



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

June 2, 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 - Laurenne 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, Chair. She noted that this is the DA's Annual Meeting. She welcomed Kim Roppolo, the Interim Director at Stephentown.

I. MINUTES

MOTION: J. Petrosillo moved to accept the Minutes of the May 5, 2017 meeting. E. Neale seconded.

II. REPORTS

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

- **CONSTRUCTION GRANT:** The amount of money available for the Construction grants has increased. T. Burke encouraged everyone to think about construction projects. He would be happy to visit any library and talk to Boards about potential projects. He noted that the UHLS Board approved an amendment to the UHLS Construction Grant criteria that should allow for better use of all of the funds allocated to UHLS. September 1st is the deadline for submission of grants to UHLS. Libraries are encouraged to submit grants by that deadline, even if they are incomplete. T. Burke noted that there are some types of State Aid that cannot be used as matching funds for the Construction Grant. If a library is thinking about other NYS funds as a match, please check with him.
- **BOOPSIE:** We are still waiting on the implementation team at Boopsie and getting more frustrated. The plans for the launching are still the same as described previously.
- **CORE TRUSTEE TRAINING:** The July date for training is Wednesday, July 12th. Please note that this is a date change.

UHLS Board and Finance - J. Wines reported that there wasn't anything major in either the May Board meeting or the Finance Committee meeting - except to note that UHLS now pays for someone to mow the lawn and clean up around the outside of the building so H. Fuge and T. Burke no longer have to do it.

Administration Committee - M. Graff reported that the Committee reviewed the nominations for Trustee of the Year, Volunteer of the Year and Library Advocate of the Year and made their selections. The Advocate Award will be presented to former Senator Hugh Farley.

Services Committee - T. Burke reported in the absence of S. Jarzombek - the Committee reviewed the nominations for the Adult and Youth Program of the Year Award and made their selections.

Automation Advisory Committee - T. Wiles reported that the Committee has been meeting regularly and was involved in recommending the customizations that have since been done for Encore. We are still waiting on Ill for the Book Review links in Encore. The Committee Minutes are available on the UHLS website.

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% **PAYING** participation in the eContent Reorder Fund (ERO).

III. NEW BUSINESS

- S. Hoadley thanked everyone for their support during her 5 year term as Chair of the DA.
- J. Petrosillo thanked S. Hoadley for all of her hard work.... <resounding applause>
- E. Neale, Chair of the Nominating Committee, presented the following slate of DA officers for 2-year terms ending June 30, 2019.

Chair: Melissa Tacke

Vice-Chair: Tim Wiles

Secretary: Natalie Hurteau

J. Petrosillo seconded. Unanimous. Slate accepted as presented.

- S. Hoadley presented the following slate for the re-election of DA representatives for 2-year terms ending June 30, 2019:
CLAC: Laurene Teachout (small Rensselaer County library)
e-CAC: Geoffrey Kirkpatrick (large library)
AAC: Jill Dugas Hughes (Director 1)
Slate accepted by acclamation.

- S. Hoadley presented the following slate for new DA representatives for 2-year terms ending June 30, 2019 (except the rep to the UHLS Board and Finance Committee):
UHLS Board and Finance Committee: Jill Dugas Hughes (5-year term ending June 30, 2022)
UHLS Services Committee: Natalie Hurteau
AAC: Natalie Hurteau (Director 2)
e-CAC: Sue Hoadley (small library 2)
Slate accepted by acclamation.

IV. OPEN FORUM

- J. Petrosillo related the unbelievable and complicated *Saga of The Lost Library Keys*. One of the courier drivers lost his keys to the hilltown libraries. The libraries scrambled to produce duplicate keys, although the massive skeleton key used for the WSTR front door could not be duplicated. Amazingly enough, the intact key ring was found along the road and turned in at the Berne Town Hall. Through a series of telephone calls and text messages, and a judicious use of personal contact, the keys were eventually returned to the driver.
- E. Neale reported that COLN will be moving to a 14-day loan period for new books and a 28-day loan period for other books. This brings the library in line with most of the other UHLS libraries.
- T. Wiles reported that GUIL is considering changing their meeting room policy to allow use by for-profit organizations, for a fee.
- E. Neale reported that COLN is considering establishing a MyCard specifically for transient library users (i.e. for businesses or travelers). Many of the details still need to be worked out.
- N. Hurteau reported that BRUN is now allowing kids, ages 0-12 years, to check out a maximum of 30 items on a BRUN Jr card. The cards are fine free and can be used at all UHLS libraries. They just can't take out museum passes or any adult or YA material.
- K. Graff reported that BERN, RVLL and WSTR now have a card for kids similar to that offered by RCSC which allows use of databases, econtent, books, CDs and DVDs at those three libraries, with no fines.

- L. Teachout reported that NASS had been experiencing a harassing caller and staff members were unsure how to handle the situation and were feeling uneasy. The Police Department had been contacted and suggested call blocking on the Library's phone. L. Teachout felt that this was a poor public relations move but it was eventually approved by the NASS Board. The Board wants training for the library staff on how to handle difficult situations and people.
- R. Tatro noted that GRAF had received some good advice from an attorney in Troy.
- J. Burke reported that ALTM is holding the next in a very successful Friday songwriter concert series. Tor Loney will be the next performer. The series averages about 30 attendees.
- N. Matulis reported that SCHG was conducting a Music Launch! Program and that there was a brilliant 8-year old student who was writing her own original music.
- G. Kirkpatrick reported that BETH was Going Green Globally - working with SUNY Albany students who developed ways in which the library could "Go Green" as well as save money. This included using LED bulbs in the lights, replacing all of the printers with a single printer/photocopier. All that was required to take part in the project was a \$1,000 donation to the UAlbany Foundation - an amount that will be easily recovered with savings. Also working with DEC on a grant called "Charge NY" to install electric car charging stations at the library.
- M. Tacke reported that CAST is working with DEC on offering fishing poles for checkout at the Library. DEC will do a program on fishing if requested. K. Graff noted that it is also possible to partner with a local Rod & Gun Club.
- T. Wiles reported that GUIL has had success selling Hunting and Fishing licenses at the library. It is not a huge amount - probably 6 or 8 per month - but it is easy and the Circ. Staff are all familiar with the process. A small fee from each license sold is given to the Library. The Library is now on its 3rd batch of the Thruway EZ Passes that it also sells. The Library gets \$4 for every Pass sold.
- T. Burke noted that it is time to re-think circulation policies and procedures in the member libraries with an eye toward further standardization. E. Neale suggested that getting a spreadsheet showing the policies of all of the libraries at this time would help in moving toward more standardization. The Cataloging group is currently looking at I-types and the number of items in each category and assessing the minimum number needed.

MOTION: E. Neale moved to adjourn. M. Tacke seconded.
Unanimous .Meeting adjourned at 10:37 AM.

The July 7th meeting will include a presentation by The Legal Project.

Heidi A. Fuge
6/7/2017



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Report for the 6/2/17 Director's Association Meeting

2017 Construction Grant Information –

- The latest word from DLD is that the 2017 Construction Grant application portal will be opened “early in June”. There are no major changes for this year from NYS...except that we'll have more money to award! With the increase in the grant funding as the result of our successful advocacy efforts, the UHLS total should be approximately \$720,000 up from \$603,000 last year. Please consider submitting an application to get some of this money working for your library and your community.
- In order to ensure that all of the grant funds allotted to UHLS are used by our member libraries going forward, I proposed an amendment to the UHLS 75% award criteria document, which the UHLS Board approved at their May 10th meeting. The additional language added is as follows:

“If all applying libraries are fully funded at their maximum allowable award (50% and 75%) and there are still grant funds unclaimed, the UHLS Board of Trustees reserves the right to re-evaluate the determination of an economically disadvantaged community in order to ensure that all UHLS member libraries are given maximum access to the allotted funds.”

With this “safety valve” clause in place, the UHLS Board now has maximum flexibility to keep as much of the grant funds within UHLS as possible, without disadvantaging any other member library. I really appreciate the Board's willingness to explore this issue and adopt a creative, practical solution to address it.

- We had a total of 18 directors and trustees attend the UHLS Construction Grant 101 sessions last week. If your library was not able to send someone to the program or if you have specific questions about potential projects please let me know and I'll be happy to come out to your library and sit down with you and/or your trustees to discuss your specific needs and answer your questions about the process.
- For the 2017 grant cycle, the UHLS deadline for submission of member library applications to UHLS (via the DLD online portal) will be Friday, September 1, 2017. We do not have a definite deadline for UHLS to submit applications and an award recommendation to DLD, but based on past practice it will likely be the first week of October. Please plan your grant applications accordingly.

2016 Construction Grant Awards – At the end of last week, DLD officially notified all of the libraries who were recommended for 2016 construction grant awards that their award amounts have received final approval and have been submitted to the NYS Division of Budget for payment to the libraries. Remember that those libraries will get a check for 90% of the total award amount and will receive the final 10% upon completion of their project and the close out process with DLD. Please let me know if you need any assistance with the completion of your grant projects.

UHLS 2017 Amended Budget – As you know, in the 2017/18 NYS budget Library Aid was flat funded from the previous year, stuck at \$95.6 million. Based on several previous years of advocacy success, I chose to build the 2017 UHLS budget anticipating a 4% increase in NYS Library Aid....so we had to amend the current budget to

acknowledge this funding reality. At its May 10th meeting, the UHLS board approved an amended 2017 budget which reflects flat funding from NYS for 2017. The approved amended budget is available for your review [here](#) on the UHLS website. Please let me know if you have any questions.

Boopsie update – We are still waiting on word from Boopsie that our app is live. Our roll out plans are still in place and ready to go, with word from Boopsie triggering a “soft opening” for a few weeks of testing and familiarization in a live environment, followed by a formal announcement with a press release from UHLS and marketing materials for the member libraries in your hands in advance of the announcement to assist you in promoting this new service to your users.

UHLS Annual Celebration – The 2017 UHLS Annual Celebration is almost here! – **Wednesday, June 14 at the Albany Country Club in Voorheesville!** We still are waiting to hear from some of our libraries, but reservation numbers indicate that this will be another well attended event. The annual awards presentations will once again be a highlight of the evening, largely due to the strong pool of award nominations we received this year. In addition to our member library awards, UHLS will also be presenting the UHLS William Meredith Library Advocate Award to recently retired NYS Senator Hugh Farley...and I am especially pleased to report that “Citizen Farley” will be joining us to receive this well-deserved award. We may also have a few of our current NYS legislators in attendance too, which makes the awards presentation that much more powerful as a way to deliver our message that our libraries make a real difference in their communities every day. I look forward to seeing you all at the ~~dinner~~-celebration!

Reminder – Next CORE Trustee Training Session - I want to remind you all, but especially those of you with newly elected trustees, that on **Thursday, July 11 at 6:30pm**, UHLS will be offering the next session this year of the CORE Trustee Training program for new member Library Trustees and Library Directors. The program is also open to any member Library Trustees or Library Directors that would like a refresher on the CORE training material. To make reservations please contact Heidi Fuge at UHLS (437-9880 x221 or heidi@uhls.lib.ny.us). Please also remember that we’re happy to present the CORE program at individual libraries as a refresher for current trustees or to catch a lot of new trustees at your library in one session. Contact me to arrange a session at your library.