



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
February 3, 2017

✓	APLM - Scott Jarzombek
	ALTM - Joseph Burke
	BRLN - Sharon Vogel
✓	BERN - Judy Petrosillo
✓	BETH - Geoffrey Kirkpatrick
	BRUN - Natalie Hurteau
✓	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

9:07 AM - Meeting called to order by S. Hoadley, President. She welcomed two visitors: Tracy Pause (VOOR) and Amy McLaughlin (APLM).

I. MINUTES

MOTION: J. Petrosillo moved to accept the Minutes of the January 6, 2017 meeting. J. Chirgwin seconded. Unanimous.

II. REPORTS

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

<copy filed with the original Minutes>

- **ADVOCACY:** He pointed out the "Advocacy" theme in his report. He noted that Kathy Marchione and George Amedore are the important library-support voice in the Senate. Pat Fahey and John McDonald are the major supporters in the Assembly. Stories and photographs are an important part of an advocacy initiative. Libraries should remember to have a photo release form, or at least an oral understanding with the people being photographed, about how those photos will be used
- **ACTIVE SHOOTER/INTRUDER SAFETY PROGRAM:** being planned for UHLS staff and tenants in the building. Officials in both Albany and Rensselaer Counties have indicated a willingness to go to the libraries and present the program. T. Burke asked if there was a good time to schedule such a program at UHLS for the member libraries. J. Petrosillo noted that he "should just pick a time" because nothing will be convenient for everyone.

UHLS Board and Finance Committee - report by J. Wines

- the Board voted to have the annual financial review done on a cash basis rather than accrual so that it would match the other financial reports that they receive.

UHLS Administration Committee - no meeting

UHLS Services Committee - no meeting

Central Library Advisory Committee - no meeting

Reports and Statistics Ad Hoc Committee - no meeting

Automation Advisory Committee - report by T. Wiles

The Committee was considering 4 major issues/activities:

1. The integration of reviews into Encore
2. Monitoring the implementation of Boopsie (primarily the work of the UHLS Adult Services and Automation Departments)
3. Looking at, and collecting, ideas for customization of Sierra
4. Online patron registration - which is now available

Committee members also discussed whether it would be possible, continuing with the *Real People, Real Dollars* theme, to have the amount that a patron saved by borrowing items rather than buying them, show the real cost on the checkout receipt, not an estimated average cost. K. Graff asked if there was another method, other than via a receipt printer, to have this information printed. Her library does not have a receipt printer and therefore her patrons do not get this message.

eContent Advisory Committee - J. Wines

- She presented the monthly spreadsheet with OverDrive statistics showing usage and purchases to date. She summarized the idea behind the eContent Re-order Fund and noted that using money from that fund, APL has agreed to be responsible for ordering the metered materials and UHLS will be responsible for ordering the high-value holds.

MOTION: J. Wines moved that the UHLS member libraries approve and support the eContent Re-order fund and to collect as close to \$80,000 as possible to close the gap in the funding. The libraries will contribute to this fund based on the spreadsheet developed by the Committee and shared with the member libraries previously. T. Wiles seconded.
 AYES: 19, NAYS: 0, ABSTENTIONS: 1 Motion passed.

Discussion. J. Wines noted that it is important that a majority of the DA support this proposal on behalf of providing patrons with materials and resources that they want. No one can force libraries to participate in this fund but the Committee is asking all libraries to make a good faith effort toward providing these funds. She noted that it would be great if there was 100% cooperation among the libraries - even if they were not able to afford the full suggested amount. P. Hicok noted that it can be useful to be able to tell a Board of Trustees that "the Directors voted to do this." E. Neale was concerned about not having any control over the materials selected for the metered and hold collections and also about the sum of money projected for COLN. She noted that COLN will do whatever they can afford. S. Jarzombek noted that this is probably the best solution as it now stands.

- The Revised Selection Guidelines for eContent materials has been sent to the libraries.
- There is a new link to Flipster that makes it much easier to access the materials: magazines.uhls.org
- There was a slight glitch in producing OverDrive circ stats because OverDrive was basing the figures on the library card barcode. This produced skewed stats due to the issuing of UHLAN cards. That was corrected and OverDrive produced the stats based on the Borrower location.
- Gale Virtual Reference Library: at this time, usage figures are very low. Libraries need to publicize this resource. If usage continues to stay low, the Committee will review continuance at year-end.
- J. Wines thanked J. Chirgwin for all of her work in producing the detailed and accurate Minutes for the Committee. T. Burke thanked J. Wines for all of her time, dedication and energy as Chair of this Committee.

III. OLD BUSINESS

- T. Wiles reported that the group discussing the mobile library concept (aka bookmobile, sort of) would be meeting after the DA meeting.

IV. NEW BUSINESS

- S. Jazombek reported that APL is partnering with CDTA to offer all of the Branches as sites for purchasing Navigator Pass tickets. He noted that if any of the other libraries were interested in this, they should contact him and he would put them in touch with the correct people at CDTA.

V. OPEN FORUM

- J. Chirgwin: she thanked T. Burke for attending a recent RENS Board meeting and advising the Board on developing a Long Range Plan.
- J. Petrosillo: she had some questions regarding the duties of Treasurers/Financial Officers. G. Kirkpatrick noted that the library should have one Board member working with the financial software (Quick Books) and a different person signing the checks. There should be a separation between the person keeping the financial records and the one writing the checks. S. Jarzombek suggested that a Board member should open and reconcile the Bank Statements, another Board member should write (or at least sign) any checks and the Library Director should initial the bank statements in order to show that she has seen them.

Further discussion about audits vs. financial reviews. The Non-Profit Revitalization Act addresses some of this but not all of the sections of the Act are “live” yet.

- L Teachout: she asked if she should speak about every single expense when giving a review to the Board. G. Kirkpatrick noted that is the responsibility of the Treasurer (who should have been briefed by the Library Director prior to the Board meeting).
- K. Graff: she is finding that items are not being removed from a patron’s account when they are being checked in. T. Burke suggested that she should send an email to support@uhls.lib.ny.us with as much detail as possible.
- M. Graff: patrons are getting calls that items are available for them when the items are still in transit.
- N. Matulis: he has done a soft launch of the new 4-week music program at SCHG. He is offering free lessons for younger children and is looking for guitars and keyboards for use in the program. They will become part of the Library’s collection.
- L. Teachout: STEP is considering adding loaner tables to their collection and asked if anyone did that and were the tables barcoded. T. Wiles said that GUIL does this and the loan period for the tables is two weeks.

MOTION: J. Wines moved to adjourn. T. Wiles seconded. Meeting adjourned at 10:47 AM.