



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

November 1, 2013

PRESENT: Carol Nersinger, Judith Wines, Geoffrey Kirkpatrick, Julie Zelman, Amy Pekar, Matt Graff, Richard Naylor, Evelyn Butrico, Christian Collins, Margaret Garrett, Carol Gaillard, Lenny Zapala, Katherine Chansky, Margie Morris, Judy Felsten, Laurene Teachout, Gail Sacco, Sue Hoadley
UHLS STAFF: Tim Burke, Heidi Fuge, Mary Fellows

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

I. MINUTES

MOTION: R. Naylor moved to accept the Minutes of the October 4, 2013 meeting.
E. Butrico seconded. Unanimous.

II. UHLS REPORTS

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

- *Proposed 2014 budget:* the Proposed Budget has been placed on the UHLS website. This is the first time since 2006 that we have been able to present a balanced budget. This is due to good fiscal management and a projected 4% increase in State aid.

The amount allocated for specific member services increased and an additional amount was added to the Automation Professional Services line in anticipation of possible assistance needed with a possible ILS migration.

An amount was transferred into the Building account to begin restoring it following the new roof work in 2012.

G. Sacco asked if an amount could be allocated for multiple online subscriptions to some of the professional journals. She noted that VOOR might be willing to contribute toward an online version of *Library Journal*. R. Naylor asked about a subscription to full-text articles via EBSCO for research journals.

- *UHLAN Agreement:* T. Burke will bring any suggestions/amendments for the new Agreement for discussion at the December meeting.
- *Mail Chimp Presentation:* He thanked A. Pekar and J. Wines for their great presentation about Mail Chimp. He noted that there are many people within our organization and the members libraries who have expertise in certain areas and should be encouraged to share that expertise with the rest of UHLS. The idea of video conferencing was also discussed.

- *Open Meetings Presentation*; this presentation will be hosted by GUIL on November 20th at 7:00 PM. He suggested that the libraries should make their trustees aware of this program. G. Sacco asked if it could be videotaped for any trustees who will not be able to attend. T. Burke will look into it.
- *Freegal*: he was contacted by a Freegal rep about a possible consortial pricing arrangement. C. Nersinger noted that APLM dropped Freegal because it was expensive and not many people used it. She also said that Freegal did not appear to be open to negotiation regarding pricing. M. Garrett noted that GUIL is considering dropping it since the price per hit is too expensive. Several people spoke up to say that they are not interested in Freegal at this time. G. Sacco hoped that supplemental programs (for example Freegal) were on the list to be incorporated into the searching capabilities of any new ILS. E. Butrico responded that they were and the vendors that they have spoken with are aware of this desire.
- *Berne*: the new library has opened. There will be a ribbon-cutting ceremony on Sunday, November 17th. He congratulated the staff and trustees on all of the work that they have accomplished.
- *Declaration for the Right to Libraries*: this is an advocacy piece from ALA, being handled through NYLA. Both the UHLS and CDLC Boards have signed the Declaration. T. Burke asked if those in the meeting would sign it and also consider having their Boards and patrons sign it.

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

- *Proposed 2014 budget*: the budget was approved by the Finance Committee and will be discussed at the November Board meeting.

G. Sacco asked about the Board's decision regarding the proposed 2.5% COLA. E. Butrico noted that it had been discussed extensively at several Finance Committee meetings. The COLA does not take away from any of the member library services. In considering future budgets, the Board will look at comparable System salaries. Discussion. What will happen if the 4% projected increase in State Aid does not happen? T. Burke responded that UHLS will amend the budget, looking at all of the lines.

Further discussion regarding the COLA. E. Butrico noted that there was only a very small dollar difference between the 2%, 2.25% and 2.5% amounts. J. Wines suggested looking at the salaries as a percent of the total budget. Discussion regarding COLAs at UHLS and those in the member libraries. L. Zapala noted that it is not a proper comparison - it would be like comparing apples and oranges.

T. Burke noted that the salaries of public employees are public information. However, he does not feel that the DA has the responsibility to look at specific salaries within UHLS. His management philosophy is that investing in the staff is an investment in an organization's most important resource.

Further discussion regarding the UHLS Long Range Plan and workflow.

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

- *ILS visits*: the Committee visited Polaris and Ill sites in Syracuse and Poughkeepsie respectively, The next step will be to schedule full-day demos from each of the vendors in the coming weeks. In the morning, there will be a general informational session and then the rest of the morning will be devoted to demos of the public services and the afternoon devoted to tech services. When the schedules are finalized, it will be important to have the Directors and the appropriate staff members attend the in-depth presentations. There will be follow-up surveys and then the Committee will make a recommendation to the ASC, hopefully by the first Friday in February. T. Burke noted that the most valuable information will be from the people who attend both demos. E. Butrico noted that once the recommendation has been made, there will be a lengthy process of negotiation and installations.

K. Chansky asked if there was a possibility that the demos could be watched remotely.

G. Sacco asked if the ASC should be considering a joint member item request to help cover the cost of the ILS. She suggested that it could include the cost of new computers, trainers, and other expenses associated with the migration. L. Zapala noted that he would feel better if the request just included the cost of the new ILS, he didn't like the idea of "porking up" the request by adding in peripherals.

E. Butrico noted that the Committee was not at the point of considering grants or other funding requests until it had decided on the system and had some idea of the cost. R. Naylor noted that the libraries need to speak with one voice when approaching the legislature and it would confuse them if we were asking for a funding increase as well as a member item request.

Extensive discussion regarding legislative funding. E. Butrico suggested that researching funding possibilities could be put on the agenda for the December meeting. T. Burke noted that member items and bullet aid have been disappearing. It is difficult to come up with a compelling argument for funding that is for operating expenses. The financial impact of a new system is unknown at this time.

SERVICES COMMITTEE - R. Naylor reported on the following:

- *Construction grants*: the Committee spent a great deal of time reviewing the Construction Grant applications. They tried to look at the libraries' priorities as they fit into the Guidelines developed by the Committee. Handicapped access and creating new spaces or a new building were the two competing top priorities.

T. Burke contacted the libraries with multiple projects and determined their priorities. No one received less than 35% of their proposal, as per the UHLS Guidelines. He wanted to be sure that the libraries will continue to submit their grant applications in future years.

C. Nersinger suggested that the Committee should be careful not to make the Guidelines so rigid that they are locked into something and can't be flexible when the projects are presented.

CENTRAL LIBRARY ADVISORY COMMITTEE - L. Zapala reported on the following:

- The Committee discussed the value and possibility of using Central Library Aid funds for seed grants that could be used to fund a single library for a short period of time to experiment with a particular idea or program as a test site for all of the members. Most of the funds in the Central Library Aid budget go toward building e-content, but there is up to \$5,000 in flexible funds that could be used for pilot projects that would benefit the libraries in both counties.

E-CONTENT ADVISORY COMMITTEE - J. Wines reported on the following:

- The Committee did not meet in October but she handed out a spreadsheet showing the e-content purchases by library, to date. There are 5 libraries that have not yet purchased their agreed-upon amount of content.

III. OLD BUSINESS

- G. Sacco expressed concern about the effectiveness of advocacy efforts. She noted that this is the time of year that the legislators should be contacted. She asked to have advocacy as a standing agenda item so that libraries could report on their various advocacy efforts.

IV. NEW BUSINESS

- *Sunshine fund*: S. Hoadley wanted to gauge the interest within the DA of having a standing sum of money available for use on important occasions such as retirements, weddings, etc. Discussion. G. Sacco suggested that everyone should contribute \$20. C. Nersinger suggested that the DA President should be responsible for holding and overseeing the funds. Consensus to do this. Participants handed over money to S. Hoadley.
- *Teen Services White Paper*: M. Fellows explained that the White Paper that was sent to the member libraries were thoughts that grew out of discussions at the Youth Services Advisory meetings. In order to clarify their thinking and share it with the rest of the library community, it was presented as a document for discussion. The Advisory Council hoped that this would help to spark understanding in the libraries on how to better serve teens. They suggested that it could also be used as an education piece for a library Board.

E. Butrico noted that she appreciated the information and suggestions in the White Paper and it has already made a difference in some areas of service in her library.

R. Naylor noted that it was on the agenda for the next librarians meeting at Colonie.

G. Sacco recommended two books for understanding and dealing with teens: Uncommon Sense for Parents with Teenagers and Get out of my life, but first could you drive me and Cheryl to the mall? : a parent's guide to the new teenager

Discussion regarding programming for teens. G. Sacco noted that at VOOR, they have asked students in the photography program to be the photographers at library events. J. Felsten noted that teens are non-programmable - they don't like to participate in formally organized events or programs - and library staff and Boards need to understand that and look for other ways to

involve them. L. Teachout noted that at STEP they are offering a Parenting Program. It touches on more than just teens but is useful in helping parents with teenagers. STEP is very welcoming to teens and they are an important part of the library audience. C. Nersinger noted that at APLM, when they put iPads in the Children's Room it drew in a lot of teens.

V. OPEN FORUM

- Highlights of the NYLA Conference: J. Wines reported that she attended a very good program on library mapping.
- K. Chansky reported that NASS recently put together a very successful Lego Club.
- L. Teachout asked about a source for healthcare information for patrons. M. Garrett noted that GUIL had a navigator from the Chamber of Commerce who assisted people one-on-one.
- L. Teachout asked for recommendations for computer tutors in the library. She has money from an Outreach mini-grant to pay them for their time. G. Kirkpatrick suggested that she contact SUNY Albany library school.
- G. Sacco reported that Joyce Laoisa will be retiring from VOOR. She also noted that T. Burke did a great presentation for the VOOR Board on library planning.

Meeting adjourned at 11:05 AM.

Next meeting: Friday, December 6th.

Heidi A. Fuge
11/4/13