



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

July 1, 2016

✓	APLM - Melanie Metzger
✓	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
	VAFL - Kelly Akin
	VOOR - Gail Sacco
✓	WTVT - Michelle Fernandez
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

9:05 AM - Meeting called to order by S. Hoadley, President. She noted the attendance of M. Metzger from APL and then welcomed Michelle Fernandez, the new Director at WTVT. M. Fernandez gave a brief resumé of her library experience.

I. MINUTES

MOTION: J. Petrosillo moved to accept the Minutes of the June 3, 2016 meeting. P. Hicok seconded. Unanimous.

II. REPORTS

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

- **Plan of Service:** work will begin soon on the next POS. The Free Direct Access section will stay the same unless there are any libraries that want to see changes.
- **CORE Leadership Training:** the training module is ready to go. The training will be a team session, requiring the attendance of both the Director and the Board President from libraries participating. He asked what days and times would be most convenient: Evening? Afternoon? Saturday? Discussion. Many people seemed to feel that a weekday session would be acceptable and that many Board Presidents were either retired or were able to take time off during the week.
- **Trustee terms:** discussion regarding the number of Trustees on a library board. T. Burke noted that although library charters generally contained a range, the exact number of trustees should be contained in a library's By-Laws. DLD was taking a close look at Trustee terms as listed in the Annual Reports.
- **Construction Grant:** the State portal is now open and libraries should be entering their information. UHLS will also be submitting a grant application for a boiler replacement.
- **Annual Dinner:** discussion regarding the pros and cons of the site for this year's dinner. Several people expressed dissatisfaction with the seating arrangements and noted that their trustees prefer to sit together and tables of 8 were limiting. T. Burke asked if assigned tables would be more acceptable? This will be a consideration for future dinners. Also, the attendees at the APL table found their Wait Staff to be very inconsiderate and unsatisfactory. Other people expressed approval with their Wait Staff.
- **Kids Catalog in Sierra:** more functionality has been added and now users can select an individual library for searching.
- **NYLA Leg:** public libraries can volunteer to participate in the Opioid OverDose program. There has been some discussion about in the legislature about the possible effect that this participation would have on liability insurance. Naloxone (Narcan) is the overdose medication that is dispensed. If a library opts into the program, their staff will have the choice to opt in and be individually trained in how to handle the situation and administer Narcan.

UHLS Board and Finance Committee - J. Wines

- The Annual Meeting was held in June. No regular business..

UHLS Administration Committee - no meeting in June

UHLS Services Committee - no meeting in June

Central Library Advisory Committee - No meeting. T. Burke reported that the Committee will begin work on the Central Library's new Plan of Service and will also be developing the 2017 Central Library Budget. The State has made it clear that Central Library funds cannot be used for any Youth content. DLD is willing to be flexible on the format for Adult non-fiction. It is possible that this change might result in funds being available for other appropriate projects.

Automation Advisory Committee - T. Wiles

- The at-large members of the Committee will be: Debbie Sternklar (VOOR), Katie Kimball (APLM) and Katherine Stollar Peters (BETH). It is possible that COLN might also have a staff member to suggest for inclusion.

eContent Advisory Committee - J. Wines

- 19 libraries have more than doubled their econtent circulation over the second quarter of last year. There has been an overall 21% increase in econtent circulation as of this date last year.
- quarterly individual library econtent circ reports have been prepared by Anne Pitlyk and were handed out at the meeting and will be emailed to the libraries.

III. OLD BUSINESS

- Patron accounts

Discussion about how to know the date by which a library card will no longer be usable if the ILS is down. G. Kirkpatrick noted that BETH creates a spreadsheet with patrons' names and barcodes that can be used for reference in that situation.

L. Teachout suggested that it would be a good idea if the libraries standardized what is requested as proof of identification and address for a library card.



M. Metzger noted that APL is working on some new procedures for patron registration.

- Borrower Registration cards

Are these useful any longer? Extensive discussion. Some libraries refer to these cards for patron information if the system is down. If there was an alternate way to obtain the information, the cards might not be necessary any longer. There was some discussion that the card constituted a "contract" between the patron and the library, but that was not a big issue. Discussion about an alternative to the card - especially if patron self-registration is implemented. It would not be good public relations to have someone complete an online registration and then require them to duplicate that information on a paper form when they came to the library. Can a statement be added to library cards, or as a check box in the online registration form that would use wording such as: "By using this card (library card), I agree to abide by the rules....." K. Graff asked how other Systems have handled this situation. Consensus that the Circulation Advisory Committee does not need to spend a lot of time editing the Borrower Registration card since that will probably be discontinued in the near future.

IV. NEW BUSINESS

- Committee appointments (all for new 2-year terms expiring 6/30/2018)
UHLS Administration Committee: M. Graff (COHS)

Central Library Advisory Committee:

Large Albany County Library -	G. Kirkpatrick (BETH)
Medium Albany County Library -	G. Sacco (VOOR)
Small Albany County Library -	L. Zapala (MEND)
Medium Rensselaer County Library -	M. Fowler (SNLK)

e-Content Advisory Committee:

Medium Library -

J. Wines (RCSC)

Medium Library -

M Graff (COHS)

MOTION:

J. Petrosillo moved to accept the slate for the Committees as presented for two-year terms. J. Burke seconded. Unanimous.

- **Mobile Library Van:**
T. Wiles noted that there has been strong interest expressed in a mobile van that could be shared among the libraries for various events. APL will not be participating since they are considering a full-service van. GUIL wants to buy a van - the type that does not require a special license to drive. They have been doing a pop-up library at various locations for several years and a van would make it even better. J. Petrosillo asked if it might be possible for other libraries to rent the van for special events? T. Wiles noted that UHLS had expressed an interest in the van and had garage space for storage. J. Dugas Hughes suggested that costs for the van could be built into the quarterly UHLAN fee.

G. Kirkpatrick noted that BETH purchased a new van on state contract for approximately \$17,000. The van requires about \$500 a year for maintenance.

T. Burke suggested that a project such as the van which would be highly visible might make a good project for requesting legislative support.

V. CONTINUING EDUCATION

Discussion about Directors' Reports was tabled.

VI. OPEN FORUM

- S. Hoadley noted that she received an email from K. Akin (VAFL) listing the libraries that would be participating in the Library Corner at the Schaghticoke Fair in September: HOOF, EGRN, SNLK, NASS, STEP, PTRB, VAFL and SCHG.
- L. Teachout reported that she attended the ALA conference in Orlando, FL and heard a presentation by Congressman Lewis that was very inspirational.

On July 16th, STEP will be holding their Annual Book Sale.

- J. Burke reported that on July 26th, ALTM will hold a 100th anniversary celebration.
- M. Metzger reported that on July 16th, the Bach Branch will be holding a Book Sale.
- Discussion regarding the next DA meeting. Consensus that the August and September meetings will be combined into one meeting and will be held at UHLS on Friday, August 26th at 9:00 AM.

MOTION:

J. Petrosillo moved to adjourn. K. Graff seconded. Unanimous. Meeting adjourned at 11:20 AM