



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
February 6, 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
✓	UHLS - Joe Thornton

9:10 AM Meeting called to order by S. Hoadley, President.

I. MINUTES

MOTION: R. Naylor moved to accept the January 1, 2015 Minutes as presented. L. Teachout seconded. Unanimous.

II. REPORTS

Migration Report - T. Burke reported on the following:

- The new go-live date is March 31st. The delay in the go-live might prove beneficial because it will allow time for more training. Rob Carle will be scheduling group training sessions both at UHLS and GUIL. If the planned sessions don't work for a library's staff/volunteers, libraries are encouraged to contact R. Carle and plan more convenient sessions.
- G. Sacco noted that Michelle (VOOR) has been approved by R. Carle as a trainer and libraries can make appointments with her to train at VOOR. T. Burke asked that R. Carle be kept aware of any training sessions.
- J. Thornton noted that at some point during the week of Feb. 9th, a dataload will be finished and the libraries will be able to conduct real testing on their own data.
- Discussion regarding the complexity of the database using all of the information from the member libraries (I-types, various loan periods, etc.). E. Neale asked if the complexity of this will affect system performance? G. Sacco noted that since the system is being hosted at Ill, there shouldn't be a performance problem. J. Thornton pointed out that there is a performance clause in the contract. Ill is sensitive to the fact that there are a lot of I-types that the libraries need for information.
- J. Petrosillo asked about retaining the statistics from January - March in Horizon when the new system goes live. Will those statistics be transferred to Sierra? J. Thornton noted that they would not be transferred to Sierra, however the server with those Horizon statistics is housed at UHLS and will continue to be available.

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

- **Advocacy:** NYLA's goal is to get library funding increased at a percent to match education funding. Libraries need to do a better job of rallying support and encouraging their staff, Board members and community to contact their legislators. E. Neale noted that Senator Kathy Marchione is a strong supporters of libraries.

G. Sacco asked if there was a schedule for visits on Leg Day in February. T. Burke responded that he is waiting for one more answer from a legislative office and then he will have a complete schedule that he will send out to the Directors.

G. Sacco noted that erate funds are increasing for broadband support and asked if J. Benedetti is keeping up-to-date on that. T. Burke noted that she was up-to-date on all of it.

Further discussion regarding advocacy. Can advocacy information be posted on a Library's website or Facebook page? This is a Board decision.

R. Naylor asked if it would be possible to get profiles on the legislators that would be visited on Library Day. T. Burke noted that they each have a website with information.

Since NYLA is stressing the value of libraries as part of the education infrastructure, libraries should provide examples of this: Storytime, Computer training classes, Literacy programs, etc. All of these examples will help to stress the important educational role of libraries. T. Burke is putting together a packet to hand out to legislators and he welcomes any information from the libraries.

- **NYLA** is hosting some programs and events the day before Advocacy Day - check the NYLA website for detailed information.
- **State Annual Report:** T. Burke congratulated C. Gaillard (HOOF) on being the first one to submit the 2014 State Annual Report.

Board and Finance Committee Report - T. Burke reported on the following:

- both meetings were routine. Nothing significant to note.

Administration Committee - no meeting/no report

Services Committee - no meeting/no report

Central Library Advisory Committee - no meeting/no report

e-Content Committee - J. Wines

- There are already 2,400 magazine circs on OverDrive, even though we are only into one month of the year.
- The core collection of online magazines has been very popular. Libraries are welcome to make purchases and add to the content.
- The Committee is proposing that in order to maintain customer satisfaction, 25% of the amount that every library has slated for online materials should be used to purchase high demand materials, popular materials and metered content. J. Benedetti has a good handle on this material and can be consulted for recommendations. She can make it very easy to order these materials by creating OverDrive Hold carts that the libraries can purchase. G. Sacco asked why J. Benedetti was creating these Hold carts: instead, she thought that this was the job of the Central Library. She also felt questioned the impact this new task would have on J. Benedetti's workload.

MOTION:

J. Wines moved that 25% of the amount that every library has slated for online content should be used to re-purchase or purchase more copies of, high demand, popular and metered content. This content could be found in automatically populated carts on OverDrive. G. Sacco seconded. Unanimous.

III. NEW BUSINESS

- T. Wiles asked how other libraries are handling requests for tax forms. G. Sacco noted that at VOOR, they have a notebook containing the instructions for the tax forms that people can check out and copy at their own cost. G. Kirkpatrick suggested that ALA is also taking action on this issue..
- G. Sacco suggested a Continuing Education Day for the DA with Management-focused ideas for library staff. She gave some options for topics: Management; social media; policies; job descriptions; evaluation methods and census training. S. Hoadley will send out a Doodle Poll to determine interest in something like this.

IV. OPEN FORUM

- S. Fagan (Watervliet): Ira Marcks will be presenting the Summer Reading Program at WTVT. He is a good presenter and the cost is reasonable \$300-\$500.
- L. Teachout (Stephentown): the Red Cross has offered a babysitting training class. It is expensive at \$60/kid. STEP will be presenting this class and wondered about possible funding sources to support the cost including the \$100 fee for hosting. Suggestions to contact included: United Way, Stewarts, community banks.
- L. Teachout (Stephentown): the cost for offering the Foundation Center database has increased. STEP is the only library in Rensselaer County to offer this database. It is underused but a great service. The STEP Board is reviewing the feasibility of continuing with it.
- S. Fagan (Watervliet): some of the Teen Book Club members have fines on their records. She is looking for suggestions on how to handle this: i.e. letting them work off their fines by working at the library.
- G. Sacco (Voorheesville): VOOR will celebrate its Centennial in March. In 1915 it became a free association library. There was an article in the *Altamont Enterprise* about the library becoming the caretaker of the Town's historical records.
- E. Neale (E. Greenbush): the library is again partnering with the YMCA to do a Farmers Market in June-October. T. Wiles asked if the Farmers Market helped at all to increase circulation in the library? E. Neale is not sure.
- J. Burke (Altamont): the Love My Library Gala will be held on Saturday, Feb. 7th.

- T. Wiles (Guilderland): the library will be doing their first Gala in April.
- N. Matulis (Schaghticoke): going along with the theme that “Library are education” - the Diver Library had a piano donated and local musicians will assist with a “Why We Sing” program.

MOTION: J. Wines moved to adjourn. J. Petrosillo seconded.
Unanimous. Meeting adjourned at 11:00 AM

The next meeting will be held on Friday, March 6th .

Heidi A. Fuge
2/10/15