



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

March 4, 2016

✓	APLM - Melanie Metzger (guest)
✓	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 - Ronnie Tatro
✓	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

9:07 AM - Meeting called to order by S. Hoadley, President. She noted the attendance of Melanie Metzger, in place of S. Jarzombek.

I. MINUTES

MOTION: J. Wines moved to accept the Minutes of the February 5, 2016 meeting. C. Gaillard seconded. Unanimous.

II. REPORTS

Executive Director's Report - T. Burke reported on the following:

- **ADVOCACY DAY:** there were about 30-40 people representing UHLS in Advocacy Day at the Capital. This time, the participants spent more time telling the legislators what was needed rather than having to explain why libraries are important. This is a step in the right direction. Discussion regarding the discretionary funds available to legislators: they prefer to fund projects that are highly visible. G. Sacco complimented T. Burke on his "Essentials Skills" presentation at the NYLA Leadership and Management Academy program.

T. Burke noted that the very effective handout left behind in the legislators' offices was designed by Deanna DiCarlo.

T. Burke, representing NYS Library Systems, also participated in a Roundtable discussion on Technology and Libraries in the 21st Century that was convened by the NYS Assembly. There were also several library directors from around the State who attended. This Roundtable was convened so that the ranking members of the Assembly Libraries and Education Technology Committee would learn more about libraries and technology.

- **MOBILE APP:** T. Burke assured the libraries that the search for a mobile app is still very much under consideration. We have been informed by Ill that the android version won't be available until the end of the third quarter. The Ill app requires Sierra 2.0 or higher. UHLS is migrating to 2.1 in the near future. T. Burke noted that he would like to wait until both versions of the app are available and fully functional before making the decision to participate. He would also like to have the UHLS staff and some member libraries look at the app and test it before making any binding decisions. The Ill app would run about \$6,000-\$7,000 per year. Boopsie, currently being used by APL, has been considered. This would cost about \$30,000 for the first year and \$20,000 annually after that. The third avenue to be investigated is the Queens Library app. This was developed by the IT staff in that library. The cost estimate to modify the app for UHLS is approximately \$100,000 and we do not have an estimate for annual costs.

T. Wiles noted that he and his staff do not see any reason to wait for the android version to be available. GUIL would prefer to start up now with the mobile app that is available.

J. Wines noted that android has a higher percentage of use.

- **SATISFACTION SURVEY:** T. Burke noted that the Plan of Services Satisfaction Survey, which is a requirement of the UHLS Plan of Service, will probably be sent out next week. The new 5 - year Plan of Service is due at DLD by October 1, 2016, so look forward to working on that during the Summer and early Fall.

- UHLAN FEES CHART: T. Burke is working on the chart that will show the 2017 UHLAN fees. 2017 is the last year of the current UHLAN Agreement. He noted that econtent circulation figures will probably be included in the new formula when determining the fee structure.
- ONLINE JOB AD: Any libraries with a position opening can send the information to either T. Burke or J. Thornton. It will be placed on the UHLS webpage and also on the job database maintained by CDLC.
- SHARED EMPLOYEE: Discussion regarding the possibility of UHLS employing a Youth Services person who could be shared by several of the member libraries. T. Burke will investigate. It was suggested that a list of substitute librarians would also be useful for those times when the Director of a smaller library has to leave for vacation or for illness.
- WATERVLIET: T. Burke noted that Watervliet had a ceremony to mark the opening of their new space. The new addition includes a children's space and an adult reading room.
- STATE ANNUAL REPORTS: T. Burke noted that all of the UHLS member libraries' annual reports were submitted before the deadline. L. Teachout noted that the reports created by J. Thornton were supremely helpful in completing the State report. Discussion regarding the WiFi figures required on the report. L. Teachout noted that the Meraki router that R. Cheng installed at STEP has been very useful in gathering the statistics as well as metering the bandwidth use. Discussion. It was noted that the Meraki can be programmed to allow users a specific maximum amount of bandwidth so that there is an amount retained for staff computer use. Libraries interested in learning more about this route should contact Rawdon.

UHLS Board and Finance Committee - J. Wines

- The Board approved the 2015 Reconciled Budget
- The Annual Awards Guidelines will be sent out to the member libraries in mid-March with April 15th as the deadline for submission.

UHLS Administration Committee - M. Graff No meeting, no report

UHLS Services Committee - M. Metzger (for S. Jarzombek) No meeting, no report.

Central Library Advisory Committee - L. Zapala No meeting, no report

eContent Advisory Committee - J. Wines

- She distributed the monthly spreadsheet showing the to-date purchases of econtent by each of the libraries.
- BookFlix is working now and so the libraries are encouraged to publicize it.

Ad Hoc Reports and Statistics Committee - M. Metzger (for S. Jarzombek)

- The Committee discussed Decision Center at their last meeting and developed a list of questions regarding its use that will be forwarded to III.
- Committee members looked at the B-Stat field in Sierra and are considering how it might be condensed in order to be more useful.
- T. Burke noted that now that the Annual Reports have been submitted, J. Thornton can spend more time familiarizing himself with all of the aspects of Decision Center.

III. OLD BUSINESS

- G. Sacco asked for assistance in preparing for the various CE conversations. If anyone is interested in helping her, send an email. T. Burke suggested that the Advocacy program could be done annually in conjunction with CDLC.
- National Library Week: G. Sacco asked if any libraries would like to participate in purchasing a full-page ad in the Times-Union with the “Libraries Transform” theme. The ad could then be replicated on the libraries’ websites and Facebook pages. She wants UHLS to lead a coordinated push to encourage people to get library cards. Discussion. It was suggested that sending a mailing to expired card holders encouraging them to renew their library cards has been successful in some libraries.

G. Sacco noted that an annual statement, available through III, could be sent to patrons to remind them about expired cards, holds, etc.

E. Neale asked if a message could be added to OverDrive regarding expired cards and reminding patrons about updating their information.

It was decided that it is time for a discussion about expired cards and whether they should continue to expire, what is the time frame if so, and can cards expire for physical checkout and not for OverDrive. ***This will be an agenda item for the next DA meeting.***

- Text messaging: T. Wiles asked about the status of this; when will it be available? T. Burke noted that it is imminent and that UHLS will notify the member libraries with a much lead time as possible before it goes live.
- Communication: Brief discussion about contact between UHLS and member library staff. Some of the Directors noted that they would like their staff members to be contacted directly when a topic is relevant to their position, others prefer to be the primary contact. T. Burke noted that he relies on the Directors to forward information to the proper staff members.

IV. NEW BUSINESS

- ASC: at the ASC meeting in February, a motion was made to recommend that the UHLS Board dissolve the ASC. It was also moved to recommend that the DA establish an Automation Advisory Committee (AAC), modeled on the eContent Advisory Committee and chaired by a Committee member. T. Burke will draft a charge for the Committee once the Board has voted to dissolve the ASC. He noted that there were several reasons for recommending the dissolution of the ASC: poor attendance at the meetings and important decisions were made by a very small, non-representative group of attendees. The ASC served its purpose but is outdated and there needs to be a new method of making recommendations.

G. Kirkpatrick asked if the AAC was created, would the eContent Committee still be necessary? T. Burke noted that eContent still needs specific attention and so that Committee is important and would be separate from the issues dealt with by the AAC. E. Neale noted that the difference between the two committees was that she would probably put a front line person (Circulation) as a member of the AAC and a reference person on the eContent Committee.

T. Burke asked if the Directors would feel comfortable with allowing a staff member, rather than a Director, to serve on the AAC. He can incorporate that into the draft Charge.

G. Sacco noted that the terms for that Committee should be reviewed annually, probably at the same time that the DA officers are considered.

Discussion regarding the fact that the ASC is acknowledged in the UHLAN Agreement and the UHLS Board would need to be reminded of that.

T. Burke explained the distinction between Advisory Councils and Committees: All of the Advisory Councils are open forums and serve as educational groups. The Committees are smaller, members are appointed/elected. All of the Committees and Councils make recommendations to the DA and to UHLS.

V. OPEN FORUM

- R. Tatro: on Saturday, March 12th, there will be a seed swap at GRAF. In addition, she has some chicken compost for anyone who wants to contact her and pick it up.

GRAF is working with a Fusion Dancer who will be performing an Arabian Nights routine as part of the Summer Reading Program. She combines stories and movements.
- G. Sacco: VOOR will be hosting a “How to Save Digital History” program and two Oral History programs. In addition, there will also be a Quilt History program.
- M. Tacke: CAST is looking at possibly revising their fine structure. Currently they charge \$1 per day for overdue DVDs and 10¢ per day for books.

G. Kirkpatrick noted that BETH recently lowered their DVD fines to 10¢ per day and patrons really seemed to appreciate it. DVDs are not as special as they used to be and he wants to encourage people to take them out, not punish them. Discussion regarding the fact that while the income from fines is useful, libraries should be encouraging people to use their materials.

L. Teachout noted that NASS has a fine-free Friday and they do get a lot of items returned at that time.
- L. Teachout: She is looking for a good weeding policy for NASS that will appease the Board and help them to understand the importance of weeding the collection.

STEP will begin circulating cake pans and she is looking for a good cake decorator to do a program.

- N. Matulis: SCHG held a High School Open Mic Night. Students earned volunteer hours by producing, catering and hosting the program. N. Matulis asked for any other ideas that people might have to use High School students who need volunteer hours.
- G. Kirkpatrick: BETH is starting to circulate slide scanners that people can use to turn their slides into digital format. The library has developed a rubric for reasonable circulation terms for all of the various items.

MOTION: J. Chirgwin moved to adjourn. M. Tacke seconded.
Unanimous. Meeting adjourned at 11:03 AM.

Next meeting: Friday, April 1st (Nick Matulis' birthday)

Heidi A. Fuge
3/7/16