project begins on Monday. The library will be closed on Thursday as they will be moving fully loaded stacks of books. Friday they will be back to business. The employee contract has been ratified. The Board issued a statement regarding the Patriot Act. Nancy asked about tutoring in the library for profit. Does anyone have a policy?

**ALTM:** Community planning will start at the end of the month.

WVLT: 50th Anniversary Party was held. The Board worked together on this project. The library made \$2500 profit from the event.

BRUN: They made \$1200 on their barbecue. They will be holding a wine & cheese supper party at the Troy Country Club on November 6th. Kathy Jimino, Rensselaer County Executive will be the speaker.

GUIL: At the CINE 18 at Crossgates, beginning today 10/3 and running through 10/23, there will be an advertisement for teen use of the library (GUIL, ALPM, BETH, COLN, EGRN) before every movie. It is a 10 seconds spot that will show up twice before each movie. This was done through the DEMCO Grant. GUIL also has a new YA Librarian.

RSCS: They are starting a story hour for the Parent/Child Grant.

**Old Business:**

Barbara Kubli asked what is the "new action at local level" due to the upgrade to Horizon 7.3? Phil stated that it is not known at this time.

**New Business:**

Hudson Mohawk Library Association Annual Dinner is October 24th.

**Motion** ( Kubli, Minotti) Meeting adjourned 11:00am. Next meeting **\*\*November 14, 2003\*\*** at UHLS.