



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

April 1, 2016

✓	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 - Ronnie Tatro
✓	GUIL - Tim Wiles
✓	HOOF - Carol Gaillard
	MEND - Lenny Zapala
✓	NASS - Laureenne 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 - Laureenne Teachout
✓	TROY - Paul Hicok
✓	VAFI - Kelly Akin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

9:10 AM - Meeting called to order by S. Hoadley, President.

I. MINUTES

MOTION: J. Dugas Hughes moved to accept the Minutes of the March 4, 2016 meeting. G. Kirkpatrick seconded. Unanimous.

II. REPORTS

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

- STATE BUDGET: there isn't any budget information yet but things are looking hopeful for some sort of a funding increase in both the Basic Aid and in the Construction Grant. G. Sacco asked if there was any news regarding the LLSA funds. She noted that the libraries have not received full funding in that category in many years. T. Burke responded that LLSA should go up by the % increase in Library Aid. G. Sacco noted that with the anticipated increase in the minimum wage, an increase in State funds becomes even more important. She wants the NYLA Leg. Committee to consider this.
- SATISFACTION SURVEY: The Survey has been completed and indicates a 97.3% satisfaction with UHLS. He will compile the results and present them to the UHLS Board at their April meeting and to the DA at the May meeting.
- UHLAN FEES CHART: has been sent out to the libraries. If any Directors or trustees don't understand the chart, T. Burke would be happy to come out to the library and review it.
- UHLS ANNUAL DINNER: the Dinner will be held at the Hilton Garden Inn on Hoosick Street in Troy on June 8th.
- NYLA SURVEY: NYLA is conducting a Civil Service Survey to find out how the local libraries interact with their local Civil Service. E. Neale noted that the goal of this Survey is to put together a manual that can be used by all library staff members in dealing with Civil Service.
- TEXT MESSAGE IN SIERRA: the text message feature will be turned on shortly. A patron must opt in to use this. T. Burke suggested that library staff members opt in and try it so that they are familiar with it if they get questions from patrons. G. Sacco asked if anyone had a bookmark or other publicity material about Sierra that could be shared. J. Dugas Hughes suggested that perhaps her staff could put together a little video about Sierra.
- DATA CENTER RE-LOCATION: a date has not yet been set for III's move to setting up a Data Center in Syracuse but some testing has already taken place and looks good. Some changes will be needed. Since the new Center will require static IP addresses, those libraries without static addresses will be re-routed through UHLS in order to allow them to be able to provide remote access to the ILS.

UHLS Board and Finance Committee - J. Wines

- The Board approved the 2015 State Annual Report
- The Board welcomed a new representative from the WK Sanford Town Library (COLN)
- The Board approved the Reconciled 2015 Budget

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

UHLS Services Committee - 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 e-content by each of the libraries.
- In the statistics for March, BookFlix is doing well. Gale is lagging a little behind in use. She read through a list of libraries that have NOT placed links to either BookFlix and/or Gale Virtual Reference on their websites or Facebook pages. Rob Carle is available to help any libraries with the links. She noted that the libraries need to put these links on their websites and promote them in order to get reasonable use statistics that would make it worthwhile to continue with these.

S. Hoadley noted that it wasn't on the WSTR website because she didn't know how to use it and didn't want to publicize them until she and her staff were familiar with them. J. Wines noted that once she looks at it, she will find that it is very easy and understandable.

- J. Wines handed out a profile charts that showed individual library's trends in the use of e-content. She said that these would be produced and shared quarterly and thanked Deanna DiCarlo and Anne Pitlyk for their work creating them.
- There is an opening for an at-large member on the e-Content Advisory Committee.
- In OverDrive, users now have the ability to download a selection of self-published works, using a link on the left-hand screen. This is a good way to promote local authors, although she warned that some of the publishing was less-than perfect.

Ad Hoc Reports and Statistics Committee - S. Jarzombek

- The Committee primarily discussed how to align the statistics among the various reports.
- Also discussed the PCode4, which is Sierra's name for Bstats. J. Thornton explained that there are 429 different Pcodes in Sierra that were carried over from Horizon. Some libraries use these and some don't. Amy Peker, while on the Committee, was able to whittle these down to 40. Once the Committee is happy with the list, copies of the original 429 and the revised 40 will be sent out to the libraries for review. Discussion regarding the fact that front-line staff need to be better trained in how to use the Pcodes to avoid the confusion that now exists.

III. OLD BUSINESS

- Automation Advisory Committee: T. Burke presented a Draft of the charge for the Committee. He noted that the UHLS Board approved the dissolution of the Automated Services Committee at their March 9th meeting.

Discussion about the charge. E. Neale suggested that there should be a statement disallowing 2 members from the same library. J. Chirgwin noted that such a statement might negate including a person with the needed expertise. Discussion regarding the position of Chair of the Committee: can it be a staff member rather than a Director, if that person has to make a report at the DA meeting? No changes.

G. Sacco suggested that the document should include the line: "The Directors Association will review the Committee membership annually."

MOTION: G. Kirkpatrick moved to accept the Draft charge with the above line included. G. Sacco seconded. Unanimous.

- CE Conversations Committee: at the time of the meeting, no one had volunteered to work with G. Sacco on such a Committee. Discussion regarding future topics. It was decided that an OSC in-service workshop would be a separate program and would be handled by UHLS staff.

IV. NEW BUSINESS

- Expiration of patron accounts: G. Sacco suggested that each library format an annual letter to patrons reminding them to renew their cards.

Discussion. Consensus that the word “expire” is not the best one to use when communicating with patrons. In Sierra 2.1 it will be possible to send out emails to patrons whose accounts will be “expiring” (except don’t use that word). Can a link to Encore be put on the OverDrive screen so that a patron could renew online. This might ease some patron frustration if they are trying to access OverDrive at a time when libraries are closed.

J. Thornton noted that he can print out reports for the libraries showing the last active use on patron cards.

Discussion: can people who have moved out of the UHLS service area still use their library cards. General consensus seemed to be that use of those cards for downloadables was not considered to be a big issue.

T. Wiles suggested that a card could be considered renewed whenever an item is checked out.

L. Teachout would like to see a notice that says “has your information been updated?” Discussion about the fact that this might be irritating if it appeared all the time.

J. Chirgwin suggested that a patron’s information should be updated annually. Three years is too long, especially for email addresses. K. Graff agreed; capturing the correct information is important, especially emails for notifications of holds, etc.

Discussion. Front line staff should be trained that at a specific time every year, should ask “is the information for your account correct?” It was noted that people are used to hearing this in any number of other locations including medical offices.

G. Sacco suggested that the patron registration cards should be updated to say that email addresses will not be sold or used for non-library purposes.

G. Kirkpatrick noted that automatic renewal of library cards when a physical item is checked out does not allow for updating the patron’s information.

General consensus that what is being done now should be changed. It was decided that T. Burke and J. Thornton will investigate the options in the Sierra upgrade and make some suggestions.

- Annual review of elected/appointed officers and committee members: this should be done in June for terms beginning July 1. Discussion about holding an annual DA meeting.
- Telecirc message: discussion regarding the “moralistic robotic” tone of the message. J. Thornton was asked to see if it would be possible to use a real voice.

V. OPEN FORUM

- J. Wines: RCS will be launching a “My Card” similar to the one used at APL
- G. Sacco: VOOR is expanding their hours. The library budget is flat (went down by \$500) so that taxes can go down and the library will use part of its fund balance to make up the difference. An historic Barn in Voorheesville has been moved; partial funding provided through a legislative grant.
- C. Gaillard: the water in Hoosick Falls is now drinkable again.
- K. Graff: April is National Poetry Month and RVLL will have something every weekend. In addition, there will be daily poems on the library’s website. Poetry is really taking off in Rensselaerville.
- T. Wiles: GUIL will be hosting a “Drug Take Back Day” on April 30th. This required extensive coordination with local law enforcement agencies.
- L. Teachout: STEP will be offering a program on Sustainable Farming on Earth Day. STEP gives donated books that are in good condition to the local Food Pantry for distribution.

NASS will be offering a Living Foods program presented by L. Teachout’s husband.
- J. Dugas Hughes: EGRN offers its staff a program whereby if they wear jeans to work they contribute to a fund set up for a monthly charity. It has been very successful.
- T. Wiles: GUIL offers a similar staff program, including a letter for staff at year-end listing their charitable donations that can be used for income tax deductions.
- K. Akin: VAFL has a monthly “Window of Opportunity” display with books on a selected theme. Program that have recently taken place or are planned for the next several months: “How Sweet it Is” about maple tree tapping, including a raffle basket; “Beekeeping” for kids and a program for adults; “Container Gardening.”

MOTION: G. Kirkpatrick moved to adjourn. N. Schipano seconded. Unanimous. Meeting adjourned at 11:35 AM.



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Recommendation to create the UHLS Automation Advisory Committee (4/1/16)

Intent:

- At its 2/19/16 meeting, the UHLS Automated Services Committee unanimously approved a motion to recommend that, upon dissolution of the Automated Services Committee (ASC) by the UHLS Board, the UHLS Directors Association (DA) establish a permanent advisory committee for automation related issues. The following is a proposal outlining the charge, composition, etc. for this committee.

Charge:

- The Automation Advisory Committee will be a representative committee which will meet regularly to discuss ongoing issues, changes in the automation environment, and questions related to the UHLS Integrated Library System and other automation related functions and services. The committee will make recommendations to the System and the DA as appropriate.

Composition:

- Up to 9 voting members:
 - 1 UHLS Representative** – UHLS staff member, appointed by UHLS
 - 4 Directors Association Representatives** - elected by the DA
 - 2 to 4 at-large members** (any member library director, member library staff member, or UHLS staff member is eligible for appointment) - appointed by the Automation Advisory Committee (the five initial representative members will identify and appoint the first group of at-large members to the committee).

Terms of service:

- All committee members will serve 2 year terms, with the following exceptions
 - 2 of the 4 initial DA representatives will serve one year terms (chosen by lot) to establish staggered membership rotation.
 - The committee will develop an internal mechanism to establish staggered membership rotation for the appointed at-large members.
- The Directors Association will review the Committee membership annually.

Leadership/Reporting:

- The committee will elect a Chair from among its members to serve a one year term of office, eligible for re-election for up to 4 consecutive terms. The Chair will be responsible for regular reporting back to the Directors Association and the UHLS community, as appropriate.

Meetings:

- The committee will meet at least quarterly. The committee chair will call the meetings and will develop the agenda based on input from UHLS, the committee members, and the member library community.

Accepted by the UHLS Directors Association 4/1/2016