

**Directors' Association  
Upper Hudson Library System  
Friday, November 2, 2012 at UHLS**

**Attending:**

Judith Wines (ALTM)  
Carol Nersinger (APLM)  
Judy Petrosillo (BERN)  
Geoffrey Kirkpatrick (BETH)  
Julie Zelman (BRUN)  
Amy Peker (CAST)  
Richard Naylor (COLN)  
Evelyn Butrico (EGRN)  
Carol Gaillard (HOOF)  
Lenny Zapala (MEND)

Pat Sahr (NASS)  
Judy Felsten (RCSC)  
Jane Chirgwin (RENS)  
Mindy Fowler (SNLK)  
Laurenne Teachout (STEP)  
Paul Hicok (TROY)  
Tim Burke(UHLS)  
Sue Hoadley (WSTL)

**Visitors: none**

**Meeting preceded by a tour of the Rensselaer Library**

**Minutes:**

Meeting convened at 9:29 AM. Thanks to Jane Chirgwin for hosting the meeting at RENS.

**Motion:** (Zapala/Hicok) To approve the minutes of October 5, 2012 meeting. **Motion carried.**

**UHLS News: Tim Burke** (notes prepared and distributed by Tim)

**Free Direct Access Plan** - When DLD did their initial review of our new Plan of Service, they requested that we revise and update the UHLS Free Direct Access Plan. Free Direct Access is defined by NYS as the requirement that "all public libraries within a system loan their materials to a library card holder from any other library within that system. This policy, in accordance with Commissioner's Regulation 90.3, is aimed at ensuring the broadest possible access to information by all New Yorkers, regardless of circumstances." In essence, the Free Direct Access Plan is a locally created document that does two things: 1) acknowledges the legal requirement that all public libraries within a system must share their resources with system residents and 2) defines the local system-wide thresholds for when direct access use (ie. in person use) becomes a "hardship" for a member library. It is important to understand that this plan does not require a library to restrict access when thresholds are reached, but simply creates the framework for the restrictions to be put in place. The decision to restrict is always determined by the member library.

In order to complete the plan of service process I drafted a new Free Direct Access Plan for UHLS. This draft plan is a heavily modified version of the current UHLS Free Direct Access Plan ([http://www.uhls.org/direct\\_access.pdf](http://www.uhls.org/direct_access.pdf)) which is outdated and contains a number of typos and organizational errors that need to be corrected. You will also notice that I have adjusted one of the thresholds from the current plan based on current resource sharing trends and statistics within UHLS. The draft is on the agenda for the 11/2 DA meeting for discussion and consideration for approval.

**Proposed 2013 Central Library Development Aid Budget** - The UHLS Central Library Advisory Committee (CLAC) met on 10/11 to create a proposed Central Library Development Aid budget for 2013 which was shared with the Director's e-mail list on 10/24, along with the draft minutes of the CLAC meeting. Continuing the trend of examining Central Library services and the annual budget with a fresh perspective, the committee drafted a proposed budget that includes a few changes from previous years. The proposed budget eliminates funding for shared database subscriptions and print book acquisitions and allocates additional resources to the purchase of e-content. It also maintains level funding for staffing at APL for

development of the Central Library collection and continues to support the annual Overdrive service fee. The committee members focused on how the System and the Central Library can work together to use the Central Library Development Aid to maximize the benefit to all of the member libraries. They have created a proposed budget that reflects that focus. The proposed budget will be reviewed by the APL Board of Trustees and the UHLS Services Committee and the UHLS Board at their respective November meetings.

**2013 UHLS Budget** - The proposed 2013 draft budget for UHLS will be considered for adoption at the November 14 UHLS Board meeting. The proposed budget has been on the UHLS website for review and comment for several weeks. UHLS hosted the budget hearing on the proposed budget on Thursday, October 18 at 4pm. There were no comments on the budget at that meeting.

**Special Legislative Aid (Bullet Aid) to Rensselaer County Libraries** - At the close of the last NYS legislative session \$25.5 million of Special Legislative Aid (commonly called "Bullet Aid") was allocated across the state to schools and libraries. This aid was distributed locally through Senate and Assembly offices, with the local legislator making all of the award decisions. The only local library awards were made through Senator Roy MacDonald to a number of public libraries in Rensselaer County with each library receiving \$6,000 "to assist operations at your library." The award notifications went out in July and the funds were just released using the public library systems to distribute the awards to the libraries. If your library was notified of one of these awards you should have recently received the full payment. If the recipient libraries have not already done so, please be sure to send a personal letter to Senator MacDonald thanking him for his support.

**New York Library Association Annual Conference** - As you are reading this report there's still time to attend the NYLA conference as a walk-in registrant. A few highlights from an interesting and diverse list of programs offered at the conference include:

"Librarians as Community Leaders" Thursday 9:00 AM-10:15 AM; "Special District Libraries, Special Legal Issues" Thursday 9:00 AM-10:15 AM; "Advocacy for Public Library District Initiatives" Friday 8:00 AM-9:15 AM; "Creating the Future: Implementing the 2020 Vision and Plan" Friday 11:00 AM-12:15 PM; "Grill the State Librarian" Friday 2:15 PM-3:30 PM; "Best Practices for Delivering Workforce Development Services in Public Libraries" Friday 3:45 PM-5:00 PM; and "Social Media as a Reference Tool" Saturday 9:30 AM-10:45 AM. The full conference program is available online at:

<http://www.nyla.org/images/nyla/documents/NYLA2012Conferencefinal.pdf>

I encourage everyone to consider attending some part of the NYLA Conference as an excellent continuing education and networking opportunity, and also as a great way to support the advocacy efforts that NYLA leads on behalf of all of New York's libraries.

**Annual Report Reminder (yes...that time is getting close again!!)** - Just a reminder that the NYS Annual Report requires each library to provide a variety of use statistics including "Total Annual Attendance" and "Total Annual Reference Transactions". If you have not done it yet, now is a good time to pick a typically busy week to record real numbers in these two categories which can be multiplied by 52 to give you a good approximation of these figures on an annual basis. If you have any questions about the annual report please feel free to give Heidi Fuge at UHLS a call (437-9880 x221).

**Additional information shared at meeting:**

Reminder that next year's NYLA conference is in Niagara Falls in September. The following year will be back in Saratoga during November.

**UHLS Board & Finance Committee: E Butrico**

The committee met on October 10.

They sent a deposit to the Crooked Lake House for the UHLS Annual Dinner on June 12.

Summer Reading Program challenge money has been distributed.

Finance Committee approved the draft budget for UHLS. UHLS also has four restricted accounts. One of these accounts has money set aside for a future change in ILS.

**UHLS Administration: J Zelman**

No meeting. A meeting is planned for next week.

**Services Committee: R. Naylor**

No meeting. A meeting is planned for next week.

**Central Library: P Hicok/L Zapala**

L Zapala is the new chairperson taking over from Paul Hicok, so a joint report was given today. The 2013 draft Central Library budget does not support databases. Mango language database will not be supported by the UHLS next year because usage by patrons did not justify cost. Most of the Central Library money will go for the purchase of e-content.

2013 Central Book Aid for adult non-fiction e-content (e-books, audiobooks, videos) - \$57,169

2013 Central Library Development Grant –

    Fiction e-content for all user populations \$72,291

    Overdrive Service Subscription \$12,000

    Staffing at APLM (for collection development of the Central Library collection) - \$34,334

Total - \$175,794

This draft budget does not include print books. E Butrico questioned whether there was sufficient availability of e-content, especially non-fiction, from Overdrive to spend this money. C Nersinger commented on excessive time used to order from Overdrive due to their platform. R Naylor suggested buying e-content directly from the publishers in the near future. Douglas County in Colorado has created a server-based system for this purpose. P Hicok cautioned about the ownership of content from Overdrive if we leave them. L Teachout suggested that e-magazines could be included in the non-fiction. C Nersinger commented that a lot of 600s go out in print so that is also an area to purchase e-content.

**E-content Advisory Committee: J Wines**

No meeting. Next meeting is scheduled for November 14. She gave out an updated chart of minimum content purchase and the recommended amount for 2012.

A question arose as to whether the amount spent to purchase e-content in the Advantage program counts toward the recommended amount. Consensus was that it should not count but this was not articulated in the beginning. The recommended amounts for 2013 will be calculated and distributed at our next meeting.

**Old Business:**

Online patron registration is available through Horizon. Overdrive can be excluded from the temporary card number that is provided during this process. Joe is working with the Resource Sharing Advisory Council on the fields for registration. Once details are set and procedures are distributed, it will be made available.

**New Business:**

UHLS Plan of Service – Free Direct Access Plan

DLD stated that the UHLS Plan of Service is fine except for the Free Direct Access Plan which needs to be updated. An updated draft was e-mailed to directors. T Burke supplied a slightly modified version of that draft at the meeting.

Based on the definitions in this draft plan, at this time UHLS has no underserved populations because all the libraries meet minimum state standards. That is how UHLS is determining underserved populations. Other PL systems use other methods to define underserved, mostly using per capita expenses as measure. E Butrico stated that EGRN feels that there are definitely underserved libraries in UHLS and that the minimum standards

definition “sets the bar too low.” Discussion ensued as to whether there are underserved communities in UHLS and what method would best define this.

Locally provided numbers (from Horizon reports) are used to describe what constitutes excessive out of chartered service area borrowing. Tim changed 25% to 30% because at 25% there were many more libraries that affected than at 30% and he wanted to encourage resource sharing.

No member library in UHLS is currently restricting access to materials through NYS Commissioner’s Regulation 90.3. EGRN had investigated restrictions and chose not to put them in place.

**Motion (Zapala/Kirkpatrick) to accept the draft Free Direct Access Plan as presented. 16 in favor, none opposed, 1 abstention. Motion carried.**

R Naylor resigned from the Central Library Committee to take on other responsibilities. Richard was thanked for his contributions to this committee. G Kirkpatrick agreed to replace him as the representative for large libraries in Albany County. He was elected by acclamation.

P Sahr announced that she is retiring and will need someone to replace her on this committee. T Burke will send an email asking for volunteers from the small libraries in Rensselaer and an election will be held at the December meeting.

#### **Open Forum:**

J Felsten has 6 out of 7 new trustees. She is looking forward to working with this new board.

#### **Adjournment**

**Motion:** (Wines/Butrico) To adjourn meeting. **Motion carried.** Meeting adjourned at 10:57 AM.

Next meeting is December 7, 2012 at 9 AM.

Submitted by,  
*Judy Petrosillo*