



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

June 5, 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 - Joe Nash
✓	EGRN - Evelyn Neale
✓	GRAF - Christian Collins
✓	GUIL - Tim Wiles
✓	HOOF - Carol Gaillard
✓	MEND - Lenny Zapala
	NASS -
✓	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
	VAFI - Sandi Goodwin
	VOOR - Gail Sacco
✓	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke
✓	UHLS - Joe Thornton

10:15 AM Meeting called to order by S. Hoadley, President. She welcomed Joe Nash as the representative from Colonie. She also noted that the DA donations came to \$100 for a retirement gift certificate for Jo-Ann Benedetti.

I. MINUTES

MOTION: J. Burke moved to accept the May 1, 2015 Minutes as presented. J. Chirgwin seconded. Unanimous.

II. REPORTS

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

- The UHLS Automation staff are working on creating a report infrastructure that will allow for the creation of custom reports. This is a lengthy, complicated process. At this point, it is important to determine what is already available in Sierra and how it can be used - especially in regard to the circulation reports. UHLS is setting up a new reports server and looking for the tables that can be used. in this report. J. Thornton noted that this is a priority.
- Rob Carle is working with individual libraries on their hold request paging process - every library's actions impact others when dealing with these lists. He is also working with libraries on the serials modules.
- Sierra outages and slowness: the system was out for some time during 2 different days. The UHLS staff checked with Mid-Hudson Library System who reported that this is not a common occurrence. There is a remedy clause for this in the contract with Sierra. E. Neale asked what would happen if UHLS decided to host the system here? T. Burke noted that there would be a significant outlay of funds to purchase a new server but we are not ready to consider this at this time. J. Thornton noted that UHLS will conduct a test on the general response slowness and/or speed of the ILS. At least one library will have to agree to be the test site while the others continue with normal business.
- We have too many item-level requests and a major cause is the number of records we migrated from Horizon that had something in the volume field. Rob Carle is working with the member libraries to clean up many thousands of records where this is a problem. Discussion regarding the decrease in holds at some of the libraries. T. Burke will check into the volume reported through delivery to see if that has also decreased. S. Jarzobek reported that at APLM and the Branches, the holds and requests are about the same as in previous years. T. Wiles noted that GUIL did not order books for six weeks because of acquisition problems and this might affect the amount of holds. S. Jarzobek also noted that 2 large libraries (GUIL and APLM) were late in placing and receiving their book orders and this could affect the holds. L. Zapala noted that at MEND there were no issues at all with the pull list - numbers of items were roughly the same as in previous years. J. Thornton also pointed out that things might improve when all of the holds place in Horizon age out of Sierra. L. Teachout asked if it would be possible to send out the overdues in a spreadsheet list as was done in Horizon - rather than as individual notices? J. Thornton responded that this is the way that it is handled in Sierra and it probably can't be changed. However, he will keep it as a priority to reconsider if possible. He also noted that UHLS checks with Mid-Hudson for their experience in some situations and frequently finds that there are many things that UHLS does for the member libraries that Mid-Hudson does not (such as printing notices).

- E. Neale asked about the status of the courtesy reminders for renewed items? They are working sporadically.
- J. Thornton reviewed his to-do list and they included:
 1. He is working with Youth Services on the interface for the Kids Catalog. It was suggested that this would be good to have ready by the end of school and for the Summer Reading Program. T. Burke noted that there is limited staff time to work on these projects.
 2. He is working on providing the reports needed by the vendors used at APL (Orange Boy, Boopsie, etc.)
 3. His department is looking into purchasing a program to handle the rotating collections in a more organized manner.
 4. OverDrive is still not fully integrated with Sierra and he has repeatedly nudged III about this. There is nothing that UHLS can do - we are waiting on III for this.
 5. He is looking into having III remove the articles that appear when searching for specific books, etc. and putting them under a separate tab. Consensus that the articles are not useful.
- J. Chirgwin asked if there was a way to include a parent's name on a kid's record? J. Burke noted that there is a link for "related account" or "linked account" and this can be clicked on when in a kid's record and the parents names can then be attached.
- T. Wiles asked about the possibilities of customizing customer experiences in Encore. When will this be available? Would this be a topic for Adult Services? J. Thornton noted that the customizing options are limited. T. Wiles asked if there is a recommendation feature in the ILS so that patrons can made suggestions for future purchases.
- E. Neale asked if there was a migration/implementation end date. T. Burke noted that he has not yet been able to get a specific date from III. There are still several more training programs from III.

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

- Construction grants - there is a new twist to the grants that will require applicants with funding requests over \$25,000 to prove that they are doing some business with women/minority-owned businesses. This is a State requirement. The SHPO requirements apply to any building over 50 years old. This can now be handled through the online portal. He warned that the SHPO process is seriously delayed due to personnel changes and so that any library planning on submitting a grant should get started on their SHPO forms if needed. Also, UHLS has created an Intent to Apply form that will assist UHLS in grant decision-making.
- **Friday, July 3rd - UHLS is closed. There will not be any delivery.**

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

- UHLS is reviewing the By-Laws concerning seats on the UHLS Board and eligibility requirements for System trustees.
- The Board approved the revised job description for the position of Manager of Adult and Outreach Services.

Administration Committee - T. Burke reported on the following:

- The Committee reviewed the nominations for the Trustee of the Year Award and also the revised job description for the Manager of Adult and Outreach Services.

Services Committee - S. Jarzombek reported on the following:

- The Committee reviewed the nominations for the Youth and Adult Programs of the Year and the nominations for Volunteer of the Year. He was disappointed with the lack of nominations for all of these Awards and noted that next year he will be more forceful in encouraging libraries to submit nominations.

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

- A meeting will be held on June 12th at 2:00 PM. The Committee is lacking a representative from a small Rensselaer County library. L. Teachout volunteered for the Committee.

MOTION:

T. Wiles moved to appoint L. Teachout as the small Rensselaer County library representative on the Central Library Advisory Committee. J. Wines seconded. Unanimous.

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

- She distributed the spreadsheet showing the to-date purchases by the member libraries. The previous spreadsheets had been created by Jo-Ann Benedetti and included columns showing specific purchases of audiobooks, downloadables, etc. That has been discontinued since there isn't anyone to do that at this time. T. Burke thanked J. Wines and APLM staff for stepping in and assisting with the purchasing until the new UHLS staff member is on-board.

III. OLD BUSINESS

- Discussion regarding the Continuing Education series that have been presented prior to the last 2 DA monthly meetings. Consensus that the series are a good idea and very helpful but at this time there is still much to be discussed regarding the migration to Sierra.

MOTION:

J. Burke moved to table the CE series until after the migration is finished. The series can resume at the September or October meeting. S. Jarzombek seconded. Unanimous.

IV. NEW BUSINESS

- S. Hoadley appointed the following to the Nominating Committee for DA officers: M. Tacke, S. Fagan and N. Schipano. They will report at the DA meeting on August 7th.
- E. Neale proposed the formation of an Ad Hoc User Forum to share information about Sierra. She envisioned it as a temporary group lasting perhaps 6 - 8 months until the implementation is finished and migration is no longer a primary topic. Discussion. This group would be open to any member library staff members. How would this information be shared? Maybe through a blog? T. Burke noted that in a blog, there would have to be a facilitator and the UHLS staff do not have the time to handle this now. T. Burke will facilitate the first group and will work with E.

Neale on figuring out how this will come about.

- Discussion regarding the July meeting scheduled for July 3rd. It was noted that UHLS will be closed on the 3rd. Further discussion about re-scheduling in that month or holding the meeting elsewhere.

MOTION L. Teachout moved to cancel the July 3rd meeting. The next DA meeting will be held on August 7th. L. Zapala seconded. Unanimous.

MOTION: J. Burke moved to adjourn. M. Fowler seconded. Unanimous. Meeting adjourned at 12.25 PM.

Heidi A. Fuge
6/8/15