



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

October 4, 2013

PRESENT: Carol Nersinger, Judith Wines, Judy Petrosillo, Geoffrey Kirkpatrick, Julie Zelman, Amy Peker, Matt Graff, Richard Naylor, Evelyn Butrico, Natalie McDonough (representing GUIL), Carol Gaillard, Lenny Zapala, Katherine Chansky, Margie Morris, Judy Felsten, Jane Chirgwin, Kim Graff, Mindy Fowler, Paul Hicok, Gail Sacco, Sue Hoadley

UHLS STAFF: Tim Burke, Heidi Fuge

VISITOR: Karen Carus from Better World Books

President S. Hoadley called the meeting to order at 9:05 AM

I. MINUTES

MOTION: G. Kirkpatrick moved to accept the Minutes of the August 2, 2013 meeting. R. Naylor seconded. Unanimous.

II. UHLS REPORTS

DIRECTOR'S REPORT - T. Burke reported on the following:

- *Mail Chimp Program*: The correct date for the Mail Chimp Program is October 18th at UHLS
- *Trustee Training*: The CORE Trustee Training has been highly successful and UHLS has achieved 100% member library participation. He noted that UHLS is probably the only library system in the State to be able to say that.

G. Sacco asked how trustees were contacted to be notified about the CORE presentations and other programs? T. Burke noted that he sends emails to all of the library directors and all of the Board Presidents.

- *NYLA Dues*: T. Burke encouraged all of the libraries to join NYLA. The dues help to fund the advocacy program. He would love to see 100% participation by the member libraries.

C. Nersinger asked what was included in an institutional membership. T. Burke noted that currently, there was one personal membership for a staff person. With the new format, taking effect in January, the dues will be based on a library's budget and some libraries, whose dues will increase, will have the benefit of being able to give out multiple affiliate memberships to their staff, trustees, or Friends Groups.

- *Judith Wines*: there was a round of applause in acknowledgment of the multiple awards that J. Wines received from NYLA.

- *Open Meetings Program:* on November 20th, Bob Freeman, Executive Director of the Committee on Open Government will give a presentation at GUIL, on the Open Meetings Law. G. Kirkpatrick encouraged attendees to come with a list of questions which will help guide the program. G. Sacco asked if the presentation could be video-taped. T. Burke will check with GUIL.
- *BookPage:* Jo-Ann Benedetti has been negotiating with them for better pricing and the result is in the range of \$.28 per copy cheaper.
- *Bullet Aid:* The checks for the Special Legislative Aid, via Senator Marchione, for the Rensselaer County libraries have been received at UHLS and the pass-through funds will be sent out to the appropriate libraries next week.

G. Sacco asked about advocacy efforts on behalf of all of the member libraries, pointing out that this is the time of year to contact legislators. T. Burke noted that it is on his “to-do” list.

- *Construction grants:* UHLS has received grant applications totaling over \$1 million. There is approximately \$443,000 allocated to us to distribute. The Services Committee will be reviewing the applications at their meeting on October 9th. He noted that along with the new policy regarding the matching amounts, UHLS will not award any less than 35% of the project costs simply because the amount would be too small to make a project feasible.

C. Nersinger asked if there was a policy or framework for re-distribution of the funds if a library considered the award too low and chose not to continue with their project. T. Burke noted that DLD was fairly flexible in their approach to the funding and allowed library systems to modify their initial awards in order to use the funds within the established parameters.

UHLS BOARD AND FINANCE - E. Butrico reported on the following:

- *Board members:* UHLS has two new Board members who were sworn in at the September Board meeting which was held at the Bethlehem Public Library.
- *Finance Committee:* the Finance Committee reviewed the 2014 Budget and will discuss it again at the October 9th meeting. There is a 2.5% COLA in the proposed budget, everything else was fairly stable and consistent. As she had recommended, additional amounts were allocated to budget lines that would be supporting the migration to a new ILS including outside training and support.

G. Sacco suggested that if the reserve amount that UHLS has set aside for the new ILS was not sufficient, this could be an area requiring additional advocacy for increased funding. She asked T. Burke for a presentation on the proposed budget at the next DA meeting.

C. Nersinger suggested that libraries should investigate piggy-backing with BOCES for some expenses such as health insurance.

Extensive discussion regarding healthcare costs. P. Hicok asked whether it might be feasible to

consider a presentation, possibly at a DA meeting, on healthcare options; or as a topic for discussion following a DA meeting. T. Burke and E. Butrico volunteered to look into arranging a healthcare/health insurance presentation.

ILS INVESTIGATION COMMITTEE - E. Butrico reported on the following:

- *POLARIS*: The Committee visited two sites that use Polaris, as well as visiting the Polaris Headquarters in Syracuse. Polaris informed them that the company is committed to staying in New York State and works closely with the Onondaga Public Library. The company is currently investigating the possibility of adding self-published books to its online catalog.

On Tuesday, October 8th, Committee members will visit the Mid-Hudson Library System and look at their ILL system. The Committee hopes to have something to present to the ASC and the member libraries soon regarding an ILS selection. As part of the process, the selected vendor(s) will be asked to demonstrate specific modules from the system and the member library staff who would work with those modules would be invited to the demos.

G. Sacco noted that certain skill sets were required when the Manager of Automation Services position was established. Are those skill sets still available in-house or will further training of the UHLS automation staff be required? T. Burke noted that UHLS is in a much better position for a migration than at any time in the past due to the quality of the Automation staff.

E. Butrico noted that the Committee's primary consideration is the quality of the ILS. Pricing is not a concern at this time.

ECONTENT COMMITTEE - J. Wines reported on the following:

- *Central Library recommendations*: the Committee will be making some recommendations regarding econtent to the Central Library Advisory Committee. The Committee is NOT recommending Zinio (downloadable magazines) at this time but are encouraging the Central Library Committee to use flexible language in developing the Central Library Aid budget.
- *Streaming video*: the Committee looked at products for downloadable/streaming video and will be encouraging the member libraries to purchase more streaming video through OverDrive. These would count toward their cooperative OverDrive purchases.
- *Penguin eBooks*: these ebooks are only good for one year and are therefore very reasonably priced. There needs to be some discussion and decision regarding the cataloging of these items which disappear after one year. The Committee will be encouraging libraries to only buy those items that are highly-requested and will see high circulation.
- *eContent Purchases*: the Committee decided to keep the suggested econtent purchases per library as a stable rate for 2014 based on the econtent checkouts. The total projected amount to be spent on econtent is \$100,000 to be allocated among the libraries based on checkouts.

S. Hoadley noted that Jo-Ann Benedetti was an excellent source for recommendations on what econtent a library should purchase. She was very helpful. T. Burke noted that J. Benedetti was

willing to make any purchases for the libraries, all they had to do was to send UHLS a check for the amount that their library planned to spend on econtent and J. Benedetti would handle it from there.

C. Nersinger asked how the member libraries as whole were keeping up with the demand for ebooks. J. Wines noted that the situation was pretty good: there is a high circulation of ebooks and that it is a balancing act between the high-priced books and the high-request books.

III. NEW BUSINESS

- G. Sacco asked about having a “Seconds in Command” meeting so that the Assistant Directors in the member libraries could get together and meet each other. T. Burke noted that UHLS would be willing to host such a meeting. G. Sacco asked if it could be scheduled on a regular basis, perhaps quarterly.
- Karen Carus from Better World Books (BWB) gave a presentation on the Company and noted that they are a free outlet for discarded books of any type (with a few exceptions: National Geographic Magazines and encyclopedias). The books are either sold on Amazon, donated to another organization, or recycled. Part of the proceeds from the books that are sold are given back to the library. Drop Boxes, which hold about 1,000 books are placed at selected locations. There is an electronic sensor that warns when the Boxes are filling up and a BWB truck will come and take the books away.

Several libraries already cooperate with BWB either through a Drop Box or through cardboard boxes into which they pack any discards. C. Nersinger noted that APL uses BWB and it works very well for weeding. In fact, APL no longer accepts discards from the public since they have so many of their own. She estimates that to-date, approximately 20,000 books have been sent to BWB. She cautioned that BWB is not to be used as a money-making alternative but is a good source for getting rid of discards.

MOTION: G. Kirkpatrick moved to adjourn. J. Zelman seconded. Meeting adjourned at 10:45 AM.

Heidi Fuge
10/4/2013