



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
October 3, 2014

✓	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 -
✓	RENS - Jane Chirgwin
✓	RVLL - Kim Graff
✓	SNLK - Melinda Fowler
✓	SCHG - Nick Matulis
✓	STEP - Laurenne Teachout
✓	TROY - Paul Hicok
	VAFI - Sandi Goodwin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

9:08 AM Meeting called to order by S. Hoadley, President. After opening the meeting, S. Hoadley handed around a thank-you note from Judy Felsten. She also congratulated J. Wines on her new position as Director at the RCS Library.

I. MINUTES

MOTION: M. Morris moved to accept the September 5, 2014 Minutes as presented. C. Gaillard seconded. Unanimous.

II. UHLS REPORTS

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

- Construction Grants: the requests exceed the amount available and so the Services Committee will be working on the requests and making a recommendation to the UHLS Board of Trustees at the October 8th meeting.
- The final CORE Training session for 2014 will be held on October 7th. In January, the 2015 training dates will be announced.
- The NYLA Annual Conference will be held in Saratoga Springs on November 5-8.

Migration Report - T. Burke reported on the following:

- The dataload has been completed and the training sessions will be able to use actual UHLS data. T. Burke and J. Thornton have been in discussion with the Project Leader about the training sessions and have requested more specific information about the content of the sessions and who should attend. We are still looking at a February go-live date.
- During the training sessions at UHLS, laptops will be set up to work with the UHLS data. Auditors will be allowed at the sessions but only 10 people at a time will be trained.

E. Neale asked if T. Burke would control the timing of the emails regarding the training and other migration information. She would prefer that information NOT be sent at the end of the day or on Fridays since that does not give many people enough time to assimilate it and causes problems with staff members who become concerned about migration issues. G. Kirkpatrick noted that anything regarding scheduling for training MUST go through the Directors - not to the staff directly. G. Sacco suggested notifying UHLNusers that "this information has been sent to Directors."

K. Chansky expressed some confusion regarding the timing and scheduling of training sessions - especially in a library with limited staff and volunteers. She suggested that the small libraries should meet in order to discuss scheduling for joint training sessions.

G. Sacco noted that she has faith the UHLS and the training staff will be able to handle the migration and training adequately. The Sierra system is easier to use than Horizon and since staff in the member libraries is already familiar with at least one ILS, moving to an easier one - especially with good training - should not be difficult.

E. Neale noted that East Greenbush has volunteered to be a training hub for Rensselaer County and Albany Public is willing to be a hub for Albany County. Both E. Neale and S. Jarzombek assured the Directors that they have staff members who would be willing to travel to the smaller libraries to train their staff.

Board and Finance Committee Report - J. Wines reported on the following:

- UHLS moved some funds into a short-term Money Market that will earn substantially more interest than the current CDARS accounts.
- M. Graff is now the Directors representative on the Administration Committee.

Administration Committee - no meeting, no report

Services Committee - no meeting, no report

Central Library Advisory Committee - L. Zapala asked T. Burke to report on the meeting:

- Committee members reviewed the draft of the 2015 Central Library Budget which includes Central Book Aid and Central Library Aid. It was decided to remove the dollar limit for piloting new services to allow more latitude for the Committee.
- P. Hicok noted that the Committee spent time reviewing database suggestions but decided that OverDrive content was more important. The Committee will meet in the early Spring to discuss services and options without budget considerations. i.e. to explore other possible uses for the CLDA funds.
- G. Sacco asked if there were any statistics on the use of Tumblebooks and whether that was a good use of the funds. It was noted that the Committee wanted more time to build reliable usage statistics and the issue will be re-visited at the Spring meeting.
- Discussion about the intent and use of Central Book Aid funds. T. Burke noted that purchasing ebooks is a re-interpretation of the legal use of the Central Book Aid - a use that has been accepted by the Division of Library Development.

e-Content Committee - J. Wines reported on the following:

- There is a non-fiction Suggestions Cart on OverDrive where libraries can put suggestions for items to be purchased with Central Book Aid funds.
- The Committee encourages libraries to buy more fiction since the Central Book Aid funds can only be used for non-fiction. G. Kirkpatrick offered BETH to step in near the end of the calendar year to make purchases of non-fiction if the CBA funds have been depleted.
- OverDrive now allows us to make up topical displays of materials on the UHLS Digital Collections page. J. Benedetti is working on a Horror display/collection.
- J. Wines handed out a spreadsheet showing the current expenditures for econtent by each library and also a spreadsheet that showed various statistical percentages of econtent circulation to book circulation, etc. G. Sacco asked if the reports could also be done on the School District Library year.
- Discussion regarding the basis for the recommended amount that each library should spend on econtent and how this should/should not be increased. If increased, what percentage should be used (3% increase, 10% increase, matching CBA expenses). R. Naylor noted that use of ebooks is increasing and libraries need to increase their expenditures to match the trend. S. Jarzombek

noted that circulation of ebooks greatly increased during times when people are unable to get to the library - especially during the winter months. E. Neale suggested a 3-year plan for gradual increases in order to eventually match the CBA expenditures.

- J. Wines noted that this discussion will continue at future meetings and will take into account the varying fiscal years of the libraries.

III. OLD BUSINESS

- E. Neale tabled the report from the Parameters Committee.
- E. Neale reported that the Making Strides team name will be “Turning Pages for a Cure” and the walk will take place from 10:00-12:00 on October 19th at Washington Park. The team is still welcoming donations and these can be made online at the Making Strides website.

IV. NEW BUSINESS

- Discussion regarding the purge of lost items from the DRA system (2003) when moving to Sierra. J. Thornton noted that the plan is to either delete those blocks now or at least not move the patrons who have them to Sierra. The existence of the DRA blocks would have prevented those patrons’ records from being purged. All other fines and fee, and the patrons who own them, will be migrated to Sierra.

MOTION: M. Morris moved to eliminate all DRA lost items and patrons prior to moving to Sierra. P. Hicok seconded. Unanimous.

MOTION: E. Neale moved that all *missing items* over 7 years old would not be transferred to the new system. A. Peker seconded. Unanimous.

G. Kirkpatrick recommended that the libraries look carefully at this and get rid of all items that have been missing for more than two years.

S. Hoadley will send out a Doodle poll to determine the date of the next DA meeting since the usually scheduled meeting would be during the NYLA conference.

MOTION: L. Zapala moved to adjourn. A. Peker seconded. Unanimous. Meeting adjourned at 11:00 AM

The next meeting date will be determined.

Heidi A. Fuge
10/7/14