

**ORANGE LIBRARY ASSOCIATION
EXECUTIVE MEETING
JUNE 11, 2003 - MINUTES**

Attendance:

Stephanie Thiel, Rosemary Cooper, Carmela Chase, Florence Brady

Stephanie Thiel, President at 9:40 a.m. in Pinebush, called the meeting to order.

Herb Goro of Hudson Valley Magazine had contacted Kevin Gallagher about writing a story for the magazine. This is a new publication, with its first issue anticipated to be available in September. Mr. Goro will be here at 10:30 to take a photograph of the meeting attendees in front of the Pinebush Library for the magazine.

As recommended by Eleanor Kuhns, Ian Prastien of Liberty Mutual Property and Casualty Insurance will make a presentation to the membership on home and auto insurance. Members would receive a 10% discount. It is hoped that offering this savings could be an incentive to join OLA.

Leslie Reilly of RCLS suggested that the R.S.V.P. (Retired Senior Volunteer Program) group speak at a future OLA meeting about their service.

There was discussion about the agenda for the Director's Council Meeting that would follow.

Treasurer's Report

Stephanie presented the financial statement (copy attached).

Finance Committee

Carmela reported on the June 10, 2003 meeting of the Finance Committee. A budget outline was established and will be presented at another meeting.

Finance guidelines were discussed at that meeting. The president of OLA can approve expenses under \$100. For expenses over \$100, the president will call the Chair of the Finance Committee who will bring the request for approval to the Finance Committee.

Paperwork for Orange County Funding for 2003 is in the process of completion. Pauline Kehoe will be sending a letter to all Orange County libraries explaining the process for

receiving funding for 2003. A flat grant of \$5,000 will be given to each library. The balance of the funding will be on a per capita basis for each library and will be disbursed after the treasurer receives the receipts for the full amount of funding. These receipts must be for automation costs: ANSER expenses, automation equipment purchases, cost for staff training.

For 2004, we will be requesting \$200,000 from Orange County (an increase of \$50,000 per year was indicated as appropriate by County Executive Diana). A flat grant of \$6,000 will be given to each library and the balance will be on a per capita basis (\$.33 per capita). OLA will receive \$150 per library. Annual funding is now a line item on the County budget. The Finance Committee of OLA will make the request for the \$50,000 increase in writing to County Executive Diana with a copy to David Church. When approved by Diana and incorporated in the budget, the appropriate Committee will review and recommend approval to the legislature.

Discussion of an OLA yearly audit was tabled.

By Laws Committee

Madelyn Folino will introduce changes to the By Laws to clarify terms of Officers. The title Vice President would be changed to President Elect. Both President and President Elect would have a one-year term. This amendment will be introduced on the agenda of the next general meeting

Publicity/Public Relations Committee

Vice President will be chair of the Publicity Committee. Members are Suzanne Brahm and Theresa Dolch. The Executive Committee will define goals. The committee will work on the Orange County EXPO in October. Perhaps literature about member libraries could be distributed at the EXPO. Chuck Thomas of the Newburgh Library has been involved in the EXPO in the past. OLA will hopefully work with Newburgh. Carmela Chase will also help with the EXPO.

ANSER Policy Standardization Committee

Worksheet is not yet completed. Marilyn McIntosh recommends standardization of barcode placement on the front of books and books-on-tape and loan period for new books to be 14 days and other books 21 days.

Shop for OLA Idea

Stephanie learned of this idea from a listserv and called Woodland Library in California. That library had a \$40,000 LSTA start up grant to develop this program. A template will be available to other libraries in the future. A link for Shop for OLA would be added to participating libraries web pages. A professional would be needed to administer this program. A committee might be needed to fund raise for this program.

Other

Leslie Reilly had contacted Carmela Chase to attend a New York State Task Force called Emerging Worker, which is working on the issues of jobs for people who have dropped out of school or are “at risk.” Carmela is the OLA representative to this group. After attending two meeting, Carmela feels that there is no money for libraries. The only role libraries would have is to disseminate information. The Executive Committee did not feel this Task Force is a priority for OLA.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by,

Florence Brady

**ORANGE LIBRARY ASSOCIATION
DIRECTORS' COUNCIL MEETING
JUNE 11, 2003 – MINUTES**

Attendance:

Ruth Baacke, Julie Baxter, Florence Brady, Suzanne Brahm, Doris Callan, Carmela Chase, Rosemary Cooper, Madelyn Folino, Kevin Gallagher, Pauline Kehoe, Stephanie Thiel

Herb Goro of Hudson Valley Magazine had contacted Kevin Gallagher about writing a story for the magazine. This is a new publication, with its first issue anticipated to be available in September. Mr. Goro will be here at 10:30 to take a photograph of the meeting attendees in front of the Pinebush Library for the magazine.

Stephanie Thiel introduced Ian Prastien, a representative of Liberty Mutual Insurance. He made a presentation to the membership on home and auto insurance. Members and family of members of OLA would receive a 10% discount. Rates are locked in for a full year. 24-hour roadside assistance is offered. New York Public Library and LARC are already working with Liberty Mutual. Mr. Prastien noted other services offered by Liberty Mutual: free VIN etching on automobile windows which qualifies owner for a 6%-10% discount on comprehensive, child safety sit inspection, child identification kits, fire safety programs, defensive driving classes and others. Offering this service could be an incentive to join OLA and remain a member.

Pauline Kehoe made a motion to form this relationship with Liberty Mutual, seconded by Carmela Chase. Stephanie will email membership when this is set up.

Stephanie Thiel, President at 12:00 p.m. in Pinebush, called the meeting to order. Motion by Carmela Chase to approve the minutes of the April 16, 2003 meeting, seconded by Florence Brady and passed unanimously.

Treasurer's Report

Stephanie Thiel presented the treasurer's report for May. Starting balance was \$2,343.69. The following deposits were made:

5/6	\$ 40.00	Memberships
5/19	\$630.00	Memberships and OLA Bash
	\$200.00	Memberships and OLA Bash

The following expenditures were made:

5/8	\$ 34.00	Orange County Clerk for Ready Reference Guide
5/12	\$520.00	Historic Hudson Valley (OLA Bash)
5/12	\$ 25.00	Moffat Library (OLA Bash refund)
5/21	\$838.12	Crabtree Kittle House

Ending balance is \$1,796.57.

The Executive Committee donated \$170 to Moffat Library in memory of Tony Knipp. It is with great sadness that his passing is noted. He will be missed by all.

Finance Committee

Carmela Chase reported on the June 10, 2003 meeting of the Finance Committee. A budget outline was established by the committee and will be presented at another meeting.

Finance guidelines were discussed at that meeting. The president of OLA can approve expenses under \$100. For expenses over \$100, a chain of command was established. The president will call the Chair of the Finance Committee who will bring the request for approval to the Finance Committee.

Paperwork for Orange County Funding for 2003 is in the process of completion. The County is working on the contract and OLA is providing a new County of Orange Vendor Form. Pauline Kehoe will be sending a letter to all Orange County libraries explaining the process for receiving the \$5,000 flat grant. The Treasurer will disburse per capita funding after each library submits receipts covering the full amount of the funding. These receipts must be for automation costs: ANSER expenses, automation equipment purchases, cost of staff training for automation.

For 2004, OLA will be requesting \$200,000 from Orange County (an increase of \$50,000 per year was indicated as appropriate by County Executive Diana). A flat grant of \$6,000 will be given to each library and the balance will be on a per capita basis (\$.33 per capita). Per capita figures are based on the 2000 census. New York State will only recognize the census figures from 2000 despite recent population growth. The flat grant will be raised to \$6,000 to equalize any inequity. Orange County requires that the money be evenly disbursed. OLA felt the lump sum and per capita sum to be fair.

By Laws Committee

Madelyn Folino presented proposed Bylaws Amendments. In order to clarify the job description; the title of Vice President will be changed to President Elect. Terms of office for the President and President Elect would be one year.

These amendments to the bylaws can be approved at the next regular meeting of OLA by a two-thirds vote of those members present and voting, provided that thirty days' notice has been given.

Publicity Committee

Vice President is the chair of the Publicity Committee. Rosemary Cooper will call a committee meeting to develop a charge and work plan. The Executive Committee will define goals for the Publicity Committee.

The Committee will work on the Orange County EXPO in October. Perhaps literature about member libraries could be distributed. Kevin Gallagher noted that the Legislature thinks about public libraries not library systems. Madelyn Folino noted that the brochure on Orange County library hours is great.

Any ideas for the committee should be sent to Rosemary Cooper.

ANSER Policy Standardization Committee

In Marilyn McIntosh's absence, Stephanie Thiel presented an update on this committee's activities.

Worksheet is not yet complete. The committee makes the following recommendations:

1. Barcode placement on the front of books, magazines and books on tape.
2. Loan period for new books to be 14 days and other books 21 days.

Barcode placement would be a benefit to the library staff and standard circulation dates would benefit both staff and the public both in their home libraries and with electronic interlibrary loan materials.

Marilyn will make recommendations to the OLA listserv giving a list of things to consider.

Stephanie Thiel, Alan Berrish, Richard Trelevan and Marilyn McIntosh are on a Standardization Sub-committee of ANSER to take recommendation to a System level. More standardization is coming with migration to the Horizon System.

OLA Bash

Carmela Chase reported that 35 people participated in the OLA Bash this year. Despite the rain, the tour of Kykuit was beautiful and the luncheon was very good. Theresa Dolch, who carried out the majority of the work organizing this event, did a great job.

Key Ring Library Cards

Stephanie Thiel reported that we are waiting for a price from Robert Hubsher for a key ring library card, regular library card and registration card barcode.

Pauline Kehoe showed an example of the card Goshen uses. Call Pauline for vendor information.

Ready Reference Guide for 2003

Guides have been purchased for 2003 for \$34 and distributed to OLA libraries.

Shop for Library Idea

Stephanie Thiel learned of this idea from a listserv and called Woodland Library in California. That library had a \$40,000 LSTA start up grant to develop this program. Merchants on the website contribute up to 20% of profits to the library. A template will be available to other libraries in the future.

Stephanie suggested that a link for the Shop could be put on library web pages and money could accrue and be distributed yearly. If OLA organized this, then individual libraries would not be competing with each other. A budget and separate committee would be needed to run this program. Stephanie will investigate further.

Other

Leslie Reilly of RCLS suggested that the R.S.V.P. (Retired Service Volunteer Program) group speak at a future OLA meeting about how their service would benefit libraries. R.S.V.P. pays the volunteer. Interview and approval of the volunteer is permitted. The ultimate goal is that libraries would hire these volunteers as part time employees. Kevin Gallagher noted that Middletown library has had a volunteer for the past 8-9 months.

It was decided that R.S.V.P. could come and present at the next meeting.

Leslie Reilly had contacted Carmela Chase to attend a New York State Task Force called Emerging Worker, which is working on the issues of jobs for people who have dropped out of school or are “at risk.” Carmela is the OLA representative to this group. After attending two meetings, Carmela feels that there is no money for libraries. The only role libraries would have is to disseminate information. The Executive Committee did not feel this Task Force is a priority for OLA. In the future, all requests for OLA representation should be discussed by the group and decision made by OLA. It was agreed that this Task Force is not an OLA priority and that Carmela did not have to continue to attend their meetings.

Kevin Gallagher will be attending a Public Library System Board Meeting to discuss how New York State library money is allocated. With only three increases in fourteen years, merging library systems would make the money go farther. There are 70 systems in New York as compared to five in Massachusetts and seventeen in California. The 1980 Kings Study recommended merging library systems.

OLA needs to be educated on the pros and cons to help us decide our position on merging library systems.

Madelyn Folino received a call from Maybrook concerning qualifications for a library director. Maybrook is the only reading center remaining in RCLS. Maybrook must become a public or association library by 2004 or lose RCLS services. Maybrook is applying to become a village association library.

Many thanks to Doris Callan and the staff of the Pinebush library for hosting the OLA meeting and providing wonderful refreshments.

Motion to adjourn at 1:10 p.m.

Respectfully submitted,

Florence Brady
Secretary

