



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association  
September 4, 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 - Evelyn Neale
✓	EGRN - Lois Papp
	GRAF - Christian Collins
✓	GUIL - Margaret Garrett
	HOOF - Carol Gaillard
✓	MEND - Lenny Zapala
✓	NASS - Laurene Teachout
	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 - Laurene Teachout
✓	TROY - Paul Hicok
✓	VAFL - Kelly Akin
✓	VOOR - Gail Sacco
✓	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke
✓	UHLS - Joe Thornton
✓	UHLS - Deanna DiCarlo

9:07 AM Meeting called to order by S. Hoadley, President. She welcomed Deanna DiCarlo, the new UHLS Manager of Adult and Outreach Services. D. DiCarlo gave a brief overview of her professional experiences and described some of her plans for future programming at UHLS.

## I. MINUTES

**MOTION:** N. Schipano moved to accept the August 7, 2015 Minutes as presented. M. Tacke seconded. Unanimous.

## II. REPORTS

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

- UHLS is nearing the end of the migration period. There is no specific ending date yet from III but the Automation staff have already been in contact with the people at III who will be our Support Team.
- The ASC and the User Forums will start in September or early October.
- J. Thornton reported that the last III workshop has taken place and we are now moving to production level. He is reviving his Automation Services blog to keep people informed about automation issues and will send out a link for it.
- G. Sacco asked for a User Manual as the new system moves along so that any new staff will have something to which they can refer. J. Thornton noted that Rob Carle is already working on something like that - similar to what he did for Horizon.
- L. Zapala asked about the status of the reports needed to gather information for the State Annual Report. J. Thornton responded that the circulation reports are ready to go. He would accept any suggestion for further types of reports that might be needed.
- J. Petrosillo asked if the libraries should send an email to [support@uhls.lib.ny.us](mailto:support@uhls.lib.ny.us) Not only to report the Sierra is down, but should they report when it comes back up? J. Thornton said that would be a good idea because it would help to determine if it is a global or local problem.

Executive Director's Report - T. Burke highlighted features in his report:

- The State Aid payments are starting to come in now and when the pass-through funds for the member libraries are received (LLSA, Bullet Aid, Central Library Aid), corresponding checks will be sent to the libraries.
- Eleven Construction Grant applications have been received and total over \$500,000 more than the amount that is available. The Services Committee will be reviewing the applications and making recommendations at their September 9<sup>th</sup> meeting. T. Burke handed out a chart showing the previous three years' allocations. Traditionally, UHLS tries to give something to every applicant. He explained how the allocations work and the type of projects that are eligible. The State deadline for submission is October 1<sup>st</sup>.
- The NYLA Annual Conference in October will be celebrating NYLA's 125<sup>th</sup> anniversary. This is a good occasion for continuing education workshops and networking with other library professionals.
- Talking Book and Braille Library (TBBL) offers free resources that can be accessed through the local libraries. A library just has to register as an institution and can then act as a portal to connect the talking books units and patrons. L. Papp noted that this is a wonderful service and the units can be sent directly to the patron's home. T. Burke noted that currently, only 7

member libraries have enrolled in this program and he encouraged others to join. He also noted that TBBL has demo units available so that staff members can become familiar with their operation and have them on hand to work with patrons.

- October 15<sup>th</sup> is the last CORE Trustee Training program for 2015.

UHLS Board, Finance and Services and Administration Committees - did not meet in August

Central Library Committee - report by L. Zapala - the Committee did not meet in August but will be meeting soon to work on the Central Library Budget for 2016 which has to be approved by both the Central Library Board of Trustees and the UHLS Board of Trustees.

e-Content Committee - report by J. Wines on the following:

- She distributed the stats for e-content purchases as of the end of August.
- She reported that the Committee discussed holds since this is a major challenge. She noted that when a library purchases ebooks to lessen the number of holds on a particular item, that does not mean that those ebooks will automatically be available to that library's patrons first. This is not something that OverDrive is capable of offering. She also noted that there needs to be better patron education about returning an ebook when they are finished rather than waiting for it to expire from their device. It was suggested that OverDrive should consider creating a "return" button that could be easily used to return a finished book before the due date. S. Fagan suggested that when an email is sent to a patron noting that their hold is now available, there should be a note stating how to return that item.
- The Committee discussed the possibility of changing the default loan period to 14 days instead of 21 in order to get ebooks back into circulation sooner. It was noted that whenever changes are made, patron education is a requirement.
- J. Wines reported that so far in 2015, over 17,000 items have been checked out but not downloaded. This is an increase over previous years. Again, discussion regarding patron education.
- J. Wines will send out an online survey using Survey Monkey with the Committee's recommendations to get member library feedback.
- Discussion regarding e-content use statistics to use in budgeting and also for Trustee information and education because e-content is becoming a bigger part of library business. J. Wines noted that there are all kinds of statistics available in OverDrive.
- There is an opening on the e-Content Committee for a representative from a large library. J. Wines will send out an email asking for a volunteer.

### III. OLD BUSINESS

- Sierra User Forum: T. Burke reported that this is "coming soon"
- Making Strides: G. Sacco reported that any libraries that wanted to take part in this should contact her, Kim Graff or Evelyn Neale.
- Bike Share: G. Sacco reported that she and T. Burke attended a Bike Share meeting where the group is still in the early planning stages and are not ready to start looking for sites for the bikes. They are still looking for potential funders and designing marketing information. G. Sacco is looking for library staff members who want to be involved. She is willing to be the Team Leader but needs assistance. G. Kirkpatrick will participate. She asked that anyone else

interested in being involved should email her.

- Continuing Education program: G. Sacco said she would try to arrange for the OSC to give a fiscal responsibilities presentation which will last about one hour and then offer time for questions at the November Director's meeting. There will be a truncated DA meeting following the presentation. Consensus to not have a Continuing Ed. Program at the December meeting, but to schedule into 2016.

#### IV. NEW BUSINESS/OPEN FORUM

- Extensive discussion regarding the Open Meetings Law and how information about Board meetings and the Minutes from those meetings should be available to the public. T. Burke noted that information prior to a Board meeting should be distributed "as soon as practical." Several Directors noted that they send "draft" information out to their Boards prior to meetings so that the Board members receive the information first and then the "final" information is distributed later to the public.
- L. Teachout asked if UHLS would investigate shared purchasing of museum passes to get a better price for the member libraries. T. Burke will re-visit this suggestion in 3 or 4 months when D. DiCarlo is settled into her new position.
- Unique Management Services is a collection agency being considered by some of the member libraries.
- GUIL: uses Cascade Recovery Center at 71 Fuller Rd./ Albany for recycling books.
- RCSC: J. Wines is again an ALA Award Winner: 2015 American Library Association Scholastic Library Publishing Award
- VAFL: August 28<sup>th</sup> was Sandi Goodwin's last day at the Valley Falls Free Library. Kelly Akin is the Interim Director.
- GRAF: The Director search has been re-opened.
- VOOR: will be advertising for an Assistant Director and also needs substitute clerks.
- EGRN: the new Director, Jill Hughes, will start on September 14<sup>th</sup>
- APLM: the library is selling CDTA bus passes and receives a fee for passes sold as well as free rider service for library staff members. This is a valuable new partnership.
- STEP: L. Teachout reported that the library is circulating shaped cake pans and this has been quite popular.
- GUIL: M. Garrett reported that the library is successfully selling hunting and fishing licenses. A very small portion of the fee goes to the Library, but the more valuable aspect is that it has the potential to bring in new library users.

#### MOTION:

L. Zapala moved to adjourn. M. Graff seconded.  
Meeting adjourned at 11:02 AM

Heidi A. Fuge  
9/14/15