



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

June 3, 2016

	APLM - Scott Jarzombek
	ALTM - Joseph Burke
	BRLN - Sharon Vogel
✓	BERN - Judy Petrosillo
✓	BETH - Christine McGinty
	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
	VAFL - Kelly Akin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
✓	UHLS - Joe Thornton
	UHLS - Tim Burke

9:10 AM - Meeting called to order by S. Hoadley, President. She introduced Christine McGinty from BETH.

I. MINUTES

G. Sacco noted an amendment to the May 6th Minutes on page 2.

MOTION: M. Tacke moved to accept the Minutes of the May 6, 2016 meeting as amended. L. Teachout seconded. Unanimous.

II. REPORTS

Executive Director's Report - T. Burke was excused but had submitted a written report. In the report, he reminded the libraries about Mary Fellow's Family Literacy grant (BELLS). There was a discussion about the well-integrated software for reader-recommendations. G. Sacco noted that in year 3 of the grant, participating libraries will have to pick up a portion of the cost of the software.

UHLS Board and Finance Committee - J. Wines

- The Board is considering a Construction Grant for a new boiler
- 4 Trustees will be nominated for new or renewed terms at the Annual Meeting
- The students from Rockefeller College presented their Board Effectiveness Assessment.

UHLS Administration Committee - M. Graff

- The Committee reviewed the Trustee and Volunteer of the Year nominations. It was a difficult task since there were many awesome people nominated. Awards will be presented at the Annual Meeting.
- The lease with NYSCASA (one of the tenants at 28 Essex Street) will be renewed.

UHLS Services Committee - in the absence of S. Jarzombek, H. Fuge reported

- The Committee reviewed the Youth and Adult Program of the Year nominations. Committee members were thrilled with the number of nominations and with the quality of the programs in the member libraries. Awards will be presented at the Annual Meeting.

Central Library Advisory Committee - No meeting, no report

Automation Advisory Committee - T. Wiles

- He will be sending out an email very soon to recruit the at-large members of the Committee.

eContent Advisory Committee - J. Wines

- Civil Service Test titles are now available on the Gale Reference Database. Both the testing and Civil Service titles have been updated.
- Use of BookFlix is slow but climbing.
- Anne Pitlyk is creating charts for the libraries that compare OverDrive circulation with print circulation.
- Committee re-visited the policy regarding holds and metered use titles. There was some confusion regarding the Central Library funding amount for these materials versus original collection development. That has now been clarified with APL staff.
- Committee will also be re-visiting the guidelines for juvenile fiction since juvenile fiction use is increasing. Staff members should be reminded to check the website for the eContent guidelines since they are periodically reviewed and revised by the Committee to reflect current trends.
- S. Hoadley reminded the libraries that anyone wishing to make econtent purchases could contact D. DiCarlo and she would make the selections for the library.

III. OLD BUSINESS

- Renewal of patron accounts

E. Neale noted that there was some discussion regarding the possibility of a pop-up that would alert staff (or patron) that a patron's card would be expiring shortly. Rob Carle is working on an email to remind patrons when their card needs to be renewed. J. Thornton noted that there is a pop-up that comes up in the client and is tied to the user account. Each library can specify how much in advance of a card "renewal" this pop-up should appear. He will send out an email to the libraries to see who would like to have this activated and what time period they prefer. He was reminded by the group that they would like to use a word such as "renew" rather than "expire."

- Borrower Registration cards

The Circulation Advisory Committee will look at the cards and propose updates which would include permission for linking accounts and other information.

- Patron self-registration

J. Thornton noted that self-registration is a function in Sierra that can be enabled. **It is a topic to be put on the Agenda for discussion at the next meeting.** T. Wiles noted that GUIL is ready to consider it now. Further discussion. How would this work as far as OverDrive is involved? Is there a time limit between the time that a patron self-registers and then must come into the library to finish the registration and obtain the physical card? Several people expressed approval of a system that would allow patrons to complete the "registration card" online - this would be a great time-saver for staff and would also make it easier to read some of the information.

K. Graff asked if there was a field for "User Preferred Name" in addition to Legal Name. J. Thornton will check into this.

R. Tatro asked if there was some kind of fail-safe that would prevent patrons from getting more than one library card via self-registration.

- Continuing Education

S. Hoadley noted that T. Burke is still working on getting a speaker from OSC.

T. Wiles noted that he is looking for a handy example of 5 or 6 key issues that are included in a Director's Report. G. Sacco suggested that people could email their monthly/quarterly Directors Reports to the list so that everyone could read them and get ideas for format, content, etc. C. McGinty noted that the Bethlehem Director's Report is online. Discussion regarding what should be included in the Report and what does the Board want to know. G. Sacco noted that she includes a photo in her report and one special item that can be talked about in the Community. K. Graff noted that at the bottom of the Board meeting agenda, she includes a "monthly message." M. Tacke noted that she includes a "Library Word of Mouth" statement and her Board members need to share that with at least 3 people. She also includes an Event Calendar in her Agenda and the Board members discuss which events they will attend.

IV. NEW BUSINESS

- Directors Association By-Laws

G. Sacco noted that she would like to see something about Continuing Education included in the By-Laws so that it does not get lost over time. M. Tacke noted that quarterly ideas for discussion could be included in the Agenda, doesn't necessarily have to be in the By-Laws. Quarterly Roundtable topics and dates could be decided at the DA's June Annual meeting (if By-Laws revision is approved).

Consensus that the following statement should be included in Article 9 of the By-Laws: "At the Annual Meeting, topics and/or dates for the quarterly Management Topic Discussions (continuing education) will be set."

Motion: E. Neale moved to approve the By-Laws as revised with the above addition. J. Wines seconded. Unanimous.

- Review status of members elected to Committees, etc. S. Hoadley handed out a spreadsheet that she created that contained most of the information regarding Committee assignments, etc. There were still some areas that needed more information. It was decided to table any discussion until the next meeting at which time the spreadsheet should contain all of the needed information. G. Sacco noted that at that meeting, she would like to discuss the possible rotation of Committee members in order to ensure some continuity.

V. OPEN FORUM

- T. Wiles: Several libraries got together to discuss the idea of a bookmobile/mobile library/van. Since the majority of the libraries that initially expressed interest are in Albany County, it was thought that some funding for this might be sought from Albany County legislators. **It was decided that this should be an agenda item for a future meeting.**
- J. Petrosillo: She was approached about doing a booth at the Altamont Fair. She will send out an email to see if there are any libraries interested in cooperating on this. J. Wines noted that when the ALTM library participated in the past, there wasn't a whole lot of interest on the part of fair-goers.
- K. Graff: Walmart has a grant that might be used to produce wrapping for the van/mobile library with the library names on it.
- T. Wiles: UHLS has an interest in supporting this but there are concerns about library branding if UHLS is involved.
- K. Graff: maybe something to consider for such a van would be the many interesting things that libraries are loaning or selling and the activities in which they participate (hunting licenses, bags of produce, "Feel Good" bags, etc.)

MOTION: E. Neale moved to adjourn. M. Tacke seconded. Unanimous. Meeting adjourned at 10:50 AM