



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

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

Directors' Association  
August 4, 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 welcomed two visitors: Catherine Stollar Peters (BETH) and Sue Dague (EGRN).

## I. MINUTES

**MOTION:** M. Morris moved to accept the Minutes of the July 7, 2017 meeting. L. Zapala seconded.

## II. REPORTS

Executive Director's Report - T. Burke noted that he did not have a written report for this meeting, but reported on the following:

- **COPY PAPER:** RPI donated many cases of colored copy paper to UHLS. It is available to whatever libraries want it.
- **CONSTRUCTION GRANT:** libraries seem to be working on their Construction Grant applications since he is getting a lot of questions. Deadline for submission to UHLS is September 1<sup>st</sup>. The application does not have to be complete by that date. The UHLS Services Committee meets on September 13<sup>th</sup> to review the applications and recommend award amounts. October 4<sup>th</sup> is the deadline for applications to DLD - and they must be complete by that time.
- **NEW STAFF:** H. Fuge is retiring on September 29<sup>th</sup>. There will be a "low-key" Open House at UHLS on Friday, September 22<sup>nd</sup> from 10:00-12:00. There will probably not be someone in her position when she leaves, but he will keep the libraries fully informed on the search process.
- **CORE TRUSTEE TRAINING:** he reminded the libraries that he is always willing to go out to train any Boards of Trustees. UHLS has training modules on *Basic Trustee Training*, *Long Range Planning*, *Sustainable Funding Options* (this module will be crafted for individual libraries) and *Legal Responsibilities of Trustees*.
- **August 23<sup>rd</sup>:** There will be a Sierra upgrade. It will be done overnight with an upgrade to Encore to follow on August 30<sup>th</sup>. There are no significant changes in this upgrade.
- **AUTOMATIC RENEWALS:** this is in the works at III. There will be an upgrade that will include this some time in 2018. It will require some policy decisions by all of the member libraries if it is a feature that we want to put in place.

UHLS Board and Finance - S. Dague, on behalf of Jill Dugas Hughes, handed out a written report. It is appended to these Minutes.

Administration Committee and Services Committee - M. Graff reported that there was a joint meeting of these two Committees to discuss the annual Awards criteria. There will be some changes in the criteria, for example: there will be a limit to the number of pages of supporting materials that may be submitted with a nomination. Sarah Goff (UHLS Trustee and member of the Services Committee) will be writing up some of the changes and re-working the award criteria to bring back to the Committees for consideration.

Automation Advisory Committee - no meeting

Central Library Advisory Committee - L. Zapala reported that there will be a meeting on August 22nd.

Reports and Statistics Ad Hoc Committee - no meeting

eContent Advisory Committee - The monthly report was distributed. It was noted that this year's Central Library funds for non-fiction econtent will be depleted by the end of September.

**III. OLD BUSINESS**

- J. Petrosillo asked about the status of the library van that has been discussed. T. Wiles noted that GUIL is in discussion with CDTA about a possible used vehicle for \$200 to \$300. T. Burke noted that if the van were to be placed under the auspices of UHLS, the insurance agent would require a list of drivers with their license numbers so that they could check driving records. He was not sure that UHLS was ready to participate.

**IV. OPEN FORUM**

- T. Burke: Kudos to Kelly Akin and Nick Matulis for arranging for the Rensselaer County libraries to have a table at the Schaghticoke Fair. He, Mary Fellows and Joe Thornton will be taking a turn at the table. There was a discussion about the value of the publicity/marketing for libraries at local Fairs.  
  
T. Wiles noted that at GUIL they have found that lawn games, other activities and give-aways are important in attracting attention.  
  
M. Fernandez noted that a mobile charging station being offered by a Library at a local festival was very popular.
- C. Gaillard: HOOF recently experienced problems with water and moisture in the library basement. They had dryers going 24 hours a day for 5 days to try and dry it out. The library has applied to NYLA for Disaster Relief funds.
- J. Chirgwin: She created a spreadsheet of library hours because she is traveling around visiting various libraries. She noted that the only library open on Sunday in the summer is Altamont. She is visiting all of these libraries to look for good ideas on improving library usage.
- J. Petrosillo: The patio at ALTM is very nice and popular with users. Memorial donations from the community and Bullet Aid Funds from Senator Amedore were used to help fund the installation.
- E. Neale: COLN has changed their loan rules so that they are now more in line with the other member libraries <applause>  
  
October 15<sup>th</sup> is the next *Making Strides* walk and COLN is looking for more involvement.
- T. Pause: She is still the Acting Director at VOOR. Gail Sacco is working part time until November.

**THERE WILL NOT BE A SEPTEMBER DA MEETING. THE NEXT MEETING WILL BE Friday, October 6<sup>th</sup>.**

**MOTION:** J. Petrosillo moved to adjourn. L. Zapala seconded. Meeting adjourned at 10:07 AM.