



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
November 6, 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 - Veronica Tatro
✓	GUIL - Tim Wiles
✓	HOOF - Carol Gaillard
	MEND - Lenny Zapala
	NASS - Laurrene 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 - Laurrene Teachout
✓	TROY - Paul Hicok
✓	VAFL - Kelly Akin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke
✓	Non-voting: Joe Thornton (UHLS)
✓	Non-voting: Melanie Metzger (APLM)

10:10 AM - Meeting called to order by S. Hoadley, President, following a Continuing Education presentation. S. Hoadley welcomed V. Tatro (GRAF) and K. Akin (VAFL).

I. MINUTES

MOTION: J. Petrosillo moved to accept the October 2, 2015 Minutes as presented. C. Gaillard seconded. Unanimous.

II. REPORTS

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

- KIDS CATALOG: A “hands raised” survey showed that very few libraries featured the Kids Catalog on their websites. The UHLS staff will look at this more closely in order to see how to help the libraries publicize this better.
 - CREATE LIST: There will be further training, both basic and advanced, for the Create List program.
 - UHLS BUDGET: the proposed 2016 Budget was developed with a projected 4.5% increase in State Aid, a 2.5% salary adjustment and a projected 18% increase in health insurance premiums. More money will be budgeted for professional development, travel and trustee education.
- G. Sacco noted that she is looking for ways to engage the VOOR trustees. She wants them to understand what libraries are today and what they are becoming.
- G. Sacco asked if some funds could be set aside to purchase extra copies of heavily requested items for the UHLS collection. N. Matulis noted that using the UHLS rotating collections allow the libraries to spend their own money on new, heavily requested items.
- S. Jarzombek noted that a survey of APL patrons showed that they wanted more new books available for browsing in the library. APL is looking at ways to meet this demand by revising their request structure so that there are always new books available on their shelves.
- T. Burke noted that a McNaughton Plan allows libraries to lease popular books and then return them to the company when their popularity wanes. However, this is an expensive service and may be something to consider for future use of Central Library funds.
- CONSTRUCTION GRANT: a chart with the allocations approved by the UHLS Board of Trustees at their October meeting was distributed.
 - FRIENDS GROUP MEETING: to-date, there are only 3 people signed up for the Friends Meeting. He will send out a reminder to Directors to let their Friends Groups know about the meeting and encourage people to attend. T. Wiles asked if holding it on a Saturday morning and at UHLS might be a deterrent? T. Burke noted that the day and time was the wish of the majority at the first meeting.
 - STAFF RETIREMENT: Lynn Orme, longtime UHLS staff member, retired at the end of October. The job description for her position has been revised and must be approved by the UHLS Board of Trustees before the position can be advertised. In the meantime, libraries with questions about the rotating collections or equipment loans should contact Mary Fellows.
 - CONVERSATIONS: T. Burke extended kudos to the libraries that are hosting “Conversations with Pat Fahy.” This is an excellent way to connect with legislators and bring people into the library.

Sierra Migration Report - J. Thornton

- **DECISION CENTER:** the main focus of the Automation Department right now is getting Decision Center up and running and working on the Reports. G. Kirkpatrick noted that Mid-Hudson has a report that they can run that will produce many of the statistics needed for the State Annual Report. J. Thornton will contact them.
T. Wiles noted that some automation systems offer a “buy it now” from Amazon for those items that have a large number of holds. This might be something to consider in the future. Especially since a percentage of the purchases will come back to UHLS.
G. Sacco asked if there was any idea to develop an inventory committee or group to keep track of, and propose, ideas for the future. T. Burke noted that that would be the job of the ASC and the ASC will develop a list of priorities.
C. Gaillard asked if there was a Circ by day or by hour report in Sierra, like the one in Horizon. J. Thornton will look into this.
- **STATISTICS:** J. Thornton noted that the circ statistics for April and May have probably been lost due to the migration. When completing the State Report, libraries will have to extrapolate those figures and add an explanatory note.
- **RESPONSE TIME:** T. Burke spoke with a III sales rep at the NYLA conference about the slow response time problem. This appears to be an across-the-board issue for Sierra in both the hosted and self-hosted situations. In email communications with III, this will be taken under advisement and investigated by III. T. Burke cautioned that Sierra may never be as fast as Horizon.
G. Kirkpatrick noted that, due to the slow initial start up time for the ILS, some of his staff members come in ½ hour earlier in the morning in order to open up all of the computers and get them ready for use.

UHLS Board - report by J. Wines

- There are two new trustees on the UHLS Board: Herb Hennings (GUIL) and Lisa Scoons (BETH)
- The most recent Purchase Journal was larger than normal due to the pass-through State funds for the member libraries.

Administration Committee - no meeting, no reportServices Committee - report by S. Jarzombek

- The Construction Grants were revised. It was a difficult task to try and allocate to the libraries the funds that they need to complete their proposed projects.
- Early in 2016, the forms will be sent out for the annual Award nominations. He strongly urged all of the libraries to submit nominations. The value of nominating a Program is two-fold: it is an acknowledgment of the work of the library's staff, and it brings it to the attention of the library's Board.

Central Library Committee - no meeting, no report

T. Burke noted that the Committee is working on a survey to send out to the member libraries.

e-Content Committee - report by J. Wines

- The Committee recommends changing the default loan period in OverDrive from 21 days to 14 days. It will still be possible to take out items for 21 days, but patrons will have to specifically select that time period.

MOTION: Committee recommendation. G. Sacco seconded. Unanimous.

G. Sacco asked if there could be a pop-up so that would patrons know that they could select the longer time period. G. Kirkpatrick noted that it is already there. Consensus that there would be a soft roll out of the new loan period beginning December 1st with an announcement about the change in January.

- J. Wines noted that with the Gale Virtual Reference Library each library will have a link for their website and will be able to collect individual statistics regarding use. At this time, the items selected for the GVRL are: high loss print books, popular exam books and popular reference guides. They are all simultaneous use and will show up in Sierra. J. Wines cautioned that this is an experiment to see how useful this can be.
- The Committee re-visited the idea of HOOPLA but it is not a good fit for library budgets and collection philosophy.

III. OLD BUSINESS

- Ad Hoc Reports and Statistics Subcommittee - S. Jarzombek noted that the priority for the Committee will be to get accurate circ statistics. The Committee will also consider the types of reports needed. There are still some vacancies on the Committee: a member from a large Rens. County Library (TROY) and a member from a medium Albany County Library. G. Sacco volunteered Amy Peker as the rep from a medium Albany County library. She will confirm with A. Peker that she will be available to serve on the Ad Hoc Committee. P. Hicok will check with his staff to see if anyone wants to serve. T. Burke noted that J. Thornton will be the UHLS representative. A report from this Ad Hoc Subcommittee will be added as a regular part of the DA Agenda.
- Continuing Education presentations

MOTION: N. Matulis moved that the CE presentations should take place at the end of the DA meeting rather than at the beginning. K. Graff seconded. Unanimous. There will not be a CE presentation at the December DA meeting.

- Making Strides - E. Neale reported that the library team raised over \$2,000. K. Graff noted that this is an opportunity to make the point that libraries are good resources for medical information - better than Google. It was suggested that for the October 16, 2016 event, there might be a table set up with more information about libraries. N. Matulis noted that if things were started earlier in the year, maybe an even larger team could be assembled and could show that libraries have an awareness of community responsibilities.

IV. OPEN FORUM

- J. Chirgwin: she discussed the results of the Computer Use Policy survey that she conducted. The results were widely varied. At RENS, they have started requiring that patrons have a library card in order to use the public access computers. If a patron had a lost book or owes more than \$5 in fines they cannot use the computers. The Library does offer guest passes for people who are not from their service area.
- G. Kirkpatrick: ALA has a webinar about bedbugs in the Library. BETH will have a bedbug-sniffing beagle check out the library premises:
ala.org/news/press-releases/2015/10/learn-how-prevent-and-treat-bed-bugs-upcoming-pla-webinar
T. Burke asked if the BETH staff would consider doing a CE presentation about their policies and protocols for this situation once they have been developed. G. Kirkpatrick said that he would be happy to have his staff do such a presentation.

MOTION: E. Neale moved to adjourn. K. Graff seconded. Unanimous. Meeting adjourned at 11:43 AM

Heidi A. Fuge
11/6/15