



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Natalie Hurteau

Directors' Association

November 3, 2017

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

**9:10 AM - Meeting called to order by M. Tacke, Chair. She welcomed K. Vadney, representing the Watervliet Public Library and J. Favreau, the new Manager, Finance and Administration Services for the Upper Hudson Library System.**

## **I. MINUTES**

**MOTION: L. Zapala moved to accept the Minutes of the October 6, 2017 meeting. J. Chirgwin seconded. Unanimous.**

## **II. REPORTS**

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

- **UHLAN Extension Agreement** – T. Burke noted that with a job search, this task unfortunately got delayed for 2018. He is going to propose this extension to the UHLS Board next week – the only change that is occurring is the small incremental bump to \$.055 for the per circulation change. J. Chirgwin asked how net lending was calculated; T. Burke stated that the numbers come directly from the current year's annual state report.
- **Construction Grant Follow Up:** DLD supplemental information and links to documents are up on the UHLS website under the 'Services' tab. T. Burke noted that he will continue to discuss how the process may change to help make the process smoother next year. A message will be sent out soon to all Directors to get a little more feedback on the process from an individual member library standpoint.
- **NYLA** is next week! Come up for the day if you haven't already registered.
- **2018 Proposed Budget UHLS** – Has been on the website under the 'About UHLS' tab and on the agenda for the UHLS Board to discuss next week. So far, T. Burke has yet to receive any questions.

UHLS Board and Finance – J. Dugas Hughes apologized for not being at the previous finance committee meeting but after reviewing the minutes, is confident that nothing looks out of the ordinary. No changes noted for the Proposed 2018 UHLS Budget. She also thinks that a survey would be wonderful way to hear feedback from everyone in regards to the construction grant process.

Administration Committee – no meeting

Services Committee – N. Hurteau reported that the committee met to discuss the construction grant process going further. Nothing further to add.

Automation Advisory Committee – M. Fowler reported on loan rules, the committee is starting to look at standards, as patrons are finding it very confusing when traveling to different libraries within the system. L. Zapala pointed out that there's a fair amount of overlap of common policies anyway.

Central Library Advisory Committee – L. Zapala reported that there was no meeting but the Central Library budget was approved at the October UHLS Board meeting. Some of the numbers is predicted on flat funding; if there is an increase in state aid, it'll be applied to additional e-content and e-magazine purchases.

Reports and Statistics Ad Hoc Committee – no meeting

eContent Advisory Committee – J. Wines noted that Flipster subscriptions are where Overdrive was about a year ago. Fewer issues have been reported during this transition and G. Kirkpatrick noted it was much

easier for patrons to use. Both S. Hoadley and S. Jarzombek both reported a noticeable downtick of use at WSTR and APL.

The committee will be renewing almost all of the titles that are still available and will be sending out a list of all items that they are purchasing for 2018 – if a member library wants additional items, please do so by the end of the month so that they all renew at the same time.

UHLS Central and Member Libraries eContent Contributions 2017 spreadsheet (two pages) was distributed to the group. 2016 and 2017 numbers are both pulled from Jan – Oct. 31 timeline for accuracy in comparison. J. Wines reported a 9% increase of eContent usage – and we are not doing a good enough job keeping up with demand. The new Libby app very clearly shows patrons the estimated wait time for all requested items. Committee recommendation is a 3% increase to the total contribution; 9% was also proposed. T. Burke noted that we are all in this together as it helps build the shared collection. Still waiting on some 4<sup>th</sup> quarter 2017 payments per J. Wines.

There was a huge jump / shift in numbers for some member libraries because many patrons had UHLAN cards and are now properly assigned to a member library for statistical purposes.

J. Wines also reported that the Central Library committee has officially spent all of its budget for the year.

**MOTION:** L. Zapala moved to recommend the 3% increase of eContent contributions. S. Hoadley second. Unanimous.

### **III. OLD BUSINESS**

### **IV. NEW BUSINESS**

Mary Fellows presented information and distributed a handout regarding an effort to collect books for kids in the US Virgin Islands. Any library that would like to participate, please let M. Fellows know by next Friday (11/10).

- UHLS will provide a sign for you to display, marketing templates for your regular communication avenues (social media, newsletters, etc.) and will try to arrange a press conference with GUIL and Judith Enck, former head of Region 2 of the EPA under President Obama.
- Book drive will continue through the end of December. Member libraries are responsible for covering the shipping costs, which can be covered by donations as well. J. Hughes suggested putting out a jar. M. Fellows suggested having the tweens and teens take on this project as a community service project so that they can take ownership and friends may want to openly donate. Remember: ONLY BOOKS – no hand written notes or other materials, so they can be shipped at library rate.

M. Fellows also gave a gentle reminder that participation in the BELLS grant is committing to staff training at your member library and then hosting 21 minute Library Board training; small libraries are welcome to combine training – helps the activities work better.

### **V. OPEN FORUM**

- T. Wiles shared that GUIL will host an active shooter drill on Wednesday, December 6<sup>th</sup> from 8-10AM (the library will be closed). Looking to include a full but imaginary police response – 20-25 volunteers needed as “patrons” in the library.

- T. Wiles brought up state-wide opioid training: it is expected to be addressed at the NYLA conference. T. Burke will review once it's released to determine what we need to do as a whole to prepare and train member library staff.
- T. Wiles mentioned that Saratoga Library allows cc transactions, GUIL would love to see that happen.
- T. Wiles noted that patrons have expressed disappointment that GUIL has planned activities and events on Jewish holidays, now two years in a row. Looking for advice from fellow member libraries so that this doesn't happen again. S. Jarzombek noted that Google calendars does a great job noting all Jewish holidays. After some discussion, many agreed that one doesn't necessarily have to close for all holidays, but avoid planning major programs or single events on a holiday. J. Hughes noted that she'd rather be open on MLK day and do a day of service, rather than be closed on a day when children are off from school.
- S. Jarzombek brought a question regarding holds from an APL patron: an APL patron suggested that if a patron has an item checked out that is on hold and becomes late, that patron should be banned from checking out other items. G. Kirkpatrick stated that there are rules and regulations on how to deal with hold materials; until it becomes billed, there is no way to hold or prevent someone from taking out more items. Many in the group voiced their agreement that the suggestion would not be something they would support.
- J. Hughes asked the group how the My Card is impacting each member library, as EGRN is having to say no to patrons, which is causing a service issue. Currently each participating member library can establish their own My Card rules and unfortunately patrons are not fully understanding those rules at the time of signup. They are expecting to use it at all member libraries, not just the issuing library. A lively discussion then followed.

T. Burke noted that we now have the structure for us to standardize the My Card program, however, all libraries within the system will need to honor the rules and regulations – this does not mean that everyone will need to issue the cards.

As the Chair of the AAC, M. Fowler volunteered to take this issue back to the committee for further discussion.

- N. Matulis had his first concert at the library – he was part of a duo with a patron - her family came and fun was had by all.

The next meeting will be Friday, December 1<sup>st</sup> at 9AM.

Motion: G. Kirkpatrick motion to adjourn. S. Hoadley seconded. Unanimous.

Meeting adjourned at 11:42AM.