



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

March 6, 2015

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| ✓ | APLM - Scott Jarzombek |
| ✓ | ALTM - Joseph Burke |
| | BRLN - Sharon Vogel |
| ✓ | BERN - Judy Petrosillo |
| ✓ | BETH - Geoffrey Kirkpatrick |
| ✓ | BRUN - Natalie Schipano |
| ✓ | CAST - Melissa Tacke |
| ✓ | 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 |

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|---|--------------------------|
| | 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 |
| | VAFI - Sandi Goodwin |
| | VOOR - Gail Sacco |
| | WTVT - Samantha Fagan |
| ✓ | WSTR - Sue Hoadley |
| | |
| ✓ | UHLS - Tim Burke |
| ✓ | UHLS - Joe Thornton |

9:07 AM Meeting called to order by S. Hoadley, President. She acknowledged the attendance of Catherine Stoller Peters from BETH. She also welcomed Melissa Tacke, the new Director at the Castleton Public Library, and asked her to give a brief introduction and overview of her background.

I. MINUTES

MOTION: J. Burke moved to accept the February 6, 2015 Minutes as presented. N. Schipano seconded. Unanimous.

II. REPORTS

Migration Report - T. Burke and J. Thornton reported on the following:

- J. Thornton sent out a document detailing the processes that still need to be completed going forward. He noted that most of the items on his list are issues that will be taken care of by UHLS but there are some important things that need to be tested by the member libraries: he suggested that library staff should look at the loan rule and circulation parameters for their own library to make sure that the settings are correct.
- March 13th will be the last bib data load before migration.
- Rob Carle has completed most of the front line training - there are only a few more scheduled sessions.
- Discussion regarding how to handle holds right before the go-live date.

MOTION: S. Jarzombek moved that 10 days before the go-live date (i.e. on March 21st), J. Thornton should write a program that will automatically suspend all holds in Horizon until moving to Sierra. This will not substantially impact patrons; it is just that some of the holds will take a little longer to fill than they are used to. Patrons will still be able to make requests. R. Naylor seconded. Unanimous.

- L. Teachout asked if the MyList will be transferred into Sierra. J. Thornton responded that patrons should be encouraged to email their MyList to themselves - this will not transfer to Sierra. He will look into making a pop-up message/reminder that will show up when a patron opens their account to remind them to email the list to themselves.
- Discussion regarding what will happen when Horizon is closed down and Sierra starts. J. Thornton noted that the HIP will be shut down but patrons will still be able to find items using Vu Find, they just won't be able to place any requests. The HIP will be shut down completely and anyone trying to access it will be directed to Vu Find. This will probably last for 2 or 3 days while the changeover is taking place. Once the migration is complete, he will place a re-direct on the old catalog for those who might have set it up in Favorites in their browser.
- J. Thornton noted that when libraries are cataloging an item in Sierra it is important to put a cost in the item record. If there is no amount in the item record, the system will draw the cost from the loan rules whose default value is \$25.
- Libraries will need to change the link to the catalog on their websites. J. Thornton will send out a widget with the new Encore linking information.

- Discussion regarding the statistics from Horizon that will be needed for the Annual Report and any other reports that the libraries need. J. Thornton reassured the Directors that since the Horizon server belongs to UHLS, that information will continue to be available after the migration.
- E. Neale noted that there was a problem printing out the Pull List from Sierra. Apparently it will only print to an HP Printer. J. Thornton noted that Sierra has to flip a switch somewhere to allow the List to be formatted for any printer.
- J. Thornton noted that the 3-part mailers will be discontinued. The new mailers are letter-sized and self-sealing.

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

- **Advocacy Day:** it was a successful outing with a good large group. "Libraries are Education" seems to be getting through to the legislators. T. Burke thanked the libraries for all of the information that they contributed to the handout that was left with the legislators.
- **Oath of Office:** T. Burke reminded the libraries that every time a trustee starts a new term they have to sign and file an Oath of Office form. (This does not apply to Association Libraries)
- **Friends Group:** UHLS hosted a meeting of various library Friends Groups on February 14th. The principle topic was advocacy and what they could do to strengthen the advocacy message. The group wants to meet on a quarterly basis. T. Burke urged the Directors to inform their Friends (whether a formal group or not) about the next meeting and suggest that they join this informal networking group.
- **Gazette Newspaper:** a reporter from the Schenectady Gazette contacted T. Burke to gather information on a article about small libraries and how they are coping with technology and other changes.
- **State Annual Report:** T. Burke congratulated C. Gaillard (HOOF) on being the first one to submit the 2014 State Annual Report.
- **Narrative Annual Report:** T. Burke noted that the narrative annual report from the libraries is due to Heidi Fuge on April 6th. He suggested that good, clear photographs are an important supplement to the reports.

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

- there was not a quorum at the February meeting and so no business could be transacted..

Administration Committee/Services Committee - M. Graff and R. Naylor reported on the following:

- at a joint meeting in February, the Committee members agreed to change the Program Award guidelines and decided on separating by Youth and Adult Programs rather than dividing by library type. The Trustee, Volunteer and Advocate Awards will stay as they are.
- R. Naylor reported that additional Construction Grant funds became available and were awarded to Watervliet which was the only library who did not receive their full funding.
- M. Graff reported that the fire and security upgrades have been finished in the UHLS building.

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

- the purpose of the Central Library is to use the State funding to provide items that the other libraries might not be able to afford, such as the subscription to OverDrive and some of the ebook purchases. Since the thrust in spending has shifted to ebooks, the Committee can work

on budget planning earlier in the year. Discussion regarding budgeting for print materials vs. DVDs. It was noted that audiobook use is declining.

- There have also been other suggestions for using the Central Library funds such as: the Central Library could become a central resource for archival and digitized collections. L. Zapala noted that the Committee needs feedback from the member libraries as to other projects/ideas that could be done using the Central Library Aid. Discussion regarding the legal use of Central Library Aid. T. Burke noted that the State has acknowledged that the guidelines for the use of the funds are outdated; therefore, any discussion regarding those funds should stick with “the spirit of the law.”
- P. Hicok noted that by exploring the digitizing of local history collections, this is a step in helping libraries stay relevant.

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

- The Committee is working now on collection analysis and producing some guidelines to assist in selecting content.
- WMA files will no longer be available through OverDrive. Also, the Committee decided NOT to subscribe to the OverDrive screening room for videos because it is a pay per circulation system and is too expensive at this time
- The spreadsheet that she handed out showing purchases to date include the 25% suggested for purchasing metered content. The Committee suggested that when libraries purchase their metered content, it would help in tracking this if they would label their cart “additional copies.”
- The Committee encourages the libraries to purchase magazines from OverDrive. R. Naylor noted that 13% of Colonie’s e-content circulation in January and February was magazines.

III. NEW BUSINESS

Sierra PR:

- S. Jarzombek reported that APL has a marketing plan developed by their public relations person and he would be willing to share some ideas.
- E. Neale reported that EGRN has created a handout explaining about the migration; she will email copies of this to the libraries. EGRN has put this information on their Twitter page and on Facebook and E. Neale recommends that the other libraries should also do this.
- T. Burke reported that UHLS will create something that could be used by all of the libraries as a marketing piece. He will create a basic template including a Facebook blurb.
- T. Wiles reported that GUIL is creating a poster with information about the migration.

Continuing Education Forum:

- Discussion about the possibility of meeting to talk about continuing education and also about the changing role of libraries. N. Matulis suggested an “Identity Evolution” Committee.
- G. Kirkpatrick noted that when the economy is not doing well, libraries see an upsurge in use.
- What do patrons want from libraries now? It was suggested that someone “from the larger library world” could be brought in as a guest speaker to lead the discussion.
- E. Neale suggested that the Adult Services staff at EGRN would be willing to get the Adult Services people in the libraries together for discussions. She saw this as assisting and supporting UHLS when the staff are engaged in other projects.
- T. Burke noted that UHLS would be happy to facilitate whatever is wanted, but just need to know

from the libraries what they want done.

- S. Jarzombek suggested that there were two things going on: Adult Services issues and a Continuing Education piece and that these should be treated separately.
- Discussion regarding how to shift the member libraries' emphasis from statistics to counting/collating/collecting other outcomes? How to show the value of the libraries and what they have to offer - how to show this beyond using statistics. It was noted that in many libraries the Board has an old-fashioned approach toward library use (mainly gauging it through statistics). Boards must be educated as to what other library services are valuable and how to show this. It was suggested that a decision should be made on what all of the libraries would consider measurable outcomes so that there would be a consistent comparison among the libraries.

MOTION:

J. Chirgwin moved to adjourn. T. Wiles seconded. Unanimous. Meeting adjourned at 11:50 AM.

Heidi A. Fuge
3/9/15