



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

October 31, 2014 (re-scheduled November meeting due to NYLA Conference)

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

9:05 AM Meeting called to order by S. Hoadley, President. She welcomed MaryBeth Mulligan, the Acting Director at ALTM. She also noted that Amy Peker who will be leaving CAST to accept a Librarian position at VOOR, would have been at the meeting but was moving books at CAST as part of the end of their renovation project.

I. MINUTES

MOTION: E. Neale moved to accept the October 3, 2014 Minutes as presented. J. Chirgwin seconded. Unanimous.

II. REPORTS

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

- **LEGAL ISSUE:** using this as a “teachable moment” he reported on the subpoena that UHLS received from the Saratoga County DA’s office. The DA’s office is investigating possible credit card fraud that may have taken place using the internet connection at the Cohoes Library. Since UHLS is currently assisting the Library with an internet sign-up system, some computer use data is on a UHLS server. He contacted the law firm of Whiteman, Osterman and Hanna and after review was told that the subpoena was incorrect/”not properly founded” and UHLS was not required to respond to it. The lesson is: don’t automatically respond just because it is something from law enforcement or another legal entity. Libraries have the right to take time to review any documents and have the right to consult with an attorney. The second part of this lesson is: libraries can have a service agreement with an attorney without have to pay anything until the attorney’s services are actually used. UHLS now has a “Services as Needed” Agreement with Whiteman, Osterman and Hanna.

G. Sacco added to this noting that VOOR had a problem with Verizon over a canceled network connection. The library started receiving collection notices and VOOR contacted the agency to prove that the connection had been discontinued and therefore no fees were owed. Her point was that just because something looks official doesn’t mean that it is always right.

E. Neale suggested that it might be useful to have a workshop dealing with who owns the data in the automation system and how it is protected. T. Burke responded that the member libraries own their data but UHLS is responsible for the security for it. G. Sacco noted that a workshop with Whiteman, Osterman & Hanna might be useful for trustees and possibly other library attorneys who are not completely familiar with the new laws.

- **POLICIES:** the UHLS Board approved a Conflict of Interest policy and a Whistleblower policy. The Conflict of Interest certification form will be signed annually by UHLS employees, Trustees and anyone else serving on a Board Committee. He noted that the UHLS policies will be posted on the website and the libraries are free to use these as templates for their own. Under the new Non-Profit Revitalization Act, UHLS is required to have the Conflict of Interest policy, but not the Whistleblower however the UHLS Board decided to approve the Whistleblower policy as a best-practice example. T. Burke also noted that the SCHG Conflict of Interest policy is a good example of a simplified policy that still includes all of the required elements. The policy is posted it on the SCHG website.

- **CORE TRUSTEE TRAINING:** the 2015 dates are January 14th, April 7th, July 16th and October 13th.
- **INN-REACH:** T. Burke recently attended a presentation on this large scale resource sharing tool from Innovative Interfaces, Inc. that would allow sharing across system boundaries and can connect any ILS to another one to turn it into a Statewide sharing network.

Ill Migration Report - T. Burke reported on the following:

- **ENCORE SEARCHING:** this is a new module offered by Ill that functions more like a Google Search box. It would be familiar to many users since it is similar to the search box on Amazon. Use of Encore is an example of the type of decision that he will be seeking from the Directors.

G. Sacco suggested the formation of a focus group using some typical patrons from several of the libraries following the go-live date. Information could be gathered from this group as to the most useful aspects of the new ILS.

G. Sacco asked if the databases purchased by the individual libraries could be incorporated into the Encore searching. T. Burke noted that the Ill product "Synergy" allows only 5 databases to be included in the searching however the UHLS staff is still investigating this.

There was discussion regarding the fact that too many changes are confusing to patrons and that any decisions regarding the ILS should be made early on.

- **TRAINING SCHEDULE:** a training schedule was included in the Migration Report emailed to the Directors on 10/30/14. G. Sacco noted that she would prefer an agenda in the training sessions.

G. Kirkpatrick asked about the status of data evaluation - is there anything that the libraries should be doing? T. Burke noted that Joe Thornton and Rob Carle are taking care of that but will let the member libraries know when they need input.

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

- The Public Hearing on the proposed 2015 Budget was held on October 29th. The Budget will be presented to the Board at their November 12th meeting.

Administration Committee - M. Graff reported on the following:

- The Committee has selected the Country Club of Troy as the 2015 Annual Meeting site pending negotiations that would keep the cost of the dinner at \$40.
- As reported by T. Burke, the Committee recommended Board approval of the Conflict of Interest and Whistleblower policies

Services Committee - R. Naylor reported on the following:

- The Committee reviewed the Construction grant applications. Traditionally, the Committee tries to give every applicant some funds - generally enough to be able to complete their projects. Watervliet's project to expand their library with a major addition in order to provide better Children's space was the largest request.

T. Burke noted that he will be creating a form that the libraries will submit to the Services Committee, providing a limited summary of their projects. This will allow the Committee to read about the project in the libraries' own words and to be able to more clearly compare the projects. K. Graff noted that the Arts Center grant has an "Intent to Apply" form that includes a question such as "can the project still be considered if the recipient receives a lower amount of funding?" R. Naylor noted that one of the issues that the Committee needs to know is what is the lowest amount that the library can receive and still undertake their project and if it is a multi-part project what are the costs for each part?

Further discussion. T. Burke noted that architect and engineer fees cannot be funded by the Construction grant but can be used as the library's matching expense. There was a suggestion that a workshop be held in June on how to complete the Construction grant applications and to clarify the guidelines. G. Sacco suggested a possible session after a DA meeting where the Directors could share their expertise.

- The Committee reviewed the recommendations from the Outreach Advisory Council regarding the Workforce Development Grant requests and submitted them to the Board for approval.

Central Library Advisory Committee - L. Zapala reported on the following:

- The Central Library's 2015 Budget was reviewed and recommended to the UHLS Board for approval. The Committee plans on meeting in June or July to discuss "philosophical" issues regarding the use of the Central Library funds.

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

- The Committee, after much discussion, is recommending a 5% increase per year in the total amount of funds spent on e-content for each of the next three years. The total in 2015 would be \$105,000; in 2016 it would be \$110,250 and in 2017 \$115,762.

MOTION: J. Wines moved to accept the Committees recommendation to increase e-content contributions from the member libraries by 5% per year for the next three years. E. Neale seconded. Unanimous.

- The Central Library funds used for econtent were depleted for 2014 and J. Wines thanked BETH, COLN and EGRN for pitching in to purchase additional content before the end of the year. Both T. Wiles and G. Sacco offered to assist with additional purchases. J. Wines noted that any of the libraries can add nonfiction titles to the Central Library cart in OverDrive and those items will be purchased when the funds are available. She will send out an email with the link to the Central Library cart.
- As a point of information, J. Wines noted that Harlequin has been purchased by Harper Collins and will then be metered access titles with 26 circs. She recommended buying the Harlequin titles you want before November 4. After that date, any newly purchased titles would be

metered. This is due to the buyout by Harper Collins. She also encouraged the libraries to review the Harlequin list and to purchase any popular titles whose use will be expiring.

- The Committee has recommended an expansion of up to 11 members in order to take advantage of the technical knowledge/expertise within the member libraries. The recommended composition would include the following:

- 1 Director from a large library (not APL)
 - 2 Directors from medium libraries
 - 2 Directors from small libraries
- } these to be voted on by the DA
- 1 UHLS representative appointed by UHLS
 - 1 Central library representative appointed by APL

And up to 4 at-large members (library directors, staff members or UHLS staff members) who are familiar with e-content and who would be appointed by the Committee.

Rationale for proposed change - The E-content Advisory Committee would like to expand the membership of the committee to include members of the UHLS community that, because of their specific knowledge and experience, will be able to enhance the knowledge base of the committee. The at-large positions will be full voting members of the committee and will serve full two-year terms with initial appointments staggered to maintain membership rotation. The committee will determine how many of the at-large positions to fill and will develop an internal mechanism for identifying, soliciting, and appointing the at-large members.

MOTION: J. Wines moved accept the proposed changes to the Committee’s composition. G. Sacco seconded. Unanimous.

The next step is to ask for nominations for the vacant Directors slots. L. Teachout volunteered as a nominee from a small library. Once the Committee is constituted, they will ask for nominations for the at-large members.

III. OLD BUSINESS

- Making Strides Team - E. Neale reported that they raised \$1700 and about 15 people participated in the walk/run. There was discussion about t-shirts in the future and other announcement materials that could be distributed among the libraries. She thanked all of the participants - those who came to the event and those who contributed.
- Parameters Committee - E. Neale reported that the Committee would meet following the DA meeting.

IV. NEW BUSINESS

- It was announced that Amy Peker would be taking on the technology position at VOOR and the CAST Board is gearing up to start their Director search. ALTM is also preparing to announce their Director search.

- The CAST renovation is complete and the library will re-open on Monday, November 3rd.
- J. Wines announced that RCS will be undergoing an audit from the Comptroller's office. She will keep the Directors posted. G. Sacco noted that in their audit, it was recommended that a segregated computer be set aside for online banking - there should not be any email ability on the same computer that handles online banking.

V. OPEN FORUM

- R. Naylor reported on the recent Art and Climate meeting. EGRN is doing some very creative programming and they are using the environmental theme as the theme for their Winter Reading Club. Libraries should be looking ahead to Earth Day in April 2015 for their program planning. There are many useful resources in this area.
- L. Teachout reported that on Monday, November 10th, the Foundation Center will give a presentation at STEP on grant seeking.
- G. Sacco reported that on Friday, November 7th, bestselling author Luis Carlos Montalvan and his service dog, Tuesday, will be at VOOR. She also reported that she attended a seminar by Rich Harwood regarding libraries and homeless people that was very interesting and she would be happy to share what she learned.
- G. Kirkpatrick will be inaugurated as NYLA President on Friday night, November 7th.
- N. Matulis reported that Sarah McFadden, the Digital Literacy Resource Educator from Rensselaer County's Cornell Cooperative Extension offers free programs in computer training for patrons.

MOTION:

L. Zapala moved to adjourn. E. Neale seconded. Unanimous. Meeting adjourned at 11:05 AM.

Heidi A. Fuge
11/3/14