



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
September 5, 2014

Visitors: Sarah Clark (APLM), Mary Fellows (UHLS), Joe Thornton (UHLS)

✓	APLM - Scott Jarzombek
✓	ALTM - Judith Wines
	BRLN - Sharon Vogel
✓	BERN - Judy Petrosillo
✓	BETH - Geoffrey Kirkpatrick
✓	BRUN - Natalie Schipano
✓	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

9:05 AM Meeting called to order by S. Hoadley, President. She welcomed N. Schipano, the new BRUN Director.

I. MINUTES

MOTION: M. Morris moved to accept the August 1, 2014 Minutes as presented. L. Zapala seconded. Unanimous.

II. REPORTS

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

- **CONSTRUCTION GRANTS:** he reviewed the situation in reference to the grants. October 16th is the deadline for submission to the State. The UHLS Services Committee and Board of Trustees have important roles in determining the funding allocations.
- **NYLA "GRASS ROOTS ADVOCACY":** the NYLA conference and organizational dues are the primary funding sources for NYLA. T. Burke is urging all of the member libraries to become NYLA members and he reviewed the many membership benefits. J. Petrosillo noted that since G. Kirkpatrick will be the NYLA President following the annual conference, it would be nice if the UHLS members supported NYLA, at least during his Presidency. T. Burke would like to see 100% participation by the time of the NYLA conference.
- **NYLA WEBINAR:** On September 12th, NYLA is sponsoring a webinar conducted by Rebekkah Smith Aldrich aimed at new library directors, however it could also be a useful review for all directors. T. Burke will look into the possibility of showing this webinar at UHLS.
- **III MIGRATION REPORT:** the training approach will be "Train the Trainer" and UHLS will be looking for volunteers from member library staff to be part of the training cohorts. These trainers will attend sessions at UHLS conducted by III staff and will then be asked to go out to member libraries to conduct staff training. We are looking for 10-12 people per cohort. There might be some overlap in skills and a person might be trained in more than one cohort. The member libraries will be responsible for covering the salary of the person/people volunteered for the training cohorts. He assured the Directors that his goal is to have everyone as comfortable as possible with the new system before the go-live date.

K. Chansky asked what would happen to those people in the training cohorts after go-live. T. Burke responded that most of the training following the go-live will be the responsibility of UHLS but he still might want to call on those volunteer trainers.

M. Graff asked if there would be any web-based tutorials about the new system? T. Burke: yes.

G. Sacco asked if it would be possible to ask for funds from Price Chopper to cover some of the staffing costs during the training period?

J. Chirgwin asked if it was possible to put in a place holder for training? She wants to assure her

staff about a date to be trained. T. Burke noted that we are not far enough into the schedule yet.

G. Sacco asked if it would be possible to hold another DA meeting in December solely to discuss migration issues. L. Teachout asked if it would be possible to hold a day-long session at some point during the process. Discussion regarding the availability of the database and the training schedule.

T. Burke noted that the October and November dates when Ill will conduct training sessions for the cohorts have been established. He assured the members that UHLS is in a much better situation, staffing-wise, than in previous migrations.

G. Sacco asked if there are any plans for marketing the new system? T. Burke noted that is the responsibility of the member libraries but UHLS can offer some assistance.

- JUDY FELSTEN RETIREMENT: T. Burke will be the MC at the Retirement Open House on September 30th for J. Felsten who has served for 21 years as the RCS Director.

Board and Finance Committee Report - no meeting, no report

Administration Committee - no meeting, no report

Services Committee - no meeting, no report

Central Library Advisory Committee - L. Zapala

- The Committee will be meeting in September or early October.

e-Content Committee - J. Wines

- She handed out to-date spreadsheets showing the amount that each library has been asked to spend on e-content and what has actually been spent.
- Penguin titles: these titles are only available on a 12-month license. The Committee recommends that libraries only purchase “hot, hot” Penguin titles that are guaranteed to circulate so that they get their monies worth. If several libraries order the same title at different times, the Committee is trying to come up with a way to figure out how/when/if the titles should be re-purchased. If titles are not re-ordered, their records need to be removed from the database.
- September 18th is “Read an eBook Day.” A staff member at APLM is working on putting together some promotional materials.
- Streaming videos: there are multiple lending models in this area, and the Committee recommends that libraries should be aware of the lending policies when purchasing. Some streaming videos are available for multiple simultaneous use and others are single use’
- G. Sacco asked if there was a way to obtain circling information regarding the Harlequin ebooks.

III. OLD BUSINESS

- Central Library Advisory Committee: M. Fowler (SNLK) has volunteered to represent medium-size Rensselaer County libraries on this Committee.

MOTION: L. Zapala moved that M. Fowler be appointed to the CLAC for a two-year term to begin in September 2014. Seconded. Unanimous.

- Parameters Committee: no report
- APL My-Card: S. Jarzombek reported that over 300 cards have been issued to kids and over 70% of those are new library card holders. The program is turning out to be very popular and successful. APLM is currently in discussion with St. Rose regarding cooperation on this project.
- Making Strides Team: no report

IV. NEW BUSINESS

- Sarah Clark (APLM) explained the new APL e-card. This 2015 project will offer a tiered membership to APL library patrons, similar to MyCard, but for adults. The card will only be used for things that do not have fines: computer use, databases, Zinio, OverDrive. The patron only has to present a valid Drivers License with an Albany address in order to obtain a card. This card will only be usable at APLM. In order to distinguish these patrons, they will have their own B-Type and so that card cannot be used at any other libraries. Patrons are provided with additional information when they obtain the card and APL staff inform them of the limited use. S. Clark noted that this card is a lower risk for the library while still encouraging patron use.

G. Sacco noted that this e-card will give more user access to OverDrive which may result in the need for more e-content. She also noted that through use of the Central Library Funds, APL already contributed a large amount toward ebook purchases.

- Mary Fellows (UHLS) handed out information and explained the Prototype Project on Early Literacy (ProPEL). She is looking for three libraries that would like to participate (one small, medium, large). September 19th is the deadline for participation. (INFORMATION ATTACHED)

J. Wines asked what was meant by Asset Analysis? M. Fellows responded that it is a survey to determine community needs.

It was asked whether this applied only to library staff or could volunteers participate in the project? M. Fellows replied that volunteers are okay but that they need to make a commitment for the length of the project and they will be treated as equal to paid staff. (Information on the project is attached to these Minutes)

V. OPEN FORUM

- R. Naylor reported that COLN is looking into a collection agency for library fines. There is a local agency that is currently used by the Town and the Library will be able to share in that, they are still working out the parameters.

T. Burke reported that he has been contacted by the Unique Management Company, a collection agency used by libraries, and has information if anyone is interested. Discussion - what happens with an agency when the fines are not related to one library. For example: what if

a STEP patron has missing/overdue books from several other libraries. Discussion regarding the use of a collection agency and public relations.

M. Morris asked if it would be possible to get a general report from Horizon that would should a list of “deadbeats” who have fines/lost books, etc. from several libraries.

J. Chirgwin asked if it would be possible to remove DRA fines still carried in Horizon when we move to the new ILS.

- R. Naylor reported that the Earth Air Fire Water Climate program will be held at GUIL on Friday, Sept. 12th at 10:00 AM. This will be a meeting to discuss the project and stimulate ideas.
- T. Wiles asked if any libraries have an attorney on retainer? GUIL is looking for recommendations for an attorney.
- T. Wiles noted that he recently learned about a State Comptroller’s opinion that School District Public Libraries need to have a Treasurer who is NOT a member of the Board of Trustees. The title “Treasurer” may still be applied to a Board member, but the person who signs the checks and handles the finances must not be an elected Trustee.
- J. Petrosillo reported that BERN recently received a NYLA Award for BEST RENOVATED LIBRARY with a population under 20,000. A \$1,000 check accompanied the announcement.
- G. Sacco reported that VOOR received \$2500 from Albany County to purchase a 3-D printer. Also, the Library is now the custodian of the Voorheesville Village historical documents.
- A. Peker reported that CAST will be under renovation for 4-6 weeks and the collection will not be accessible. Items returned to the library will be listed as “in transit” for a period of time. Announcements regarding this will be placed on a variety of social media.
- L. Teachout reported that STEP will be expanding their parking lot. They will also be holding a fundraiser “A Little Night Music” on September 13th.

MOTION: J. Felsten moved to adjourn. J. Chirgwin seconded.
Unanimous. Meeting adjourned at 11:10 AM

The next meeting will be held on Friday, October 3rd.

Heidi A. Fuge
9/9/14

Ready to Read at UHLS Libraries: Prototype Project on Early Literacy (ProPEL)

October 2014 – May 2018 (expected)

Synopsis

Three UHLS libraries - one small, one medium, and one large – are sought to participate in a pilot project centered on early literacy.

The larger context for the pilot project is the [Ready to Read at New York Libraries](#) (RTR) initiative. This statewide initiative tasks systems with training member library staff in five areas as related to early literacy:

1. Community Needs Assessment
2. Strategies for Successful Outreach
3. Every Child Ready to Read®
4. Creating Early Learning Spaces
5. Everyone Serves Young Families

While all UHLS libraries may participate in the general training sessions held on these topics, the three ProPEL libraries will receive extra benefits.

What ProPEL libraries receive:

As one of the three ProPEL libraries, you will receive a customized program that will improve your service to families with young children, your connection to other community agencies, and your staff's capacity.

Mary Fellows will be on "special retainer" to your library in early literacy for the duration of this project, providing a higher level of consultation as well as active participation in helping you develop plans, connections, and staff capacity.

Specifically, ProPEL libraries will receive:

1. Waived registration fee for unlimited staff at all UHLS-sponsored Ready to Read at New York Libraries training sessions.
2. Deep partnership and mentoring in conducting an Early Literacy Community Asset Analysis (ELCAA) for your library; includes conducting interviews of key stakeholders and focus groups.
3. Staff mentoring in identifying, cultivating, and working with new partners or existing partners in new ways.
4. Training, observation, feedback, resources, and support to achieve excellent, consistent content delivery of storytime, our most basic early literacy program.
5. Analysis of your library's early literacy space by Tim Burke and Mary Fellows; written follow-up recommendations with links to products.
6. Assessment of your customer service to families with young children to identify areas in which your library excels or might improve; written recommendations.
7. Staff mentoring and Mary as co-presenter in delivering 1-2 Every Child Ready to Read®/early literacy presentations to groups you identify within your community.
8. "Everyone Serves Young Families" training at your library for all library staff as general staff development.

The exact nature of these components will be somewhat shaped by the resources offered by NYS to UHLS. There is the potential for some library funding from NYS, and ProPEL libraries will be first beneficiaries.

What ProPEL libraries commit to:

1. A multi-year, sustained focus of resources on early literacy.
2. Sending staff to all Ready to Read at New York Libraries training sessions (five expected between October 2014 and May 2018).
3. Completing an Early Literacy Community Asset Analysis including interviews and at least one community focus group.
4. Taking specific steps to develop or strengthen relationships with at least one youth or family population that does not currently use the library.
5. Forming at least one new partnership that specifically strengthens early literacy library/community assets for young families.
6. Requiring all staff who deliver early literacy programming to participate in early literacy program training with follow-up coaching.
7. Making improvements in the library's early literacy space, using as resources ideas and potentially money available through the RTR project.
8. Identifying and implementing changes based on the results of an assessment of your library's customer service to families with young children.
9. Designating a staff member to co-develop and co-present one or two *Every Child Ready to Read*/early literacy presentations within your community or region.
10. Arranging and hosting the "Everyone Serves Young Families" training session at your library for your full staff.

To indicate your interest in being part of ProPEL:

Please email Mary Fellows (mary@uhls.lib.ny.us) with the answers to the following questions **by September 19:**

1. Why do you want to be part of the ProPEL project? What specific staff skills/knowledge or service improvements are you most interested in gaining?
2. Who would be your library's point person (the person Mary Fellows will work most closely with in implementing this project)?
3. If you have a branch or branches, is it your vision to have ProPEL implemented in all locations simultaneously as part of this project? If not, which ones?
4. Are the youth services staff members all on board and interested in participating in this project?

Libraries will be selected and all applicants notified by September 26.

**Questions or comments? Please contact Mary Fellows:
437-9880 ext. 228 or mary@uhls.lib.ny.us**