



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

June 6, 2014

	APLM -
✓	ALTM - Judith Wines
	BRLN - Sharon Vogel
✓	BERN - Judy Petrosillo
✓	BETH - Geoffrey Kirkpatrick
✓	BRUN - Julie Zelman
	CAST - Amy Peker
✓	COHS - Matt Graff
	COLN - Richard Naylor
✓	EGRN - Evelyn Neale
✓	GRAF - Christian Collins
✓	GUIL - Tim Wiles
✓	HOOF - Carol Gaillard
✓	MEND - Lenny Zapala
✓	NASS - Katherine Chansky
	NGRN - Daryl McCarthy

	PTRB - Sharon Hodges
✓	POES - Margie Morris
✓	RCSC - Judy Felsten
✓	RENS - Jane Chirgwin
✓	RVLL - Kim Graff
✓	SNLK - Melinda Fowler
	SCHG - Nick Matulis
✓	STEP - Laurene Teachout
	TROY - Paul Hicok
	VAFL - Sandi Goodwin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke UHLS - Jake Widrick, Intern

9:07 AM Meeting called to order by S. Hoadley, President.

I. MINUTES

MOTION: E. Neale moved to accept the May 2, 2014 Minutes as presented. M. Morris seconded. Unanimous.

II. REPORTS

Executive Director's Report - T. Burke reported on the following:

- **Construction grants:** the application portal is now open. T. Burke is available for assistance at any point and would be willing to go out to any library and talk to the Board and answer questions regarding the Construction grant process. J. Felsten suggested that it might be worthwhile to consider presenting a session/seminar on how to complete the application and the type and variety of information needed for supporting materials. T. Burke noted that there is a DLD webcast that explains some of the application process:
<http://www.nysl.nysed.gov/libdev/construc/webcasts.htm>
The deadline for this round of applications to be submitted to UHLS is August 29, 2014.
- **Sierra ILS:** T. Burke has been in communication with several organizations that have been involved in recent migrations to Sierra ILS. He has gained some valuable insights and information regarding the timeline and the negotiating process. He and J. Thornton met with a sales rep to begin the contract negotiations. They were told that following the signing of the contract, implementation would take 6 to 7 months. However, other organizations have suggested that the timeline will actually be longer. He might be ready to have the contract signed by the end of June with a "Springtime-ish 2015" cutover date (to be specified upon contract signing). The hosting option is still under discussion but he and J. Thornton are leaning toward vendor hosting.
- **UHLAN Agreements:** there are still some libraries that have not returned their signed Agreements. If any Trustees have questions, he is available to meet with a library Board and review the Agreement with them.
- **Climate Change Program:** R. Naylor was approached by SUNY Albany about participating in a series of program regarding climate change. By the end of the Summer, there should be some handouts that would define the programs and programming ideas for the libraries.
- **Internships:** T. Burke introduced J. Widrick who is participating in an internship jointly with UHLS and ALTM. Discussion regarding the UAlbany internship program. E. Neale noted that EGRN has several interns each year and supports the program. She also noted that Syracuse University has a good program and might be willing to share any documentation and guidelines. T. Burke noted that UHLS would like to cooperate with SUNY to facilitate a program on behalf of the member libraries - UHLS would be responsible for the paperwork and organization. J. Felsten noted that there should be a clear understanding of the supervisory responsibilities. G. Kirkpatrick noted that UHLS would need to take the initiative to provide the information to the Library School and let the students know about the available opportunities. J. Widrick noted that he is required to have 150 hours in his internship and that there are some guidelines on line.
- **Cheney Library:** T. Burke congratulated Cheney Library on their beautiful new Children's Room. C. Gaillard reported that the library used a local contractor, Stateline Builders.

Board and Finance Committee Report - E. Neale reported on the following:

- The Board was informed by the various Committees regarding the Annual Award selections. This year the presenters will acknowledge all of the nominees along with announcing the winners. T. Burke noted that in the near future, there will be a re-imagining of the Award Guidelines.

ILS Committee Report - E. Neale reported on the following:

- The ILS Committee is a subcommittee of the ASC which has already accepted the subcommittees final report. Therefore, this Committee has completed its task and is no longer in existence. It is likely that a new subcommittee will be formed to assist in the ILS implementation. K. Chansky asked if there would be staff training for the new system. T. Burke PROMISED that UHLS would provide the training necessary to insure the Library's staff would be completely comfortable with using the new ILS.

Administration Committee - J. Zelman reported on the following:

- At the last meeting, the Committee dealt mainly with the Trustee of the Year Award nominations.

Services Committee - Report by T. Burke

- Committee members focused principally on the Volunteer of the Year and Program of the Year Award nominations.

Central Library Advisory Committee - L. Zapala - no meeting/no report

- J. Felsten noted that since she will be retiring, there would be a vacancy on the Central Library Advisory Committee. Further on in the meeting, G. Sacco volunteered to be the medium-sized Albany County library rep on the Committee.

e-Content Committee - J. Wines

- Weeding of the e-content collection is underway and is being handled by J. Widrick, UHLS Intern, under the supervision of J. Benedetti. So far, he has located 34 items that have never circulated and 150 items that have not circulated within the last 5 years. The weeding also includes WMA and PDF items. In addition, the only abridged items that are being retained are those for which there are no unabridged versions. OverDrive circulation is being emphasized in June and once a certain number is reached, it will result in a purchase credit.
- It was noted that J. Benedetti created very useful handouts explaining how to use many of the e-readers. G. Kirkpatrick asked if he might be able to have a pdf version of those handouts so that member libraries could brand them prior to distribution to their patrons.
- G. Sacco suggested that libraries should be aware of the length of the waiting list for some OverDrive items and should make attempts to shorten it. K. Chansky noted that patrons might like to know how long they have to wait for something. She also asked if there was a way to know if the SRP kids were using ebooks. It was suggested that she contact J. Benedetti who would walk her through the OverDrive report process.
- J. Wines noted that the Chinese collection is already showing heavy use.
- G. Kirkpatrick asked if there were any stats that would show the use of the Best of the Small Press. It was noted that R. Naylor might have access to those statistics.

III. OLD BUSINESS

MOTION: M. Morris moved that J. Wines should be appointed to the UHLS Board of Trustees and the Finance Committee to complete E. Neale's term which ends in 2017. J. Chirgwin seconded. Unanimous.

T. Burke thanked E. Neale and J. Wines for their willingness to serve.

- T. Burke noted that the 2014 Construction grants have all been approved and are now at the Division of the Budget waiting for checks. It is likely that the libraries will receive their initial checks some time in July.

IV. NEW BUSINESS

- **Report from the Parameters Study Group** - E. Neale, Chair
E. Neale thanked everyone for the assistance in working on this committee and for input in the process. The Parameters Group has several issues to bring before the DA. Once there is majority agreement within the DA on the parameters, she will create a list of recommended parameters that the Directors can then take to their Boards for approval.
 1. Basic Loan Period - the two options are 21 or 28 days since these were used by the majority of the libraries. She will send out a poll to the Directors to determine the majority decision. E. Neale emphasized that any decisions made by the DA or the Parameters Group are not binding on any of the libraries. However, she also noted that the reason for working on these parameters are twofold: first, it will make it easier for patrons when many of the basic policies are the same, or similar, among the libraries. Second, the agreed-upon parameters will make changeover to the new ILS easier.
 2. Renewals - it was agreed that there would be 2 renewals allowed with an override for a 3rd one.
 3. Video loans - the majority of the libraries already have 7 days loans for basic videos.
 4. Number of days that items may be held - 7 days

Discussion regarding item-specific requests. This will be a topic for further discussion by the Parameters Group and will include a discussion regarding the way that DVD series are cataloged: either listed individually or together. Exceptions will also be a topic for discussion.

E. Neale noted that it is important for the libraries to consider how their parameters affect other libraries. For example, a longer loan period at one library might mean that they keep someone else's items for a long time.

- **Open House at BRUN** - there will be an Open House on Friday, June 13th to bid Farewell to J. Zelman.
- **Central Library Advisory Committee vacancy** - a representative will be needed from a medium-size Albany County Library when J. Felsten retires. G. Sacco volunteered.
- **UHLS Administration Committee vacancy** - a representative will be needed to fill J. Zelman's position on this Committee.

V. OPEN FORUM

- E. Neale: The EGRN Farmers Market on Wednesday went very well. The Library is looking for a prepared-food vendor to participate. The farmers were all very familiar with the way that the Market functions and so there was no micro-managing needed by the Library.
- J. Wines: The ALTM has been running a Farmers Market for a while and has two vendors that regularly participate.
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- M. Morris: The POES Library has a booth at their Farmers Market/Craft Fair which opens on June 14th. The Library hands out informational materials about the Library.
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- J. Felsten: There was an issue with an irritating odor in the new RCS library. CT Male came and conducted tests and it was discovered that there was water vapor interacting with the underside of the new carpet. The concrete floor will have to be re-surfaced and the library will have to temporarily either shut down or move out of the building while the work is being done.
- T. Wiles: GUIL is interested in obtaining copies of other libraries' employee evaluation forms. He asked if they could be collected and posted somewhere on the UHLS website. This would also include Director Evaluation forms.

T. Wiles announced that as of July 1, 2014, the GUIL DVD collection will once again be fully requestable. <applause>

Assemblymember Pat Fahey will be using the Library's meeting room to hold a tea and conversation with her constituents from 4:00-5:00 PM.

- G. Sacco: Assemblymember Pat Fahey will read a book at the VOOR Summer Reading kick-off on June 26th.

Discussion regarding the use of library Meeting Rooms by legislators and other groups. G. Kirkpatrick noted that time, place, and manner are the only restrictions that can legally be placed on use of public rooms. Libraries cannot place content restrictions on the use of their public rooms. G. Sacco noted that VOOR designated a corner of their lawn as the place for any signs and it is open to everyone.

T. Wiles noted that GUIL has had a tradition of NOT showing R-rated movies in the library. This will be changing. Further discussion - what is the policy for determining how a movie is rated? It was noted that it is the obligation of the parents, not the Library, to determine what children may watch. Libraries cannot "card" people at the door.

- K. Chansky: Does anyone know of a place that will recycle VHS tapes? It was suggested that the tapes be donated to a Senior Services Center since they will probably still have a VCR on which to play them.

Consensus to skip the July meeting. **The next meeting will be held on August 1st.**

MOTION: J. Petrosillo moved the adjourn. K. Graff seconded.
Unanimous. Meeting adjourned at 11:15 AM.

Heidi A. Fuge
6/10/14