



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke
Vice-Chair: Tim Wiles
Secretary: Natalie Hurteau

Directors' Association

July 7, 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 (Margaret Garrett)
	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 M. Tacke, Chair. She noted that M. Garrett from GUIL was sitting in for T. Wiles.

I. MINUTES

MOTION: N. Matulis moved to accept the Minutes of the June 2, 2017 meeting. S. Hoadley seconded.

II. REPORTS

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

- **BOOPSIE:** now available. Deanna DiCarlo is the liaison with the company and should be notified about any problems, and also about any good comments/compliments. There is a problem at several libraries in that their scanners are not set up to scan library cards on phones for Boopsie. The scanners need to be updated. S. Jarzombek will email the Directors list with the type of scanner that is used at APL for Boopsie.
- **LEADERSHIP TRAINING:** the first training session was very successful. T. Burke will send out a poll to determine the optimum day and time for the next session. It is a full day commitment of time for both the library director and board president.
- **CONSTRUCTION GRANT:** the portal is now open. September 1st is the deadline for online submission to UHLS. October 4th is the deadline for DLD submission.
- **56th ANNUAL CELEBRATION:** was successful, he was pleased that Hugh Farley was able to attend. The Award winners were all very impressive. In 2018, the Celebration will be held at the Hilton Garden Inn in Troy.
- **BOARD REPRESENTATIVES:** UHLS is still looking for trustees from a small library in Rensselaer County and a medium library in Rensselaer County. Due to the UHLS By-Laws change, these do not necessarily have to be people currently serving on a library board, just people who live within the service areas and are interested in libraries.
- **PULISDO and MINIMUM STANDARDS REVIEW:** T. Burke handed out the Minutes from the recent PULISDO meeting where changes to the Minimum Standards were discussed and recommendations considered. These recommendations have been forwarded to DLD and they did not see any major problems. The next step after DLD approval would be to the Commissioner of Education and the Board of Regents. This is a long term project since the Regents only meet twice a year.
- **UHLAN FEE STRUCTURE:** The current UHLAN Agreement ends December 2017. T. Burke is working on new wording for the Agreement that will stress overall System services rather than just automation. He said that he would like the fee to stay basically the same. Much discussion. S. Jarzombek noted that in the current fee structure, libraries are being penalized for increased circulation. He is concerned that a sizeable increase in circulation could result in a sizable increase in UHLAN fees. T. Burke noted that there is an adjustment figure in the formula that will prevent an exorbitant increase for an individual library. J. Dugas Hughes asked if there was

a way to determine how many out-of-area patrons a library serves and if there could be consideration of this in the Agreement. L. Teachout noted that the Nassau Library appreciates the services that it receives from UHLS and realizes that some payment is necessary.

T. Burke noted that there is a net lender adjustment in the current formula and borrowing within the System is an area for consideration. He wants the Agreement to feel fair and to reward net lenders. It was suggested that perhaps the per capita purchase of materials might be considered as a measure and this could be an incentive for increasing local support.

The process for approval of the UHLAN Agreement is as follows: consensus by the DA; approval by the UHLS Board; approval by the member library Boards when they sign the Agreement.

UHLS Board and Finance - J. Wines noted that June was the Annual Celebration - no formal meetings.

Administration Committee and Services Committee - T. Burke noted that there will be a joint meeting in July to discuss the annual awards criteria and process.

Automation Advisory Committee - no meeting

Central Library Advisory Committee - no meeting

Reports and Statistics Ad Hoc Committee - no meeting

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

- The Committee considered the three options from OverDrive regarding the Advantage Plus Plan where libraries can designate titles to be local request:
 - use the Plan as it is proposed
 - use it to buy only supplementary materials that will be available to that library's patrons
 - don't use the Advantage Plan (this is the Committee's recommendation).

Consensus with this recommendation.
- The fluctuation in statistics in Flipster was due to the fact that it was originally using barcodes to track usage and many of the barcodes were linked to UHLS rather than to individual libraries. That has been changed and now the location codes are being used so there are more realistic figures.

III. THE LEGAL PROJECT PRESENTATION

Deanna DiCarlo introduced the staff members from The Legal Project. This is a non-profit group that focuses on people ("the working poor") who might not have the financial resources to consult with an attorney, but who do not qualify for Legal Aid or who have situations that are not eligible under Legal Aid. The organization is looking to partner with three libraries as pilot sites. The sites need to meet certain criteria: have a private space available; internet access; rural or semi-rural location.

IV. OPEN FORUM

- J. Dugas Hughes: there is a job opening at EGRN for Head of Adult Services. She is Also looking for a part-time librarian.

- K. Graff: a Community Arts Grant supported a concert in the gardens at RVLL and Sunday morning workshops.

A local resident who moved to Louisiana sponsored a raffle basket full of items from New Orleans. This will be used as part of a fund raiser for the library and the fire department during the “Midway to Mardi Gras” street festival in August.

- S. Jarzombek: Sarah Clark has been promoted to Head of Central Branches at APL.

“Bike the Branches” will be a fundraiser in September.

- K. Akin: There will be a libraries’ booth at the Rensselaer County Fair and she is looking for volunteers for a few open times.

- L. Teachout: She is looking for recommendations for a general contractor (N. Matulis mentioned one for her to contact) and also for a good staff evaluation form.

MEETINGS GOING FORWARD: Consensus to meet in August and skip September since that falls on Labor Day weekend.

MOTION: S. Jarzombek moved to adjourn. J. Wines seconded. Meeting adjourned at 11:08 AM

Heidi A. Fuge
7/10/17

Report for the 7/7/17 Director's Association Meeting

Boopsie update – I am soooooo pleased to be able to say that the UHLS Boopsie app is up and running! The implementation took longer than we'd have liked, but I think the final product really will make a difference for all of our libraries and their users. We are still staying on Boopsie to fix the portrait/landscape barcode issue and we do have a few other issues that have been reported, but please make sure you are letting Deanna know about any issues or questions you are encountering at your libraries. I want to once more thank all of you and your staff that participated in getting this service implemented and make special note of the great work by Deanna and Joe Thornton on this project.

Minimum standards update – On May 16 the public library system directors (PULISDO) met here at UHLS to discuss the proposed changes to the Minimum Standards for Public Libraries. Each system director had discussed and debated the standards question within their system and came to the 5/16 session fully informed from those local discussions. At the end of the day-long session PULISDO voted to endorse an approved set of revised standards, which were shared with the Division of Library Development on June 9. DLD is still considering the recommendations at this point. I will keep you informed as the process moves forward, but I did want to share with you the PULISDO standards recommendation as it was presented to DLD (attached). Thanks for your invaluable input on this process to date and stay tuned!

CORE Library Leadership Training – In January of this year UHLS offered the CORE Board Leadership session for the first time. CORE Library Leadership Training is specialized training for the Library Leadership Team - the Board President and the Library Director/Manager and we require both to attend for a library to participate. In this session, each Library Leadership Team will build their skills in: strengthening the three crucial relationships for library success; managing conflict (both inside and outside of the board); designing effective board structure; using productive meeting processes; building board sustainability. We had 6 libraries participate and feedback we received on the program was very positive...including a library director who said "Great program. More libraries should participate." and a Board President's comment of "A useful opportunity to build trust and improve communication between board president and library director. The time flew by." Mary and I are planning to offer this training again, perhaps late this fall. I will send something out this summer to get some sense of the interest level among the libraries, but I'd also like to get a "sense of the room" tomorrow at the DA meeting as well.

Via Aquarium – Thanks to the contact made by Natalie Hurteau (BRUN) I am pleased to inform you that the Via Aquarium in Rotterdam will now offer a \$2.00 discount on any paid admission to the aquarium by presenting a library card from any UHLS member library (and UHLAN cards too!). Posters announcing the discount program are being sent to UHLS for distribution to the library locations. We also discussed the possibility of the aquarium

selling museum passes to the libraries. I provided more information on the current museum passes being circulated at UHLS libraries, the various restrictions, etc. They are considering that information and I hope to hear more from them very soon. They also are gearing up an education department to bring programming “on the road” to local schools and libraries. Again, I will keep you informed as those plans develop. Thanks Natalie!

2017 Construction Grant Information – The online portal for the NYS Public Library Construction grant application for the 2017-20 grant period is now open for business! You get to the portal from the DLD main construction grant page with all the other useful construction grant information [here](#). The deadline for submission of your application to UHLS using the online portal set for Friday September 1 and the deadline for UHLS to submit all applications to DLD is Wednesday, October 4. I hope you’ve all started on your applications. I’ve already done a few visits to libraries to discuss potential projects and am happy to discuss your project ideas with you and your trustees, so please let me know how I can help.

UHLS Annual Celebration – Our 56th Annual Celebration at the Albany Country Club was another great success. Thanks to all of your staff, trustees, and friends who were able to attend the event. The feedback I received on the dinner that evening and last few weeks has been very positive. Congratulations to all of the award winners. Thanks again to Anne Pitlyk for her work on the member library slide show, which wouldn’t be possible without all the great photos from your websites, social media, annual report submissions, etc. We’ll definitely be doing this every year, so please keep those cameras rolling all year! And once again, I’d like to extend a special thanks to Heidi for her tireless efforts to bring off such a successful event each year. We really could not do this without her.

Reminder – Next CORE Trustee Training Session - I want to remind you all that on **Wednesday, July 12 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. 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.