



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
August 1, 2014

✓	APLM - Scott Jarzombek
✓	ALTM - Judith Wines
	BRLN - Sharon Vogel
	BERN - Judy Petrosillo
	BETH - Geoffrey Kirkpatrick
	BRUN -
✓	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 - Laurenne Teachout
✓	TROY - Paul Hicok
	VAFL - Sandi Goodwin
	VOOR - Gail Sacco
✓	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

Visitor: Rebecca Lubin from VOOR

9:10 AM Meeting called to order by S. Hoadley, President. She welcomed the two new Directors Samantha Fagan (WTVT) and Scott Jarzombek (APLM) and visitor Rebecca Lubin.

I. MINUTES

MOTION: M. Morris moved to accept the June 6, 2014 Minutes as presented. R. Naylor seconded. Unanimous.

II. UHLS REPORTS

Executive Director's Report: T. Burke highlighted the following from his written report:

- Non-profit Revitalization Act: the safest course of action for every library is to have their Board of Trustees pass a Conflict of Interest policy. The larger libraries will also need a Whistleblower policy. UHLS will have some information out about this very soon and is ready to help draft any of these policies.
- Construction Grant: approximately ten libraries are interested in submitting construction grants for this next cycle. C. Gaillard noted that HOOF has not yet received their check from the previous year and their Final Report was not accepted. T. Burke will look into this.
- ILS: the contract with Innovative Interfaces has been signed by the UHLS Board President and the initial subscription fee of \$100,000 was mailed. Data extraction will be the first step and this involves removing data from Horizon and moving it to Sierra. It is possible to do this in-house. There is no further information at this time regarding specific timeline or scheduling dates.
- UHLAN Agreements: there are just a few libraries who have not returned their signed UHLAN Agreements. T. Burke would be happy to come and talk to any Boards that might have questions.
- Annual Dinner: we are looking for any suggestions/ideas about the location for the dinner in 2015 in Rensselaer County and/or Albany County for future years. J. Chirgwin asked about the *Read Poster* idea. T. Burke noted that it was still under consideration but will require more planning than he expected as well as some financial outlay. Several sites were mentioned including the Emma Willard School and the Troy Country Club. T. Burke will send out an email asking for any further suggestions.
- Discussion regarding the visits to all of the libraries by Sue Speciale and her granddaughter McKenzie. T. Burke will follow up with Sue Speciale in the Fall. She expressed her willingness to work with him on an advocacy project. K. Graff suggested a possible Passport Program to the libraries or something that would promote the Youth Services Calendar on the UHLS website. N. Matulis mentioned a local history Scavenger Hunt, possibly using the library information handed out at the Annual Dinner. C. Collins noted that GRAF is participating in a Geo Caching program: this is a program where GPS coordinates are given for a hidden object - a Take a Prize/Leave a Prize program and the seekers sign a book when the hidden object is located.

UHLS Board of Trustees: report by J. Wines

- Phil Erlich (Rensselaer) is the new Board President
- At the July meeting, UHY presented their annual financial report. It was noted that the NYSCASA lease expires in 2016 and negotiations will need to be started if it will be renewed. UHLS

received an IRS exemption for the filing of the Form 990 which represents a significant savings. ILS Investigation Committee: it was decided that this will be removed from the DA Agenda since the work has been completed.

UHLS Administration Committee, Services Committee and Central Library Committee: no meetings, no reports.

E-Content Committee: report by J. Wines.

- 4 libraries have exceeded 100% of their e-content purchases: BRLN, COHS, SCHG and WSTR.
- For those libraries that don't feel comfortable ordering e-content material, It is a very simple process to have UHLS make the purchase: check the suggested dollar amount of purchases by your library on the e-content spreadsheet and then contact Jo-Ann Benedetti. Tell her how much you want to spend and she will make the purchases for you and your library will be billed the appropriate amount.
- Simon & Schuster and Penguin publishers only sell ebooks that expire after 12 months. The Committee suggests that when purchasing from these vendors, select those items that will be the most popular in order to get the best value for your money.
- OverDrive will soon be offering international titles (from publishers in other countries).
- R. Naylor reported on the e-content presentation that he, J. Benedetti and T. Burke gave at the Ramapo Catskill Library System. The presentation stressed the value of sharing resources. The RCLS libraries use the OverDrive Advantage Program and have their e-content in silos that limit their use. The UHLS presentation showed the value of unlimited access in the amount of use that the e-content collection receives. UHLS is a good example for other library systems.

III. OLD BUSINESS

Discussion regarding a new representative to the UHLS Administration Committee to replace Julie Zelman.

MOTION: K. Graff moved to appoint M. Graff as the DA representative on the UHLS Board Administration Committee. L. Zapala seconded. Unanimous.

Discussion regarding a new representative from a medium Albany County Library on the Central Library Advisory Committee to replace Judy Felsten.

MOTION: L. Zapala moved to appoint G. Sacco as the DA representative on the Central Library Advisory Committee. E. Neale seconded. Unanimous.

Parameters Committee report by E. Neale.

- 22 libraries responded to the poll regarding Standard Loan Periods, Renewals and Video loans and renewals. Discussion regarding the ability of member library staff to override any of the agreed-upon parameters. Will there be guidelines for the staff? S. Jarzombek asked if there would be a tiered system for renewals i.e. new books could only have 2 renewals while others might have more. Does the new ILL system have the capabilities to do this? J. Felsten noted that one consideration might be if there are other copies of those items elsewhere in the system. E.

Neale suggested tabling the discussion of varied renewals and video loan periods for the next conversation. N. Matulis noted that the way in which DVD boxed sets are cataloged needs discussion. E. Neale noted that at this time, six standards have been established and this will help ease the transition to the new system. T. Burke encouraged attendance at the Parameters Committee meetings so that everyone would have input. He also pointed out that the poll was designed to get people thinking about these policies and that the agreed-upon changes can be made now - we don't have to wait for the implementation of the new system.

IV. NEW BUSINESS

- APL My Card: S. Jarzombek explained that this allows children to sign up for a library card without being accompanied by an adult. It creates a tiered membership because there are limits to the number of books that can be taken out and other guidelines. He will email a description of this card to the member libraries. At this time it is in beta testing and is only usable at APL and its Branches. It has been available for only 2 months and over 1,000 kids have signed up for it, 70% of whom are new users. There was some indication that patrons had tried to use this card at other libraries and were frustrated to discover that they couldn't. S. Jarzombek promised that he would make sure that the APL staff explain this to the kids getting the card. He will put together a Fact Sheet that will explain the concept and will send it out to Directors. A new user class had to be created in Horizon for this card and it will also work in Sierra.

T. Burke noted that there was interest among some of the other member libraries regarding this concept. He suggested that APL be allowed to experiment with it and work out the kinks before it is expanded. This topic will be put on the agenda for September meeting and there can be discussion about how the other libraries might be able to participate.

- T. Wiles asked if any of the libraries were considering an Affinity card where the patron could select their own personal design.
- R. Naylor asked if anyone was thinking about using photo IDs for cards? T. Burke noted that Sierra has the capability to include photo IDs.
- S. Jarzombek noted that APL is discussing doing away with library cards. He noted that they would not do anything without first communicating with the other member libraries.
- R. Naylor reported on the "Earth, Air, Fire and Water" project with Ualbany. This is a combination of science and art and should involve the community in many different types of programming. It deals with sustainability and climate change. If there is enough interest among the libraries, a meeting can be arranged with the people at SUNY to talk about the programs. The kick-off for this project is November. He will send out a Doodle poll to determine the best time for a meeting.
- E. Neale reported that October 19th is the date of the 3 mile walk "Making Strides for Cancer." She asked if there was interest in creating a UHLS team. Anyone interested should email her and send suggestions for a Team name. K. Graff volunteered to be on the team. E. Neale will coordinate.

V. OPEN FORUM

- S. Jarzombek noted that APL is developing an e-card that patrons will be able to use solely for downloading e-content and using the public access computers. A discussion regarding this will be put on the Agenda for the next meeting. Discussion regarding the possibility of electronic registration for an e-card since no actual items are loaned and therefore patrons do not need to bring in all of the ID required for a standard library card.
- J. Chirgwin asked if any of the libraries charged for public access computer use for people who were not library patrons? If they are from out-of-town, they must show an ID; if they are from the service area, they must show a library card. Kids pay \$2 for computer use and then all of their fines are considered paid. E. Neale noted that at EGRN, they are given a Day Pass for \$1.
- K. Graff noted that August 15-17 is the Festival of Writers at RVLL.
- K. Chansky reported that Bruce Kennedy, who has produced a film on the anti-rent movement, will be giving a presentation at NASS on August 26th.
- T. Wiles asked if any of the libraries found that they could do effective programming without many months of advanced planning. His staff was uncertain as to whether spontaneous programs would be attractive without prior advertising and planning. How do the libraries share program ideas? T. Burke noted that the Youth Services Calendar on the UHLS website was a source for program ideas. It might be possible to extend this beyond Youth programs. Sierra has the calendar capability and this could be considered. T. Wiles asked if a procedure could be considered whereby a library entered the program information once and then it was disseminated to all of the other PR sites (Times-Union, etc.) S. Hoadley suggested that any program information could be sent via email to the Directors and they would have the option of printing it and posting it in their libraries. R. Naylor noted that there has been program sharing among the local library TV stations - programs that are videoed can therefore be seen by many more people.

MOTION:

L. Zapala moved to adjourn. J. Chirgwin seconded.
Unanimous. Meeting adjourned at 11:10 AM.

Heidi A. Fuge
8/5/14