



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
March 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 - 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

9:07 AM - Meeting called to order by S. Hoadley, President.

I. MINUTES

MOTION: G. Kirkpatrick moved to accept the Minutes of the February 3, 2017 meeting. M. Morris seconded. Unanimous.

II. REPORTS

Executive Director's Report - T. Burke explained that due to the preparations for Advocacy Day he had not written a report. He reported on the following:

- **ADVOCACY DAY:** It was pretty successful. 40-45 people attended on behalf of UHLS. Approximately 60% of the legislators were visited by all State-wide attendees. He passed out the handout, created by Diane Riganti and Mary Fellows, that was left behind in the legislative offices. He also handed out a Construction Grant summary spreadsheet showing the use and amount of State Construction grant funds received by UHLS member libraries from 2012 - 2015 and the Real People, Real Dollars examples submitted by our libraries which were also in each legislative packet.

Senators Marchione and Lopez noted that one of their primary concerns was opiate addiction/use and T. Burke will follow-up with them to see how the local libraries can assist them.

- **CONTINUING EDUCATION:** on Friday, April 7th, Valarie Gross will present a workshop on "Libraries = Education: A New Way of Thinking." This will take the place of the April DA meeting. Registration deadline is March 31st. More information will be sent out shortly.
- **SATISFACTION SURVEY:** The annual Survey for the 2016 year of the Plan of Service will be open soon.
- **STATE ANNUAL REPORTS:** The Reports were submitted by the March 1st deadline. H. Fuge was instrumental in helping the libraries to finish and submit their reports. The deadline for the written narrative reports is March 31st.
- **CORE TRUSTEE TRAINING:** April 5th is the date of the next Training at UHLS.

UHLS Board and Finance Committee - report by J. Wines

- The 2016 Reconciled Budget was approved by the Board.
- The Board approved a motion allowing UHLS staff to plan the Annual Meeting any time in June rather than keeping it to the second Wednesday of the month. The 2017 meeting will be Wednesday, June 14th at the Albany Country Club. The 2018 meeting will be on Thursday, June 14th at the Hilton Garden Inn in Troy.

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 is still working on obtaining the following:

1. The integration of reviews into Encore
2. Monitoring the implementation of Boopsie (primarily the work of the UHLS Adult Services and Automation Departments) - this is moving slower than expected on the part of Boopsie. We are now looking toward May as a rollout. All of the necessary information has been submitted. There will be an \$11,000 implementation fee and then a \$19,000 annual subscription fee. These fees will be covered by Central Library grant funds but the subscription payment will be negotiated relative to the actual go live date.
3. Looking at, and collecting, ideas for customization of Sierra.

eContent Advisory Committee - J. Wines

- The Committee would like to develop a stronger Spanish language collection and is looking for a spanish-speaking staff person from a member library to assist in this.
- After consultation with OverDrive it appears that there can be more accurate coding for the circulation figures relative to the UHLAN cards. Expired UHLAN accounts should be purged.
- The Committee would like to change the language in OverDrive that asks for patrons' recommendations for purchasing new content. The current language seems to indicate that any "recommendations" will be purchased. The new language will make it clear that these are only suggestions and there are no guarantees that the items will be purchased.
- The eContent Reorder funds (ERO) paid into by the member libraries have so far exceeded expectations.
- G. Sacco asked if there were any suggestions for increasing budgets for eContent purchases. J. Wines noted that the Committee has not discussed next year yet, but it would be reasonable to plan for a 5% increase. G. Sacco noted that she would like to see a business plan and structure for the eContent Reorder fund. She noted that, in her opinion, UHLS was acting the part of a vendor and clarification was needed. T. Burke noted that he sent an email on January 19th that outlined the purpose of the ERO fund and the way in which it would be used. J. Wines also noted that libraries were not required to pay the full suggested amount, but that the fund would need as much as possible. She pointed out again that the ERO fund will be used solely to purchase econtent that was metered or for which there were extensive holds (indicating a demand by patrons). G. Kirkpatrick noted that this is all basically "mechanical" re-ordering - it is simply replacement for the metered content and holds. There is no collection development strategy needed for this. G. Sacco noted that she would like a memorandum outlining the use of the ERO fund to be included with the invoice in order to satisfy her library's auditors. T. Burke noted that the January 19th email should serve that purpose.
- G. Sacco extended kudos to A. Pitlyk and D. DiCarlo for curating the OverDrive page with recommended seasonal and other rotating content.

III. OLD BUSINESS

- T. Wiles reported that the group discussing the mobile library concept (aka bookmobile, sort of) met. He will be sending out Minutes to the Directors.

IV. OPEN FORUM

- T. Wiles: there was a situation at GUIL with a Young Adult on the Autism spectrum. The staff realized that they needed further training in how to effectively deal with a patron like this. The Parsons Child and Family Center provided that training and it was excellent. The Library will be following up with Mental Health First Aid training. T. Burke noted that UHLS has already hosted two Mental Health First Aid Training sessions - one for Adult Services and the other for Youth Services. If there is still a need, UHLS can do this again.

G. Kirkpatrick noted that there is an excellent training DVD and materials in the BETH collection specifically dealing with people with autism. He will email the link to the Directors.

- T. Wiles: GUIL is looking for recommendations for a payroll provider. Several companies were suggested: ADP, PayChex, Merit.
- G. Sacco: VOOR has a vacancy for a temporary part-time library clerk.
- J. Dugas Hughes: EGRN has changed their fine structure to allow DVD fines to be reduced. Most fines are now \$.25 (except for specialty items; e.g. museum passes, video games, and stories to go kits). The library is now accepting credit card with a \$5 minimum charge.

Discussion regarding the “no-fine” trend in libraries. HOOF and POES both reported that they do not charge any fines. They have a “guilty” jar where they can accept donations and this has worked very successfully.

- G. Sacco: “Equity, Diversity, Tolerance, Justice” is the theme for VOOR for 2017. Aligned with this theme will be several community events. Based on their experiences so far, she recommends having security, such as the Sheriff’s Dept., available at events that might provoke controversy.
- G. Kirkpatrick: the Albany Pride Center put on a workshop at BETH. This resulted in increases in the automatic checkout of LGBTQ materials. J. Dugas Hughes noted that EGRN sponsors a monthly family program with the Pride Center.
- L Teachout: the Campus Police from Ualbany did program on safety at NASS and STEP. The libraries are also considering hosting Hunter Safety Programs.
- R. Tatro: asked about anyone’s experiences with a Pill Take Back Day with the Rensselaer County Sheriff’s Dept.. What kinds of drugs can be collected? It was suggested that she contact the Sheriff’s Dept with questions about illegal drugs (marijuana, heroin, etc.)
- M. Tacke: the Rensselaer County Sheriff’s Dept. did an active shooter workshop for staff and volunteers at CAST. It was very well received and successful.
- M. Tacke: asked about the Minimum Wage legislation and its effect on hiring Pages and Library Clerks. It was noted that the Connecticut Library Association has a very useful salary spreadsheet. It was also noted that if Pages and Clerks needed to be paid similar wages, it made more fiscal sense to hire Clerks.

- L. Teachout: looking for information about training volunteers. G. Kirkpatrick will send out the Training Manual that BETH uses. He noted that, in explaining it to a Board, it should be noted that volunteers are not “easy” free help. There is a great deal of time and supervision involved.

MOTION: M. Tacke moved to adjourn. N. Hurteau seconded. Unanimous.
Meeting adjourned at 11:00 AM.

Heidi A. Fuge
3/9/2017