



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association
October 6, 2017

Chair: Melissa Tacke
Vice-Chair: Tim Wiles

Secretary: Natalie Hurteau

x	APLM - Scott Jarzombek		PTRB - Melissa Lockett
x	ALTM - Joseph Burke		POES - Margie Morris
	BRLN - Sharon Vogel	x	RCSC - Judith Wines
	BERN - Judy Petrosillo	x	RENS - Jane Chirgwin
x	BETH - Geoffrey Kirkpatrick	x	RVLL - Kim Graff
x	BRUN - Natalie Hurteau	x	SNLK - Melinda Fowler
x	CAST - Melissa Tacke		SCHG - Nick Matulis
x	COHS - Matt Graff	x	STEP - Kim Roppolo
	COLN - Evelyn Neale	x	TROY - Paul Hicok
x	EGRN - Jill Dugas Hughes		VAFL - Kelly Akin
	GRAF - Vacant	x	VOOR - Gail Sacco
x	GUIL - Tim Wiles		WTVT - Vacant
	HOOF - Carol Gaillard	x	WSTR - Sue Hoadley
x	MEND - Lenny Zapala	x	UHLS - Tim Burke
x	NASS - Laurenne Teachout		
	NGRN - Daryl McCarthy		

9:00 AM –Meeting was called to order by M. Tacke, Chair.

I. Minutes

Motion: Natalie Hurteau moved to accept the minutes of the 8/4/2017 meeting. M.Fowler seconded.

II. Reports

Executive Director's Report- T. Burke reported on the following:

- **UHLS Manager, Administration and Finance**—Jona Favreau will be starting Tuesday, October 10th. T.Burke discussed the learning curve of the annual report and mentioned he would be reaching out to experienced libraries to help out.
- **Bullet Aid** –2017 Bullet Aid payments were received by UHLS and sent out to the awarded libraries
- **NYLA Disaster Relief**—Cheney Library received \$1500 from the funds. T.Burke was able to join Jeremy Johannesen who presented the check to Cheney Library. T.Burke reminded directors to remember this relief money is out there and to take advantage should the opportunity present itself.
- **NYLA Conference**—Will take place in Saratoga this year, 11/8-11/11 (Rochester next year.) T.Burke encouraged library staff and trustees too attend too.
- **Core Trustee Training**—Dates were established and presented. T.Burke reminded DA that UHLS is happy to come out to a specific library and present the training in house.
- **Trustee Needed**—T.Burke mentioned that UHLS still needs a (small library) representative from the Rensselaer County district. He also noted that it didn't have to be a trustee, just a person familiar with libraries and living in the area.
 - S.Jarzombek asked if Directors were required to attend Core Trustee Training. T.Burke said it wasn't mandatory but encouraged as it helps build a relationship with the board, and it's always good to have a Director's point of view during the training.
- **Director Vacancies**—T.Burke reported the WTVT position has possibly been filled; more information from the board will be coming. C.Gaillard will be retiring from HOOOF at the end of the year. The board has started their search but C. Gaillard will be in the position until the end of the year.
 - T.Burke discussed the open Director position at GRAF. BRUN was approached by GRAF and asked if shared services, professional and administration, was a possibility. N. Hurteau will be the Director to both GRAF and BRUN, but ultimately be employed by BRUN. GRAF will receive professional and administrative services, BRUN gets to increase the level of interest for professional staff and provide a full time position

to their YS Librarian. Both boards are very open and excited to the development and get to be “pioneers.” G.Kirkpatrick asked if there has ever been a model like this in other systems; mentioned that it’s article worthy. T.Burke thanks both boards and N.Hurteau for being positive and open-minded about this new venture.

- **Construction Grants**—T.Burke announced that awards went out to the three awarded libraries. Although the committee in previous years seemed to have an affinity for giving as many libraries as possible some award money, it was not the case this year because it was an unprecedented year. T.Burke stressed that the Services Committee worked hard to pick winners, based on the guidelines, and how much money a library had received in the last 6 years. He noted that he understands the upset other libraries that weren’t awarded funds feel, but he stressed that the decision was not based on whim. There will be another Services Committee meeting on 10/11/17 to go over guidelines for next year.
 - G.Sacco asked about guidelines; where they were posted. And asked for a clarification on why VAFL received full funding and half of the grant money. T.Burke explained the Services Committee’s justification for the awarded grants and mentioned where the guidelines were posted and how they could be obtained. G.Sacco expressed that it appeared UHLS was sending a message to other libraries that they didn’t care about their projects
 - A lively discussion took place where multiple members of the DA expressed their upset with the overall process of the decision making and claimed there was major lack of communication, and offered suggestions or possible changes to the guidelines for the Services Committee to consider for next year.

UHLS Board and Finance – J. Dugas Hughes reported that the UHLS budget has gone before the board.

- There is a 7.5% increase in the NYS Contribution, 2.5% increase in salaries, 9% increase in health insurance.
 - G.Sacco asked where did the decided figure of the 2.5% increase in salaries come from. T.Burke explained that he reached out to other library systems and compared their numbers to mind a fair medium.

Administration Committee — no meeting

Services Committee — N.Hurteau reported that the committee met to discuss the construction grant awards. Nothing further to add.

Automation Advisory Committee- M.Folwer reported that the book reviews in Encore are now up; before they were not as noticeable. Auto-renewable items may be available in 2018. There are 2 new At Large members on the committee: Deanna DiCarlo from UHLS and Michelle Riley from VOOR. The committee has begun work on researching some possible standards; focusing first on loan periods.

- G.Kirkpatrick commented that he thinks it's "awesome" this conversation about standards is taking place.

Central Library Advisory Committee – met on August 22, charts were submitted. It appears that Consumer reports is still too expensive to purchase for e-content. G.Kirkpatrick noted that this was the first year where Adult nonfiction e-content demand was higher than the funds allotted.

- J. Dugas Hughes asked whether member libraries were interested in a system purchase for Novelist and could UHLS run some numbers to show what a shared purchase would look like.

The budget will be sent to be voted on at Albany Public, and October 11th the UHLS board will approve it.

Reports and Statistics Ad Hoc Committee – no meeting

eContent Advisory Committee – The monthly report was distributed. Discussion of the electronic reorder. J.Wines noted that 70% of the money was received and all but two libraries had completed. J.Wines asked if the member libraries wanted to keep the process of acquiring these funds for next year. L.Teachout motioned that the process be kept the same for 2018. S.Jarzombek seconded. Passed.

- J.Wines discussed Canopy, a fmile service where the criterion is a pay per use model. The issue with this is that there is no economy of scale and that not only would it serve a small number of patrons, but a minority of patrons could in theory use up all of the licenses.
 - G.Sacco asked if the ERO section on the chart could be renamed.
- There is a new Overdrive App called Libby. It has a different look and added functionality. The positives aspects include the ability to add more than 1 library card, and syncs with updated version of Overdrive. Note: the older version of Overdrive and Libby do not sync. Promotion of the app is being done mostly in house at member libraries, who choose to promote it.
- Central Library funds can't be spent on YA or J materials; a request was made to consider purchasing YA or J titles. Licensing dates have expired on some materials so the titles that are no longer available will be pulled. Also consider purchasing these titles? Discussion of electronic reorder.

III. Old Business

IV. Open Forum

- G.Sacco asked if there was somehow a pop up survey could be added to Sierra or Encore, that would ask patrons where they are getting their news or information from. This would help to direct marketing better. Discussion took place listing various places and methods other member libraries gather such information.

- J. Chirgwin is going before the Town Board and was asked to give a presentation on the importance of the library to the community, and asked if any other member libraries have done such a presentation and asked if they would be willing to share their materials.
- M.Tacke asked if other member libraries with the “free internet” from Spectrum were having issues with the speed? Discussion about how Spectrum will no longer be honoring the “free internet” package to future participants.
- L.Teachout mentioned that her board voted to turn off their internet at night, as neighbors were complaining of “solicitors.” They are also adding “no loitering” signs on the property. T.Burke offered to come out to speak with the NASS board.
- L.Teachout is looking to share a Sherlock Homes program. Brochures were distributed.
- G.Sacco noted that their Book Shed is making two and a half times the amount of money that a traditional book sale is making. It’s run by volunteers in a 20x12 shed from Classic Sheds. Noted that it was very worthwhile.
- J.Burke mentioned that ALTM will be acquiring a caboose from the SMS railway. Was seeking information about how to get it insured.
- S.Jarzombek is sending out survey to discover what people are looking for when they hire library staff, special set of skills. There will be a presentation “Hyper and Vigor” at NYLA.
- K.Groff reminded the DA that the Breast Cancer Walk: Making Strides Against Breast Cancer is Sunday, October 15th @ 12 in Washington Park in Albany. Their organization is Turning The Page For a Cure.
- G.Sacco mentioned her daughter is doing the NYC marathon and also mentioned donations.
- M.Tacke is looking into working with FIDA to have a tax prep site at CAST. Worried about attendance. J.Chirgwin mentioned that RENS was overwhelmed with patrons when they had DTF come. Discussion on FIDA vs DTF.
- L.Teachout is doing a Drug Take Back Day at NASS on October 14th from 10-1. And also mentioned that she has a “Rikers” documentary to share
- M.Tacke is doing an annual Halloween Costume Swap at CAST on 10/14
- G.Sacco mentioned VOOR is involved with a program where they collect leftover Halloween Candy and send it to military families
- J. Wines Nalaxone (Narcan) training 10/10 @ 1

THE NEXT MEETING WILL BE Friday, November 3rd

- **Motion:** J.Burke moved to adjourn. J.Wines seconded.
Meeting Adjourned at 11:22am