



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association  
August 26, 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
✓	VAFL - Kelly Akin
✓	VOOR - Gail Sacco
✓	WTVT - Michelle Fernandez
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

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

## I. MINUTES

**MOTION:** G. Kirkpatrick moved to accept the Minutes of the July 1, 2016 meeting. L. Teachout seconded. Unanimous.

## II. REPORTS

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

- **Plan of Service:** The final draft of the POS is being prepared and will be submitted to the UHLS Board at their September 14<sup>th</sup> meeting. There were not a lot of changes. The Central Library POS has also been drafted and approved by the Central Library Advisory Committee and will be submitted to the APL Board and the UHLS Board. The drafts have also been put on the UHLS website.
- **OSC Training:** On October 28<sup>th</sup>, Jay Phillips from OSC will conduct a workshop on *What to Expect from an OSC Audit*. The session is planned to be held at UHLS but it is possible that a larger space will be needed since this will be open to more than just Directors (other staff members and trustees). Association libraries are not currently subject to OSC audits but that can change in the future. T. Burke will send out an email seeking any other topics/questions that people might have for the OSC presenter. One question was suggested: what are the distinctions between a Civil Service employee vs. a consultant. There was also a question as to whether a library needed to collect sales tax on items that they sold. Discussion. Calling the cost a "suggested donation" is not sufficient to avoid sales tax since the consumer is receiving something tangible. Sales tax must be collected and to do this, a vendor number must be obtained from the NYS Department of Taxation and Finance. G. Kirkpatrick noted that his experience in trying to obtain the vendor number had not been easy.... or successful. G. Sacco noted several actions that VOOR took following the OSC suggestions in the BETH audit: a computer workstation dedicated solely for handling banking transactions; a Performers' list was presented to, and approved by, the Board of Trustees; all checks were stored in a locked safe.
- **Construction Grant:** the UHLS Services Committee and Board will review the grant applications at their September 14<sup>th</sup> meeting. Deadline for submission to the State is October 1<sup>st</sup>.
- **Adult, Outreach, and Youth Programming:** Kudos to Deanna DiCarlo and Mary Fellows for the quality of the programs that they are planning. D. DiCarlo has organized two programs: Mental Health First Aid and Workforce Development. M. Fellows is working on a Youth and Family Literacy Program called "Bells." In the beginning of 2017 there will also be a Mental Health First Aid Program for Youth.
- **Recycling books:** T. Burke noted that one of the questions that has come up frequently in his meeting with representatives from library Friends Groups is how to get rid of unwanted books. A local company called "Cascade" is willing to put bins at UHLS for discarding books, but the libraries must bring the books in themselves - they cannot be sent via the courier.

L. Teachout has been in contact with two companies that sounded promising and will send their information to T. Burke. There was also some discussion about a recycling, shredding day for patrons. G. Kirkpatrick has had experience with this at BETH. It was slightly overwhelming.

- **Central Library funds:** DLD has clearly stated that Central Library Funds (including CBA) cannot be used to purchase any Youth Services content (ebooks, databases, etc.) They are flexible about the format of the items purchased with the funds but those items must be Adult non-fiction: no Youth or Fiction content.

Central Library Advisory Committee - L. Zapala

- Mobile apps, such as Boopsie, have been under discussion. There was some contact with the Queens Public Library regarding the app that they created for themselves but the initial estimate to have them modify their program for UHLS was very high. Totaling the Central Library funds, there is approximately \$210,000 available to UHLS. The start-up and first annual fee for Boopsie would run about \$30,000 with an annual fee of \$20,000 for the second and subsequent years. S. Jarzombek noted that APL used Boopsie and although there are many good features, it is not intuitive and is slightly clunky. It is NOT upgraded frequently.

T. Burke noted that if UHLS purchased Boopsie for use by the member libraries, the program DOES allow for branding by the individual libraries. If the Central Library Advisory Committee and the UHLS Board approve the Central Library Budget including Boopsie, it could be installed for general use by early 2017.

- L. Zapala reported that the CLAC is also considering bringing back the Mango language program. G. Sacco noted that VOOR already has it and it is quite popular.
- Since the Central Library funds absolutely cannot be used for Youth or fiction content, and MUST be used for Adult non-fiction, the CLAC is hoping that the funds that the libraries would have spent on Adult non-fiction will be used instead to purchase more Youth and fiction content in all formats.

L. Zapala noted that DLD is moving back into what he feels could be termed “pure reference.” G. Kirkpatrick noted that with this updated interpretation by DLD, there will be about \$80,000 LESS to be spent on fiction econtent in 2017 and the libraries should be prepared to take on some of that expense.

P. Hicok suggested that an econtent spreadsheet showing fiction purchasing might help some of the libraries with their selections.

S. Jarzombek reported that the Central Library Directors statewide are considering an effort to change the law to modify the interpretation of what types of materials can be purchased with Central Library funds.

- L. Zapala noted that magazines will no longer be available through OverDrive and the end of 2016. J. Wines reported that the eContent Advisory Committee is looking elsewhere for emagazines since they are so popular. Zinio and Flipster are the two primary sources being considered. BETH has Flipster, and likes it. Flipster does not have a platform fee but is quite expensive for each subscription (approximately 2 ½ to 3 times as expensive as OverDrive). It is possible that OverDrive will come up with a new version of online magazines but it won't be until well into 2017.

T. Burke noted that UHLS will investigate both Flipster and Zinio: costs and terms of use.

- L. Zapala reported that the CLAC is also discussing the possibility of purchasing the library edition of the Ancestry database.

UHLS Board and Finance Committee - no meetings in August.

UHLS Administration Committee - no meeting in August

UHLS Services Committee - no meeting in August

Automation Advisory Committee - T. Wiles

- The at-large members of the Committee will be: Debbie Sternklar (VOOR), Katie Kimball (APLM), Ryan Moore (COLN) and Katherine Stollar Peters (BETH).

eContent Advisory Committee - J. Wines

- The Committee will be working on recommendations for replacing the Central Library funds that were spent on Youth and fiction econtent. Since those funds will now be used solely for Adult non-fiction, libraries are encouraged to spend less on Adult non-fiction and more on the other areas.
- The Advantage model has been opened up and libraries that purchased econtent under that format, can now open it to all patrons.
- The Committee has asked that its charge be modified to include the responsibility to review and recommend databases. This was previously done through the Adult Services Council but their focus has changed and it would be more appropriate for the ECAC to take on those duties.
- G. Kirkpatrick noted that BETH took over the purchasing of materials from the Best of the Small Press. However, the OverDrive selections are less acceptable than in the past and BETH will be putting those funds toward other econtent purchases.
- J. Wines noted that the Committee is still struggling with ideas/solutions to try and bring the hold levels to manageable levels so that patrons are not frustrated with long waiting periods for items.

M. Tacke asked if it might be possible for the libraries to allocate a certain portion of their recommended econtent funds to the Central Library, or UHLS, to spend specifically on holds or metered content.

L. Teachout suggested that it might be possible to roll an econtent fee into the UHLAN fee.

T. Burke noted that he is working on the UHLAN Agreement for the next three years. The current Agreement expires at the end of 2016. He pointed out that the UHLAN fee is a fee for more than automation - it is basically a fee to support all System services. The UHLAN fee would have to be increased to cover the cost of additional collections or services.

### III. **OLD BUSINESS**

- Patron accounts  
T. Burke reported that online patron registration in Sierra is ready to be implemented. The libraries will be hearing from Joe Thornton in the near future with instructions for implementation and use.
- Borrower Registration cards  
Although the majority in the Directors Association seemed to feel at the last meeting that the cards were no longer necessary, the Circulation Advisory Council unanimously voted to continue with the cards. Discussion. Consensus by the DA to continue with the cards until it is better understood how to collect and maintain patron information. Several Directors mentioned that they needed some method of collecting and double-checking patron information as well as making sure that patrons were not issued cards from several libraries. In addition, there would

need to be some method by which patrons that were registered at one library could be successfully transferred to their home library - this is currently done by forwarding the registration cards. S. Jarzombek reported that there is a pilot program underway at the Pine Hills Branch for paperless registration and it is very successful.

- UHLS Mobile “Pop-Up” Library

T. Wiles reported that one of the options would be for UHLS to purchase a van that could then be used by any of the libraries as a Pop-up at special events. Another option would be for those libraries who are interested in this to cooperate on a joint purchase.

T. Burke noted that if UHLS did purchase a van (and there would still have to be a lot of investigation done into costs, insurance, etc.) it would be multi-purpose and when not being used by a library, would be available for use by UHLS staff when visiting member libraries or attending professional meetings, etc. In order for UHLS to consider purchasing a van, there would have to be unanimous consent among the member libraries. The UHLAN fee would be re-imagined to include the cost of the van and the related costs of operation.

T. Wiles noted that the GUIL Pop-up library is becoming quite popular. Even if the number of new patrons and/or items circulated is not huge, there is still value in the publicity and visibility.

T. Wiles asked if T. Burke can find out if any other Systems do anything like this? He will work on creating a group to investigate this further.

#### IV. NEW BUSINESS

- G. Sacco asked if anyone wanted to join her in a “Journal Club” studying the topic of privacy in the library. If no one wants to participate, she will continue to work on it on behalf of VOOR. G. Kirkpatrick noted that ALA just released new information about privacy. K. Graff noted that there will be a workshop at the NYLA conference on that topic.
- M. Tacke asked if a discussion of the impact of the new Minimum Wage changes could be a topic under New Business at the next DA meeting.

#### V. OPEN FORUM

- M. Tacke asked if anyone had old costumes, wigs, make-up etc. for the CAST Halloween Swap. They could bring it to the next DA meeting if had anything to donate.
- G. Kirkpatrick reported that BETH has recently started circulating mobile hotspots for their patrons. The hotspots can be signed out for two weeks. There are 10 circulating: 5 are retained specifically for BETH patrons and the other 5 are available for checkout to anyone coming to BETH. This has been very popular.

MOTION:

M. Tacke moved to adjourn. N. Matulis seconded.  
Unanimous. Meeting adjourned at 11:35 AM

Heidi A. Fuge 8/26/16

**NEXT MEETING: No September meeting. Next meeting will be October 7<sup>th</sup>. There will not be a meeting in November, instead it will roll over into December.**