



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

April 3, 2015

✓	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

	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
✓	UHLS - Joe Thornton

9:07 AM Meeting called to order by S. Hoadley, President.

## I. MINUTES

**MOTION:** L. Zapala moved to accept the March 6, 2015 Minutes with a correction to the spelling of S. Jarzombek's last name on page 4. S. Jarzombek seconded. Unanimous.

There was a round of applause for Automation Services staff to acknowledge the easy migration to Sierra on March 31, 2015.

## II. REPORTS

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

- T. Burke noted that the easy transition from Horizon to Sierra is probably unprecedented among the Library Systems. Although the big picture was relatively smooth, there is still a lot of work to be done on the part of the UHLS Automation staff. He noted that UHLS is very fortunate in having the quality of automation staff to make the migration so painless.
- T. Burke reminded everyone that if there are any ILS problems, they should send an email to [Support@uhls.lib.ny.us](mailto:Support@uhls.lib.ny.us) rather than to individuals in the Automation Department. By sending to "Support," it allows the email to be routed to the appropriate person for handling.
- J. Thornton gave a status report on the system: his general impression from the members is that everything is running relatively smoothly. He thanked the libraries for their quick responses to all of the issues as his Department prepared for the migration. He noted that due to the libraries' complicated loan rules and I-types, this was a surprisingly complex issue for Sierra.

There followed a discussion about specific issues:

- **Fine thresholds:** J. Thornton noted that they have remained the same as in Horizon except for a few libraries. At this time, the thresholds are only blocking Sierra transactions and not OverDrive or library PC access. It is a library-by-library decision about how much they want blocked at a fine threshold. Once the decisions have been made, the changes can be instituted immediately. R. Naylor asked at what point is an item considered lost? When does it go from missing to lost - since this could affect the fine threshold. That decision will need to be determined by the individual libraries.
- **Report Writer:** it is not known at this time when Report Writer will be available. Ill still owes UHLS some training sessions and that will be included in one of them.
- **NOVEL databases:** all of the databases are integrated into the searching on Sierra. This interaction is being handled between Ill and Gale.
- **Other searching:** E. Neale noted that the "see also" function did not seem to be working yet in search results.
- **Holds screen:** discussion regarding the Holds screen: several libraries would like the pop-up screen to include a patron's telephone number, email address and their preferred method of contact.
- **Outstanding fines:** there is a slight issue with the outstanding fines that have been transferred from Horizon to Sierra. The record for these fines only shows the item barcode, not the item name. This cannot be changed but will not apply to fines that are

on items checked out in Sierra - those records will show the item name. There was also a discussion regarding the partial payment of fines. If a patron made a partial payment prior to moving to Sierra, the balance due was transferred to Sierra but not itemized. If itemization is important, Horizon is still available.

- **Printing:** at this time, the system prints a receipt for every patron checkout. This is not necessary and will require a change in configuring the system.
- **Notices:** for a while, UHLS will print all of the notices (holds and overdues) until we are sure that everything is working as it should. We will no longer print on the 3-part forms, instead there is a new self-sealing form. Several libraries indicated that they do not need the holds forms printed since they notify their patrons via the telephone. A pdf list of the holds will be emailed to those libraries.
- **Horizon statistics:** the Horizon server will be maintained at UHLS in order to produce the statistical reports needed for the 2015 State Annual Report. For the three months of 2015, before Sierra, statistical reports can still be accessed via Horizon. J. Thornton suggested that if a Library wanted to be extra cautious, they could print out the Horizon reports now.
- **LTI database clean-up:** will take place at the end of April. Usually done on March 31<sup>st</sup> but that was not convenient due to the migration, and LTI kindly allowed us to change the date.
- **OverDrive:** OverDrive will be integrated into Sierra within the next couple of weeks. OverDrive checkouts will show up in My Account in Sierra.
- **Training:** Ill still owes UHLS several training sessions. Using the Reports function is already one of the designated sessions, there will also be several open sessions to deal with issues brought by the member libraries. R. Carle will also be prepared to give several follow-up training sessions once all of the Ill sessions have been used.

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

- **Library Funding:** the new State budget includes a 5.8% increase in State funding for libraries. This means an increase of \$84,000 for UHLS - distributed across LLSA, Central Library Aid, Outreach, LSSA, Supplemental Aid and Basic State Aid. The increase is due to the advocacy efforts of many people. T. Burke noted that it has been a banner year for Advocacy.
- **Jo-Ann Benedetti retirement:** J. Benedetti has submitted her resignation and will be retiring as of May 31<sup>st</sup>. T. Burke is working on amending/updating the job description for her position and hopes to have someone in place by the end of June.
- **Satisfaction Survey:** the Survey has closed and T. Burke is working on collating the results for presentation to the UHLS Board and the Directors Association.
- **Narrative Annual Reports:** the deadline for submission of the narratives has been extended to April 13<sup>th</sup>. April 15<sup>th</sup> is the deadline for submission of any Awards nominations.

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

- the only information of note from the March meetings was that the UHLS janitorial service is increasing their monthly fee by 18% beginning in May. There have not been any increases for the last 15 years.

Administration Committee/Services Committee - T. Burke reported on the following:

- The Annual Award nominations are due by the close of business on April 15<sup>th</sup>. E. Neale asked why Trustees were not eligible to be nominated for the Volunteer of the Year Award. R. Naylor noted that there was a separate Trustee Award specifically to acknowledge the contribution of a Trustee. The Volunteer Award is mainly to acknowledge volunteers and Friends. T. Burke responded that if E. Neale wanted to submit a Volunteer nomination for her trustee, she could do so and leave the decision up to the Committee.
- The site for the UHLS Annual Dinner has been moved from the Country Club of Troy to The Century House in Latham. There were some concerns about the commitment on the part of the Country Club. It was also noted that the Administration Committee discussed other ideas regarding the time and place for the Annual Dinner. A Brunch was suggested rather than a dinner. Several other locations in Rensselaer County were mentioned: The Hilton Garden Inn, Russell Sage, RPI.

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

- there will probably be a Committee meeting in May to discuss possible projects and philosophical issues

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

- April 17<sup>th</sup> is the workshop on e-content selection at UHLS
- some of the libraries have already met their suggested quota for purchasing additional copies of metered content. She will email a spreadsheet with all of the to-date information. Libraries should make sure that Jo-Ann Benedetti knows if their purchases are for metered content.

### III. OLD BUSINESS

- Continuing Education: G. Sacco suggested that a topic for discussion would be the changing role of libraries. Community aspirations and community voice are issues to take into account. Libraries need to become more connected to their communities in ways other than through books. The Aspen Institute's Report for Public Libraries contains a new vision for public libraries: <http://csreports.aspeninstitute.org/Dialogue-on-Public-Libraries>

S. Jarzombek cautioned that books are still an important part of what libraries do, he noted that in a recent APL survey, patrons responded that they would come into the library more often if there were more books and a better selection.

G. Kirkpatrick noted that during the few days prior to the migration when the holds were suspended, there was a completely different traffic pattern in BETH.

Discussion about how and when to hold the Continuing Education/Open Forum conversations. Consensus to hold the first one at the May DA meeting. The Continuing Education part would go from 9:00-10:00 and the DA meeting would start at 10:00. G. Sacco volunteered VOOR and GUIL to do 15 minute presentations and then G. Kirkpatrick as NYLA President would speak about NYLA's approach to the role of libraries.

**IV. OPEN FORUM**

- M. Tacke noted that on April 25<sup>th</sup>, Castleton would hold an open house to show the recent renovations.
- J. Wines won an ALA Award for Working with Youth.

**MOTION:** E. Neale moved to adjourn. M. Fowler seconded.  
Meeting adjourned at 11:35 AM.

Heidi A. Fuge  
4/7/15