

North Country Public Library Directors Organization
MINUTES OF MEETING

October 1, 2005, at 1:30 p.m. at Jefferson Community College.
President Pat Musante presiding.

ATTENDANCE: Charlotte Garofalo [Gouverneur], Stella Todd [Heuvelton], Elaina Smith [Madrid], Pat Musante [Potsdam], David A. Franz [Ogdensburg], Dennis Eickhoff [Colton], Sandy Lamb [Black River], Lyn Swafford [Canton], Cheryl Shutts [Henderson], Barbara Wheeler [Watertown], Linda Voorhees [Cape Vincent], Joan Kampuich [Croghan], Rebekah Tanner [Fulton], Paul Schafer [Massena], Ceil Cunningham [Alexandria Bay], Andrea Arquette [Cranberry Lake], Linda Strader [Belleville], Francis Shoemaker [Adams Center], Toni Ellinger [Sackets Harbor], Vicki Brothers [Norfolk], and Yvonne Reff [NCLS].

1. **Disposition of Minutes of Previous Meeting:** C. Shutts moved to approve minutes, seconded by S. Todd, and unanimously approved.

2. **Old Business:**

- A. **Evaluations and Job Descriptions:** Y. Reff discussed survey showing less than 1/3rd of directors receiving evaluations system-wide. Reff will be looking for input to develop model job descriptions and evaluations that libraries can use. Any library with current descriptions and evaluation instruments are requested to send them to Reff. Evaluations are useful for directors and boards.
- B. **Audio books:** P. Musante noted that system would be arranging a demonstration by one or more vendors in the future.

3. **New Business:**

- A. **Report of Liaison Committee:** No report.
- B. **Cell phones in library:** Disruptive nature of cell phones noted. Suggested that libraries develop a privacy policy which would either preclude cell phone use or put it in an appropriate spot. JCC has "Cell Phone Free Zone" posters prominently displayed in the library.
- C. **Annual Administrator's Report Committee:** P. Musante to establish a committee to examine elements and nature of an annual report for library administrators that goes beyond the requirements of the state report. Anyone interested in being involved in the committee can contact Musante.

- D. **NCPLDO link on NCLS web site:** P. Musante discussed having a link to an NCPLDO web site on the system site and having NCLS host site. Site could contain such things as meeting minutes, by-laws, calendar, director oriented news. Anyone with suggestions of what would go on site should contact R. Tanner. Tanner to work on developing a policy statement for the site.
- E. **NCPLDO archives and storage:** Discussion of where and how to archive and store NCPLDO documents. Y. Reff suggested digital storage for currently produced digital output and converting previous output to digital format. D. Franz suggested storage of archive at one of the central libraries.
- F. **Topics for future workshops:** Discussion of possible topics for future system or NCPLDO workshops. Fund raising, accounting, board functions and responsibilities, friends groups, library related laws, and newsletter production and uses were among the suggestions.
- G. **Nominating Committee:** P. Musante announced the slate presented by the Nominating Committee: Barbara Wheeler, President; Charlotte Garofalo, Vice-President; Dennis Eickhoff, Secretary; Sandy Lamb, Liaison Committee. L. Voorhees moved that a unanimous vote be cast for the nominated slate. Motion seconded by C. Tanner. Motion unanimously approved.

4. **Additional Membership Comments:** P. Musante presented D. Franz with a certificate of appreciation for service to the NCPLDO since its initial founding in 1990.

5. **Adjournment:** D. Eickhoff moved for adjournment; P. Shafer seconding. Unanimously approved.

**NEXT REGULAR MEETING WILL BE APRIL 27, 2006,
POTSDAM PUBLIC LIBRARY, 10:30 AM**

Draft - Respectfully Submitted
David A. Franz 10/5/05