



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
May 5, 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 - Melissa Lockett
	POES - Margie Morris
✓	RCSC - Judith Wines
✓	RENS - Jane Chirgwin
✓	RVLL - Kim Graff
✓	SNLK - Melinda Fowler
✓	SCHG - Nick Matulis
	STEP - Kim Roppolo
	TROY - Paul Hicok
	VAFL - Kelly Akin
✓	VOOR - Tracey Pause
✓	WTVT - Michelle Fernandez
✓	WSTR - Sue Hoadley
✓	UHLS - Tim Burke

9:05 AM - Meeting called to order by S. Hoadley, President. She welcomed Melissa Lockett, the new Director at PTRB and Tracey Pause, the Acting Director at VOOR.

I. MINUTES

MOTION: C. Gaillard moved to accept the Minutes of the March 3, 2017 meeting. L. Teachout seconded. Unanimous. (NOTE: no formal April DA meeting. Instead there was a seminar "Libraries = Education")

II. REPORTS

Executive Director's Report - T. Burke reported on the following:(copy of report filed with original Minutes)

- **CONSTRUCTION GRANT 101:** this program will be held at UHLS on May 25th. Library staff who might be involved with working on a construction grant, and trustees are welcome. Two times are offered.
- **BOOPSIE:** some time in May will go live. It will be a soft opening to allow UHLS and member library staff time to become familiar with it. UHLS will prepare some marketing material that the libraries can customize and use and will put out a press release as well.
- **AWARD NOMINATIONS:** there has been a good response with the submission of the nominations for the Annual Awards. The Administration and Services Committee will have a lot of work to do and that is a good thing!
- **UHLS DELIVERY:** the new point of contact for the delivery service is Heidi Fuge.
- **DAP PROGRAM AT CDLC:** T. Burke noted that CDLC is still waiting to hear back from some of the libraries regarding DAP participation. G. Kirkpatrick noted that BETH charges for patrons outside their service area/school district and wondered how that would affect DAP participation. J. Chirgwin noted that she was concerned about the requirement that libraries must pay for lost items- it is difficult to get patrons to pay. J. Petrosillo noted that BERN will be limiting the DAP card to regular patrons.

UHLS Board and Finance - J. Wines reported that there wasn't anything major in either the April Board meeting or the Finance Committee meeting.

Administration and Services Committees- no meetings

Automation Advisory Committee - T. Burke reported that the Committee has been meeting regularly and was involved in recommending some of the online customizations that have since been done for Encore. The Book Review links in Encore are still in process but will happen soon.

Central Library Advisory Committee - no meeting

Reports and Statistics Ad Hoc Committee - no meeting

eContent Advisory Committee - J. Wine reported on the following:

- There is 100% participation in the eContent Reorder Fund (ERO).
- There were 244 items that expired and were not reordered but still had holds on them. There has been a change, and the expired items are now removed from the database so that people CANNOT put holds on them and therefore will not be frustrated when they don't get the item.
- Libraries can add items to the Shopping Cart in OverDrive for purchase with Central Library funds. These items will be considered for purchase by the Collection Development librarian at APL using the Guidelines developed by the Committee. There is no guarantee that they will be purchased.
- OverDrive has a new modified Advantage Program. The Committee will monitor it and see if there is any reason to suggest its use by the member libraries.
- The Committee will be considering vendors other than OverDrive to be fully informed if we ever decide to explore other options for econtent.

III. NEW BUSINESS

Proposed Minimum Standards

Discussion regarding the new proposed Minimum Standards. T. Burke handed out a sheet with the new wording. Extensive discussion. One of the concerns raised was regarding the financial cost to comply with the new Standards especially regarding the required hours of annual training for staff. It was noted that complying with the Standards could provide the Directors with the justification needed to approach the Board for improvements and to push staff members to become better educated.

There was also discussion about whether some of the Standards might be more appropriately addressed via the libraries' Plan of Service/Long Range Plan.

One of the questions raised several times was "whose responsibility is it to be in compliance with the new Standards." For example, a Library Director cannot force a Board member to attend training sessions so who is to be held accountable? Should a library's Plan of Service include a section regarding the minimum amount of required training so that new trustees are aware of what is required?

Nominating Committee

S. Hoadley appointed the 3-member Nominating Committee who will prepare a slate and submit it at the June DA meeting: E. Neale, N. Hurteau, J. Petrosillo.

IV. OPEN FORUM

- R. Tatro reported that the Drug Take Back Day at GRAF was very successful. People dropped off drugs in plastic bags and this made it anonymous and confidential. Further discussion regarding this program and its success at several other libraries.

MOTION: J. Wines moved to adjourn. J. Petrosillo seconded. Unanimous.
Meeting adjourned at 11:10 AM.