



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

December 2, 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 - 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 - Michelle Fernandez
✓	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 October 7, 2016 meeting. J. Burke seconded. Ayes - 18
Abstention - 1 (S. Jarzombek) Motion passed.

II. REPORTS

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

- **UHLS Budget:** the 2017 Budget has been approved by the UHLS Board of Trustees.
- **Central Library Budget:** the 2017 Budget has been approved and Deanna DiCarlo is the point person for the implementation of the various products. Implementation of the Boopsie app is more complicated and will likely go live in February or March. S. Jarzombek noted that APL has signed a contract with Boopsie and so their service will continue through 2017.
- **Leadership Training Workshop:** at this point, there are at least 3 teams (Library Director and Board President) signed up to participate.
- **Construction Grant:** in response to questions, T. Burke noted that any funds not used by UHLS will still go toward construction projects in other libraries throughout the State.
- **Alliance for Response (Disaster Preparedness):** ten libraries and UHLS participated in the workshops. T. Burke has asked AFR about doing a workshop for UHLS member libraries in 2017. He is also planning an Active Shooter/Intruder Workshop presented by law enforcement officers, in the Spring. G. Sacco noted that it is very useful to establish a relationship with the First Responders. If the library director and/or staff members are not known to the First Responders, chances are that they (director/staff) will not be allowed to enter the building during an emergency. If known to the First Responders, can work more effectively with them.
- **Long Range Planning:** the UHLS Core a program on Long Range Planning will be presented at UHLS early in 2017.
- **Board Retreat:** UHLS hosted the Castleton Library for a 3 hour Board Retreat on November 12th. It was very successful. If other library boards are interested, they should contact T. Burke.
- **NYLA Organizational Membership:** If all of the UHLS member libraries joined NYLA, they would all get an overall 15% discount on their membership fees. T. Burke distributed a chart showing the possible dues rates and included the number of memberships that each library would gain. UHLS would pay for all of the member libraries to join and would then invoice each library with their total. Consensus to participate. T. Burke will also send out an email polling the libraries so all would have a chance to share their opinion.

UHLS Board and Finance Committee - J. Wines

- There are three new faces on the UHLS Board: Evelyn Greenstein (TROY), Yvette Terplak (small Albany County libraries) and Fred Wobrock (medium Rensselaer County libraries).
- The board passed a Resolution honoring Mary Muller for her service on the UHLS Board and giving her Trustee Emerita status.

UHLS Administration Committee - no meeting, no report

UHLS Services Committee - S. Jarzombek

- The Construction Grant applications were revised in order to take advantage of as much of the grant funds as possible. The UHLS Board and Committee member supported the revisions.

Automation Advisory Committee - T. Wiles

- The Committee needs one more person (non-Director) for an at-large member. It should be someone from a library that is not already represented on the Committee. S. Jarzombek noted that he might have a staff member who could serve.
- The customization ideas for Encore were sent out by J. Thornton for review by the Committee
- The Committee has discussed the idea of adding book reviews to the online catalog via Café Press. There would be an additional cost for this service.
- The Committee is looking at the possibility of check out receipts that would automatically show the amount that a patron saved by borrowing a library book rather than buying it.
- Committee members have been discussing patron self-registration. It was noted that APL no longer uses the paper Borrower Registration cards.

Central Library Advisory Committee - no meeting, no reporteContent Advisory Committee - J. Wines

- She noted that BETH stepped in and added more fiction content to their latest econtent purchase.
- The Committee members are looking for people who want to be on a list to assist with collection development recommendations for libraries purchasing fiction econtent in 2017. G. Sacco suggested that UHLS should be putting some funds toward the \$80,000 gap in the purchase of fiction econtent.
- The Committee is discussing the logistics of what to spend and when regarding fiction econtent. Who can oversee the process, check on the holds, check on the metered content and make recommendations for purchases. This generated a discussion regarding the way in which collection development might need to be reconsidered for econtent. S. Jarzombek noted that APL might be willing to consider assigning a staff member who would monitor the hold carts and the carts that OverDrive automatically populates in order to guide the purchases. There was further discussion regarding the increase in the hold time for popular econtent. T. Wiles noted that it appears that the libraries should be purchasing more econtent and less print.
- J. Wines noted that the eContent Advisory Committee has suggested flat funding for 2017 but it might be that the recommended amount should be considered as the minimum amount that a library should spend.

Report and Statistics Ad Hoc Committee - no meeting

- S. Jarzombek reported that it will probably meet in January.

III. OLD BUSINESS

- Pop-Up Library - no meeting, no report
- Online patron registration: T. Burke noted that it is ready to go. There has still not been a definite decision regarding the use/or not of the paper registration cards but that should not delay the implementation of the online system. It was noted that the online registration program does not offer patrons a choice of libraries - they are entered as a UHLS adult patron. The change in home library will be made when the patron goes to the library to have their temporary card made permanent. Discussion about the possibility of generating a monthly report that would show the number of people who took out temporary cards. Discussion about patrons who

might sign up for multiple accounts - most people seemed to feel that this would be a small minority and besides, they would probably show up in the monthly report. Discussion about the length of time for a temporary card.

MOTION: J. Chirgwin moved to turn on the online registration. S. Jarzombek seconded. Consensus that 14 days would be the temporary card time period.

Further discussion. J. Burke wondered about guidelines and recommended workflow. Should these be available prior to turning on the registration?

AMENDED: J. Dugas Hughes suggested an amendment to the motion: DA agrees that it should be turned on but the AAC should develop guidelines that will be sent out to the libraries prior to implementation. E. Neale seconded.

Further discussion regarding the decreasing circulation. It was suggested that standards in loan periods, etc. <gulp!> might help with circulation by making it less confusing among the libraries.

T. Burke suggested that the online patron registration should be turned on around January 1st. He and J. Thornton would draft the guidelines.

MOTION: E. Neale called the question. Ayes - 17; Nays - 1 (S. Jarzombek) Motion passed.

IV. NEW BUSINESS

- Coordinated Outreach Services Advisory Council vacancy - J. Burke volunteered, but T. Burke noted that M. Fernandez had previously volunteered to serve and J. Burke was happy to allow M. Fernandez to serve. Unanimous consensus that M. Fernandez should be appointed to the Council.
- AAC vacancy - S. Jarzombek noted that he had a staff member who could serve as an at-large member and he will contact T. Wiles with that name.
- Minimum Wage Change: M. Tacke was wondering how other libraries are handling this and how it affects their staff and professional salaries. T. Burke suggested that UHLS host an open forum in January to allow for an exchange of ideas. This will also be an opportunity to encourage Boards to work for increased local funding. Discussion about the need for a salary survey both for support positions and Director/Manager positions.
- L. Teachout noted that some of the UHLS bins are dangerous and have sharp edges. T. Burke noted that any bins that a library feels are unsafe should just be discarded. UHLS will consider if it is necessary to purchase more bins at this time.

V. OPEN FORUM

- G. Sacco noted that a swastika had been painted on a building in Saratoga Springs. It has since been removed. She suggested that libraries should consider partnering with community organizations to encourage cultural diversity. VOOR has developed a logo and a poster to encourage communication and understanding about differences among people. She encouraged the libraries to hold more programs on this theme. She will check with her graphic artist about sharing the logo with the other member libraries. M. Graff pointed out that a series of programs dealing with this topic have already been held by D. DiCarlo. Discussion about library policies and current and future activities and requests for library space. "Safe and inclusive" was a phrase used to describe the libraries' philosophy. Libraries need to be prepared with a code of conduct for staff and for use of meeting rooms. Libraries need to be responsive, not reactive.

MOTION:

E. Neale moved to adjourn. M. Tacke seconded.
Unanimous. Meeting adjourned at 11:45 AM.

Heidi A. Fuge
12/5/16