



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

December 5, 2014

✓	APLM - Scott Jarzombek
	ALTM -
	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
	VAFI - 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.

I. MINUTES

MOTION: L. Zapala moved to accept the October 31, 2014 Minutes as presented. R. Naylor seconded. Unanimous.

II. REPORTS

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

- **OSC Information:** he reviewed the information that he received from the Mid-Hudson Library System following audits of their member libraries by the State Comptroller's office. J. Petrosillo noted that some of the OSC suggestions, such as the need for a cash register, are expensive for smaller libraries. T. Burke suggested that the library should make a "best effort" to comply with the suggestions.

E. Neale noted that libraries should have policies in place to deal with fine collections and other finance issues and should be following them: that is the most important point. She also noted that used cash registers might be obtainable through State surplus. T. Burke noted that UHLS can look into bulk purchasing.

T. Wiles noted that at GUIL they have cash registers at the circulation desk but keep \$5 in change at the reference desk and the staff committee holds a fundraiser/raffle to raise money for their Sunshine Fund. Are these okay and in line with OSC regulations? T. Burke suggested that they should write a policy for what they are doing and **follow it**.

S. Jarzombek noted that having a cash register allowed them to note any donations as well as tracking fines. T. Burke pointed out that the cash register provides a secure location for fine collection as well as producing a receipt.

- **Board Meetings:** T. Burke will send a list of the scheduled Board meetings for all of the member libraries to several media outlets including the Times Union, Troy Record and YNN. This will assist member libraries with their legal requirement under the Open Meetings Law to share information about their Board meetings with the media. Notice of the Board meetings should also be posted on the libraries' websites.
- **CORE Training:** the first training session of the new year will be held at UHLS on January 14th. A reminder will be sent in early January.

Migration Report - T. Burke reported on the following:

- **Training sessions:** are being set up with the people who are part of the Training Cohorts. E. Neale asked if there was any thought about evening or weekend sessions? T. Burke noted that UHLS will do whatever training is necessary and libraries should let UHLS know if there is a group for evening or weekend sessions. J. Petrosillo asked about a Sunday afternoon training session for her staff since they all have other weekday jobs - would UHLS do that or should she plan on training her own staff. T. Burke noted that UHLS would train them. Rob Carle would

come out to any library and train the staff. T. Wiles and E. Neale noted that GUIL and EGRN respectively would make space available for afternoon, evening or weekend sessions.

Board and Finance Committee Report - J. Wines noted that there was nothing to report from the November Board meeting except that the Board approved the 2015 Budget.

Administration Committee - no meeting

Services Committee - no meeting

Central Library Advisory Committee - no meeting

e-Content Committee - J. Wines

- J. Wines distributed the spreadsheet showing recent e-content expenditures by the member libraries. She pointed out that BETH spent 200% of their slated amount. She congratulated all of the libraries on their e-content purchases.
- BETH, EGRN, GUIL and COLN kicked in extra funds at year-end because the Central Library funds had all been spent. Discussion about the need to spread the Central Library funds over a longer period of time.
- OverDrive is entering the magazine market and the Committee encourages the members to look at the list of offerings. There is a Systemwide platform fee to participate in the magazines and this could be paid from Central Library funds. J. Wines noted that in order to use the OverDrive magazines, a Nook app is required which will allow limited simultaneous use. She handed out a list of the current issues that are available. Back issues/archived issues are not available. S. Jarzombek noted that APL has Zinio and it is very popular but expensive.
- Discussion about the composition of the e-Content Committee. Two more representatives from small libraries are needed. L. Teachout volunteered and L. Zapala is thinking about it. The next meeting is December 17th.

MOTION: J. Petrosillo moved to appoint L. Teachout as one of the small library representatives on the e-Content Committee. E. Neale seconded. Unanimous.

III. OLD BUSINESS

- Parameters Committee - E. Neale noted the following:
 - the poll for the loan periods for videos and audios has been completed and the agreed-upon loan periods are 3 days and 7 days. R. Naylor noted that COLN chooses not to go along with the recommendations. Discussion. T. Wiles suggested consideration of a 4-day loan period <many groans>

S. Jarzombek and L. Zapala both reported a decrease in video/DVD circulation, possibly due to the popularity of NetFlix. APL is going to purchase a DVD cleaner to see if that will

help with their reputation for damaged DVDs. T. Wiles noted that GUIL has a cleaner for DVDs and Blu-Ray. R. Naylor noted that COLN sends their DVDs out to a company for cleaning and they have been very pleased with the result. He will email the link to the Directors. L. Zapala noted that MEND has a relatively inexpensive cleaner that does a nice job. He will send the information to the Directors.

Discussion regarding the increasing use of downloadable videos.

- Other loan periods agreed upon are: audiobooks - 21 or 28 days, books - 21 days with 3 renewals or 28 days with 2 renewals. New books - 14 days and days for holds - 7. T. Burke suggested that these recommendations should be put into a spreadsheet and voted on at a DA meeting. E. Neale noted that the spreadsheet could be taken back to the member library Boards who would have to approve them. This is a good time to make any changes due to the upcoming migration.

IV. OPEN FORUM

- T. Wiles (GUIL) offered 4 prepaid tickets for a bus trip to NYC on the coming weekend.

He initiated a discussion about the distinction between policies and procedures. Would the cash handling from the Friends Book Sale be policy or procedure? R. Naylor noted that any policies would require Board approval since they have the fiduciary responsibility. T. Burke noted that procedures put the policy into practice.

He recently learned that for a School District Library, the Treasurer is not a Board member but someone hired for those duties which include check signing and approval.

He asked if other libraries offered an annual bonus for their staff and how was this handled? T. Burke suggested that it should be annual pay increases rather than a bonus. R. Naylor noted that the Civil Service pay grades needed to be taken into consideration.

A religious group requested use of the GUIL meeting room. Any suggestions on handling this? E. Neale noted that the group must follow the policy for use of the room - they are a community group like anyone else. T. Burke suggest to be sure that they are not listed as a library-sponsored group and the Library reserves the right to look at their publicity information prior to dissemination. C. Collins noted that ALA has a good section on "Library and Religion" on their website.
- J. Wines (RCSC) she has some staff members who are requesting a salary increase. How does that work within Civil Service? R. Naylor noted that Civil Service has payroll ranges for positions. He suggested that she consider "equal pay for

equal work” - take a close look at the position and determine if it is underpaid.

- L. Teachout (STEP) looking for a Mrs. Claus outfit. She noted that at STEP, any staff bonuses are paid via donations from the Board.
- R. Naylor (COLN) There are nine libraries who are involved in the Art and Climate programs. A schedule of programs can be found at www.artandclimate.net

He announced that he will be retiring on May 31, 2015.

MOTION: E. Neale moved to adjourn. N. Matulis seconded.
Unanimous. Meeting adjourned at 10:45 AM.

The next meeting will be held on Friday, January 2, 2015.

Heidi A. Fuge
12/8/14