



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

May 1, 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
	VAFI - Sandi Goodwin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke UHLS - Joe Thornton

10:20 AM Meeting called to order by S. Hoadley, President.

I. MINUTES

MOTION: L. Zapala moved to accept the April 3, 2015 Minutes as presented. M. Morris seconded. Unanimous.

II. REPORTS

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

- Ill still owes UHLS some on-line training sessions including one on Wednesday, May 6th. Any questions for Ill should be sent to Joe Thornton in advance in order to be forwarded to Ill. Since Holds have already been identified as an important issue, you don't need to send any questions about that.
- Question/issues about the automation system should continue to be sent to support@uhls.lib.ny.us Sending them to the Directors list is not a substitute for support and that list is not monitored by the Automation staff.
- Discussion regarding the best environment for sharing expertise and concerns about the automation system. T. Burke noted that there are already several regular groups that deal with most of these questions: the Resource Sharing and Database Maintenance Advisory Councils.
- N. Matulis asked if there was a way to create an Emergency support email? J. Thornton noted that putting "Urgent" in the subject line of any emails to Support would help when prioritizing the emails.
- Discussion regarding some confusion over decisions reached via email discussions. Since the emails tend to be lengthy some people felt that they missed the final decisions. J. Thornton noted that following the email discussions, he will send out a final email outlining the decisions that had been agreed upon.
- Discussion regarding training. Some people felt that they were missing certain areas of training. G. Sacco noted that she has a staff member, Michelle Reilly, who was trained on the new system and can be sent to some of the libraries to give on-site training. J. Thornton will create a Google doc or something similar, so that people can list their training needs. Further discussion regarding ways in which those people who have been trained as Trainers might be used to assist others: a chat room format was mentioned that would be moderated during times of the day or possibly more group training sessions held at various locations.
- G. Sacco noted that there should not be any major custom changes/modifications made to the new system right at the beginning. She suggested letting people become more familiar with the system and how to use it before trying to accommodate any requests for custom changes.
- Discussion about the purposes and names of the Advisory Councils.

MOTION: P. Hicok moved to change to name of the Resource Sharing Advisory Council to the Circulation Advisory Council to more accurately reflect its duties. L. Zapala seconded. Unanimous.

MOTION: E. Neale moved to change the name of the Database Maintenance Advisory Council to the Cataloging Advisory Council to more accurately reflect its duties. S. Jarzombek seconded. Unanimous.

G. Sacco asked for as much advance notice as possible when these groups meet since it requires some adjusting of staff schedules.

- Discussion regarding Reports. J. Thornton noted that he will need to re-map item types and location codes to produce some of the reports because they couldn't transfer from Horizon to Sierra. He will be working on creating reports to match the information needed for the State Annual Reports. S. Jarzombek suggested creating a sub-committee to discuss exactly what reports are needed.

MOTION: G. Sacco moved to create a sub-Committee to scope out possibilities for statistical reports from Sierra including demographic information and to investigate how other library systems gather and use those statistics. S. Jarzombek seconded. Ayes: 22; Nays - 1; Abstain -1 Motion passed. Consensus that S. Jarzombek will chair/organize the sub-Committee.

- J. Thornton noted that we have a choice of two languages into which the new system can be translated: Chinese or Spanish.

MOTION: R. Naylor moved to select Spanish. C. Gaillard seconded. Unanimous.

- Discussion regarding the Holds situation. J. Thornton noted that the Automation staff and catalogers are working on fixing the Volume fields. There was a discussion about this at the Resource Sharing meeting and how to figure out the process between checking out/checking in items, managing paging lists and hold shelves, and notifying the patrons.
- Discussion about fines and how to be certain that they are coming from the lending library - this still needs to be fixed in the system.
- Discussion about email notifications. At this point the "from" address is showing the lending library not the home library. Consensus that, if possible, the notices should come from the patron's home library.
- E. Neale asked if some of the staff in the member libraries could have permission to make some changes in the ILS? J. Thornton agreed that it was possible but the Directors will have to determine at what level to set the permissions.
- OverDrive is still not fully integrated with Sierra but Ill is working on it.

Executive Director Report - T. Burke reported on the following:

- NYLA bookmarks: these will be distributed to the member libraries and he hopes that the libraries will encourage patrons to register as library advocates.
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Board and Finance Committee Report - J. Wines reported on the following:

- UHLS will be getting an additional \$84,000 in increased State Aid. This includes Central Library Aid, and the LLSA funds for the members.

Administration Committee - no meeting/no report

Services Committee - no meeting/no report

Central Library Advisory Committee - L. Zapala

A meeting will be held in the next month or so.

e-Content Committee - J. Wines

- There will be a meeting during the week of May 4th. The Committee will be reviewing the collection survey and collection development guidelines.

G. Sacco felt that monthly meetings were not essential. J. Wines noted that the Committee members feel that they are still necessary and only meet when there are items to be discussed.

III. NEW BUSINESS

- E. Neale noted that the Parameters Committee will be starting up again.
- There was a round of applause and expressions of appreciation and “good-byes” for R. Naylor and K. Chansky. R. Naylor reported that the Director position at Colonie had been filled and that E. Neale would be the new Director beginning at the end of June. K. Chansky reported that Nassau has extended their deadline for Director position applications to May 15th.
- R. Naylor noted that the Directors Association, and the individual Directors, are working well together and that he feels good about libraries and their future.
- With the retirement of R. Naylor, a new DA representative is needed on the Services Committee.

MOTION: J. Petrosillo moved that S. Jarzombek be appointed as the DA representative to the UHLS Services Committee. T. Wiles seconded. Unanimous. His first meeting will be on May 13th at 3:30 PM.

MOTION: G. Kirkpatrick moved to adjourned. R. Naylor seconded. Unanimous. Meeting adjourned at 11:50 AM.

The next meeting will be held on Friday, June 5th at **10:00 PM**.

Heidi A. Fuge
5/4/2015