



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
January 2, 2015

✓	APLM - Scott Jarzombek
✓	ALTM - Joseph Burke
	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 - Laurrene Teachout
✓	TROY - Paul Hicok
	VAFL - Sandi Goodwin
	VOOR - Gail Sacco
✓	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke
✓	Visitor - Lisa Pitkin (GUIL)

9:10 AM Meeting called to order by S. Hoadley, President. Before taking up the meeting business, she acknowledged a visitor - L. Pitkin (GUIL) and welcomed Joseph Burke, the new Director at the Altamont Library. J. Burke introduced himself and noted that today was his first official day as the ALTM Director.

I. MINUTES

MOTION: M. Morris moved to accept the December 5, 2014 Minutes as presented. E. Neale seconded. Unanimous.

II. REPORTS

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

- February 25, 2015 is Advocacy Day. NYLA's theme will be "Libraries are Education." This is an attempt to tie libraries to the education funding increases. He encouraged the members to start thinking about this theme and whether they had any experiences that supported it. He also acknowledged that it is the day after the III go-live date and therefore it might be difficult for some people to leave their libraries to attend Advocacy Day.
- T. Burke handed out information regarding cash register purchasing through EOS in Schenectady. He will give the members a few weeks to read it over, consult with their Boards, and will then offer for UHLS to coordinate purchasing. He noted that having a cash register in the library is a "best practice" based on experiences with OSC audits.
- E. Neale asked what sites used III's Encore. T. Burke noted that both Mid-Hudson and Suffolk use it and looking on their websites would be a good way to see how it works.

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

- Joe Thornton sent out email reminder about the training dates to be held in January. On January 5th, there will be a general Q&A session. Since this was short notice, other sessions will be held later.
- Rob Carle has set up several training dates with libraries and will work with anyone's schedule to make sure that everyone gets trained. T. Burke encouraged smaller libraries to get together for training sessions.
- According to III, we are absolutely on schedule for February 24th go-live. This will be fun!

Board and Finance Committee Report - no December meetings

Administration Committee - no December meeting

Services Committee - no December meeting

Central Library Advisory Committee - report by L. Zapala

Since the latest meeting was conducted in cooperation with the e-Content committee, L. Zapala asked J. Wines to give the report.

J. Wines reported that using the special project funds that were set aside in the Central Library Budget, we will be conducting a pilot project with OverDrive for online magazines. The platform fee of \$3,000 is a special lower rate. COLN will contribute \$2,400 toward the purchase of magazine subscriptions and Central Library Aid will put \$2,000 toward the core collection (making a total of \$5,000 from the Central Library Budget and a total of \$4,400 toward content). S. Jarzombek noted that APL currently purchases online magazines through Zinio and this has been very popular. The funds put toward Zinio will probably be switched to OverDrive magazines. J. Wines noted that the average cost per title is \$50. Usage of the different magazines vary: some have a small number of simultaneous users while others offer much larger usage. S. Jarzombek asked if the libraries would consider multiple subscriptions for the more popular magazines. The OverDrive platform should be live some time in January 2015 and when it goes live, the e-Content Committee will send out images for use in marketing the service via the library websites and social media. It was noted that Consumer Reports and The Economist are not currently available in the OverDrive magazine subscriptions.

e-Content Committee - J. Wines continued her report and noted the following:

- She handed out the 2014 year-end chart showing the amounts that every library spent for e-content. She noted that everyone contributed and that participation increased significantly over the previous year.
- She handed out the 2015 chart showing the recommended e-content purchases by each library.
- Discussion regarding the ordering of OverDrive items toward year-end. In 2015, the Central Library funds for OverDrive purchases will be budgeted more carefully and will hopefully last until the year end. S. Hoadley noted that it is very easy for libraries to purchase e-content - all they have to do is to contact Jo-Ann Benedetti and let her know how much they want to spend and she will make the purchase for them.
- L. Zapala has agreed to be one of the small library representatives on the e-Content Advisory Committee.

MOTION:

J. Petrosillo moved to appoint L. Zapala to the e-Content Advisory Committee. M. Morris seconded. Unanimous.

III. OLD BUSINESS

Parameters Committee - report by E. Neale. She noted that COLN has agreed to raise their video loan period to 7 days which brings them in line with most of the other member libraries. She also noted that as we prepare to migrate to III, if there are any other particular problems regarding any of the parameters, they should be brought to her attention and she will bring it before the Committee.

IV. OPEN FORUM

- E. Neale noted that a staff member at another library had an EGRN book out for 6 months and kept overriding the loan period. She asked the Directors to please remind their staff that they cannot override loan periods or anything else from another library. Remind the staff that this is an ethical consideration. It was noted that if there is a problem with a staff member in a particular library, the director of that library should be contacted.

- T. Burke offered to check with PULISDO to see if any other Systems produced a set of guidelines that addressed these types of situations. He also offered to draft a set of guidelines that could be distributed to member library staffs. G. Kirkpatrick suggested that the Resource Sharing Advisory Council should be asked to work on this.
- K. Graff reported that she is on the Board of a non-UHLS Association library and as a Board member has been asked to pay dues to the library. The payment of dues will entitle her to be fine-free during her tenure on the Board. Discussion. There was a general consensus that staff are fine-free but must pay for any lost book. Should Trustees be fine free? E. Neale noted that EGRN gives their retiring trustees a gold card which they allows them to have certain EGRN fines waived.

G. Kirkpatrick noted that in non-Association libraries there might be a legal issue with asking an elected Trustee to pay dues, or to allow them to be fine-free.

J. Chirgwin noted that due to a staff member abusing certain privileges, the RENS staff manual even notes that staff members can waive their own fines but not those of family or friends.

- G. Kirkpatrick handed around a new Braille library card that BETH made with their 3-D printer. He suggested that the Directors alert their staff to the existence and legitimacy of this card.
- T. Burke reported that he has joined the Sierra Users Group and through this Group will look for marketing ideas and options. It was suggested that as member library staff members become more familiar with Sierra, they should have some forum to exchange ideas and tell what they learned. E. Neale suggested maybe an online Q & A.
- C. Gaillard reported that HOOF started off the new year in a big way: on January 1st a driver suffering from an epileptic seizure drove off the road and through the library gardens knocking over a bench and garbage cans and hitting a large oak tree. The police called her to inform her of the accident. When she went to the library, one of her trustees had been there and cleaned up all of the garbage.
- J. Petrosillo reported that BERN had a very successful “Marshmallow Shooters” program for kids.
- S. Jarzombek reported that APLM had a soft opening of their new Children’s Room on the second floor. So far it has been a great success. One section of the room has been partitioned off with furniture and panels to set aside a separate Teen Space.
- N. Matulis reported that SCHG is holding a monthly songwriters workshop at the Hoosick Valley High School. He is working on developing a relationship with the High School. The library also had a piano donated.

- K. Graff reported that RVLL and COHS will be presenting joint programs for Poetry Month in April - "Poetry Across the County" since they are at either end of Albany County. They are going to try and have an activity every week through the month. She noted that if any other libraries would like to join in they would be welcome. Earth Day is celebrated in April and would be a good opportunity for poetry programming.
- The first Saturday in February is "Take Your Child to the Library" day.

MOTION: L. Zapala moved to adjourn. J. Chirgwin seconded.
Unanimous. Meeting adjourned at 10:34 AM

The next meeting will be held on Friday, February 6th at 9:00 AM.

Heidi A. Fuge
1/2/2015