



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
October 2, 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 - Jill Dugas Hughes
	GRAF -
✓	GUIL - Tim Wiles
✓	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
	VAFI - Kelly Akin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

9:13 AM Meeting called to order by S. Hoadley, President. She welcomed Jill Dugas Hughes, the new Director at the East Greenbush Community Library. J. Dugas Hughes gave a brief overview of her professional experiences and background.

I. MINUTES

MOTION: L. Zapala moved to accept the September 4, 2015 Minutes as presented. N. Schipano seconded. Unanimous.

II. REPORTS

Sierra Update - T. Burke 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 User Forums will start in October and will be handled on a by-topic basis with T. Burke facilitating the discussions for the first few sessions. The Forums will consist of both troubleshooting suggestions as well as a sharing of information. He wants to make them as useful as possible to the member libraries.
- The slowness issue is still on the list for discussion with III.
- L. Teachout expressed concern regarding the rotating collections - they do not seem to be going to the right places. T. Burke responded that we have a new program for managing the rotating collections and are still learning how to use it.
- T. Wiles noted that the main complaint that GUIL has gotten from patrons is that Sierra does not memorize their information and they have to enter it every time they log on. It was noted that most browsers will store this information - however, Firefox is one of the few that doesn't. This might be one of the issues to address when UHLS can begin customizing the programming.
- E. Neale, N. Matulis and G. Sacco all reported a problem with emails notices going to the wrong addresses.
- E. Neale asked if there would be an end-of-year clean up to remove withdrawn items, etc. and who would be responsible for doing this?
- N. Schipano noted that there was still a problem with expired holds. G. Kirkpatrick has a staff member at BETH who is working on this.

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

- Construction grants: DLD is removing the M/WBE requirement from the construction grant applications since it was determined that these are aid programs, not grants. UHLS has recommended funding 10 of the 11 project requests - since TROY was not able to undertake their project at the grant amount approved, the funds have been re-distributed and this allowed for the full funding for 9 projects and some funding for RCS. The chart of the re-distributed funds will be sent out following UHLS Board approval. The closeout of the Construction grants is handled directly through DLD and Kim Anderson. UHLS is only involved in the application process. He will send out Kim Anderson's contact information to the DA list.
- NYLA: the member libraries are encouraged to join NYLA as an organizational member. He distributed a list showing that 50% of the UHLS member libraries have a NYLA membership. The dues structure was revised in order to encourage more libraries to join. He would like to see

100% participation from UHLS. G. Sacco suggested that there should be more benefits for a NYLA membership.

T. Burke noted that there has been some discussion regarding how NYLA dues can be paid: possibly through a System purchase and then a sharing of the cost with the member libraries. This might make it easier for libraries to join and the cost could be included in the UHLAN fee. G. Kirkpatrick noted that NYLA advocates for increases in State funding and therefore the increases in System funding and System services to member libraries is mainly due to NYLA efforts.

L. Teachout noted that Boards don't understand the value of joining NYLA or ALA. She has also found it confusing as to whether she should have a personal membership or if her libraries should have organizational memberships. Jeremy Johannessen and/or T. Burke would be willing to come out and talk to the Board about the value of a NYLA membership.

- Mobile app for UHLS: there are several options that are being explored. *Boopsie*, currently used by APL, has a \$30,000 start-up cost and a \$20,000/yr subscription fee. Whatever is decided, there will be a cost to the member libraries. S. Jarzombek noted that the app developed and used by the Queens Library is very impressive and well worth looking into. He is not so impressed with *Boopsie*. UHLS has had some preliminary discussion with Queens about their product. G. Sacco suggested that obtaining an app like this might be purchased using some legislative funding. T. Burke noted that this could be very attractive to legislators and the one-time start-up costs might be fundable through a separate legislative grant rather than asking libraries to give up the funds that they already receive.

Further discussion about the cost and need for an app. What is the interest level and use? A cost estimate will be needed and what will this mean as a shared cost for the members? There seemed to be a consensus that philosophically this was supported but a cost will be needed before there can be further discussion. G. Sacco asked if there should be a Technology Plan for UHLS that might include this? It was suggested that a Technology Plan would be a better topic for an ASC meeting. K. Graff asked if a Survey Monkey could be created that libraries could put on their Facebook pages to determine patron interest in such an app.

- NOVEL database: T. Burke encouraged the libraries to participate in the NOVEL survey in order to help determine the databases selected for public use.

UHLS Board - report by J. Wines

T. Burke and M. Fellows presented at a recent Regents meeting.

Administration Committee - no meeting, no report

Services Committee - report by S. Jarzombek. He noted that the Committee discussed the Construction Grant applications and the results were described in T. Burke's report previously in this meeting.

Central Library Committee - report by L. Zapala

The Central Library Committee proposed a Central Library budget based on the 2015 figures and increased 5% in anticipation of an increase in NYS Library Aid. There a few changes in the Proposed 2016 budget:

- Gale Virtual Reference Library - this is a simultaneous-use database that is relatively inexpensive. It includes primarily non-fiction content. It will be tried for one year using Central Library funds
- The Tumblebooks subscription will be cancelled and BookFlix will be added for YS content.
- The staff time at APL, funded by the CLDA, will be increased to full-time to support more collection development.
- The Committee is planning a survey to check on how the Central Library funds could be used in the future. L. Zapala suggested that libraries should “be creative” in their suggestions.
- The Central Library funds are used for automatic renewals and purchasing expiring popular titles. The e-Content Committee will no longer be tracking the 25% of e-content purchases for the high demand content since a good proportion of that will be picked up by the Central Library and that is one of the reasons for increasing the Collection Development librarian at APL to full time.

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

- 28 out of 29 member libraries have purchased e-content so far this year.
- The Committee discussed some possible changes to the e-content borrowing parameters for materials and she will send out a Survey with some of the suggestions such as: changing the default loan period to a shorter time in order to get items back sooner and thereby reduce the wait times for materials; changing the maximum number of loans that a patron can have, etc.
- G. Sacco asked if there could be some kind of mail chimp or a quarterly mailing to patrons about any changes or improvements in e-content offerings.

III. OLD BUSINESS

- Reports Subcommittee - S. Jarzombek was uncertain as to how he got “appointed” for this Committee but noted that if he is serving as the Chair, he wants a small group. T. Burke offered to help him with the composition. G. Kirkpatrick noted that demographic information can be obtained from a statistics database at SUNY Albany.
- Ad Hoc Customization Committee - this has been removed from discussion and will no longer be considered.
- Fiscal Responsibility presentation by OSC - G. Sacco was not able to arrange this for the November meeting and so will be held off until 2016. Instead, a re-cap of experiences at the NYLA Conference will be on the Agenda for the November meeting.
- Records Retention - VOOR and GUIL are in discussion about a temperature and humidity controlled space for long-term storage of archival materials. It is possible that this will be available for use by other libraries. T. Wiles asked if there would be a cooperative interest in this among the member libraries. G. Kirkpatrick noted the BETH digitized their Board Minutes, personnel records, etc. so that they didn’t have to retain paper versions.
- T. Wiles noted that GUIL is considering turning off their security gates and no longer security stripping new items. But they are considering other actions for employee and patron safety. The Albany County Sheriff’s Department offers presentations on Workplace Security.

- K. Graff thanked BETH for an excellent program on Mental Health for Teens.
- Continuing Education certificates are available for programs sanctioned by UHLS.

IV. NEW BUSINESS

MOTION: J. Petrosillo moved to appoint G. Kirkpatrick as a representative from a large library to the e-content Committee. G. Sacco seconded. Unanimous.

- Making Strides - report by E. Neale. She would like to see more people participating in the Turning the Page for a Cure Group on October 18th in Albany's Washington Park.
- N. Matulis suggested that the libraries should consider a public Team project with representatives from every member: pooling together and sharing the talent in the staff of the libraries. This would be a good way to show another aspect of public libraries.
- T. Wiles asked if NYLA would investigate providing cooperative health insurance. The joint purchasing power might bring down the health insurance costs. K. Graff noted that staff in Association Libraries are generally not offered benefits and it would be especially helpful if individuals could obtain coverage if their libraries can't offer it.
- T. Wiles suggested that NYLA should pursue having school district libraries added to the law that would allow them to participate in School District amenities/services purchasing.
- Discussion regarding "sustainability" and what that means for libraries. T. Wiles suggested that a focus on environmental, social responsibility and economical concepts should be kept in mind when considering projects and undertaking a Long Range Plan.
- G. Sacco noted that APL will be archiving the DA Minutes and accepting any other pertinent information.
- T. Wiles reported that GUIL will be giving library cards, at no charge, to people who work in Guilderland but live outside the Library's service area. It is a one-year card with full privileges. The library will verify employment via a pay stub or a letter from the employer. Discussion about library cards and patron requirements - it was decided that this is a topic for future discussion.
- G. Kirkpatrick asked if Sierra was capable of automatic renewals and if this was something to be taken under consideration.
- T. Burke noted that a product being offered by III called "In-Reach" is a program that would stitch together several library systems that use Polaris and Sierra and would therefore allow for a much-expanded database for patrons. It is currently being used on Long Island between two Systems.

MOTION: L. Zapala moved to adjourn. M. Tacke seconded.
Meeting adjourned at 11:45 AM

Heidi A. Fuge
10/5/15