



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Natalie Hurteau

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

Directors' Association

December 1, 2017

9:08 AM - Meeting called to order by M. Tacke, Chair.

## I. MINUTES

**MOTION:** N. Hurteau moved to accept the Minutes of the November 3, 2017 meeting. N. Matulis seconded. Unanimous.

## II. REPORTS

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

- **UHLAN Extension Agreement** – An email was sent out last week with the UHLAN extension agreement attached. Please sign and return to UHLS so that T. Ricard can sign them.
- **Opioid Overdose Prevention Information:** DLD added a new information page on their website that includes a set of sample policies and procedures to help teach how to react to an opioid overdose. T. Burke knows a contact at the Catholic Charities – he'd be willing to come in and present a sample training course following the next DA meeting if interested. C. Gaillard asked if this training course covered Rensselaer County – yes it does.
- **2018 UHLS Budget** – The Board approved the proposed 2018 UHLS budget - it is now on the UHLS website.
- **Advocacy Day** – NYLA's 2018 Library Advocacy Day will be held on Wednesday, February 28<sup>th</sup>, please share and save this date. Advocacy Day Prep Program will be hosted at UHLS at 10:30AM on Thursday, February 15<sup>th</sup>. G. Sacco asked if this will be recorded and shared on the website because not everyone can make it if they are working full time - it may already be recorded as a webinar, will surely share this content. Real People, Real Dollars rolled out late last year and we'll be participating again this year – Deanna will reach out soon.
- **Large Meeting Room Technology Upgrade** – In January the large meeting room will get a technology upgrade using the construction grant from two years ago. The screen will move to the opposite side of the room, centered, new projector, speakers, podium with microphones.
- **Go to Meeting at UHLS** – This license will allow up to 50 people to participate in a meeting remotely. UHLS expects to open this feature up to member libraries once it's set up. S. Jarzombek asked if this software has the technology to record meetings for future use – yes.
- **Brunswick and Grafton are in a directors sharing program** – N. Hurteau is now the director for both Brunswick and Grafton. The two libraries are less than ten miles apart and N. Hurteau is familiar to reporting to a town board. GRAF will pay BRUN and in return, BRUN is now able to offer a part-time librarian full-time hours and will also allow that person to spend time at GRAF.

UHLS Board and Finance – J. Dugas Hughes stated that T. Burke covered most of our previous meeting by covering the approved 2018 budget. UHLS is in a good position heading into the New Year, no major expenses to report.

Administration Committee – no meeting

Services Committee – no meeting

Automation Advisory Committee – M. Fowler stated there was no November meeting due to the NYLA conference, but will be meeting soon to discuss the Mycard.

Central Library Advisory Committee – no meeting

Reports and Statistics Ad Hoc Committee – no meeting

eContent Advisory Committee – no meeting – but there are handouts!

### **III. OLD BUSINESS**

T. Wiles noted that the active shooter training date at GUIL has changed to Dec. 13<sup>th</sup> – this is training for both the library staff and local law enforcement.

### **IV. NEW BUSINESS**

### **V. OPEN FORUM**

- T. Wiles is wanting to do a refresher on sexual harassment, does anyone have suggestions? The group agreed that it is required yearly and the local Sheriff Dept. can do harassment training. Capital EAP can conduct the training as well. J. Dugas Hughes has a great example from Waukegan Public Library to forward following the meeting. T. Wiles is willing to host if member libraries would like to combine efforts.
- G. Sacco stated that a number of member libraries are now consumer medical libraries, where they received training on how to read the medication bottles, complimentary medicine and finding varying types of resources (poison control, etc.). Sixteen hours were required for certification, broken down into four 4 hour classes.
- G. Sacco shared that 25 middle and high school students interviewed veterans who served in WWII to Afghanistan and will make a presentation on Sunday. The library is expecting 100+ people, will have a live stream in the reading room – facetime live – open invitation to all.
- K. Roppolo asked who has sexual abuse and liability insurance? J. Dugas Hughes stated that if you have good written policies, then you shouldn't need it. Many were in agreement with her.
- N. Matulis – is having a baby! Well, his wife is! This prompted a discussion on new parent related programming at libraries including serving as an exchange point for large or big ticket items. G. Sacco suggested a clothing swap. Many agreed that Goodwill doesn't take those big items anymore due to regulations. J. Petrosillo suggested throwing a community baby shower, maybe have a pediatrician come to answer questions, maybe have a sheriff come to show patrons how to correctly install a car seat – very important and FREE.
- M. Tacke attended a presentation at NYLA regarding children and library fees. In Onondaga County Public Library, they have a card similar to Mycard, where they bill for items up to \$50 with no other restrictions and have a fine forgiveness program. The idea of no fines by item type vs. patron type also came up – if it's a juvenile account, then there are no fines. J. Burke asked J. Thornton to calculate how much the fines are on juvenile accounts vs. overall; there is a great opportunity as a system to be fine free. The fees could possibly be underwritten by local businesses, such as Stewart's Shops, banks etc.. K. Vadney reminded us that we should be encouraging local businesses to underwrite for econtent. It was suggested that this shift could be included in the next UHLAN agreement, including standards so that all member libraries would comply.

The next meeting will be Friday, January 5th.

Motion: J. Petrosillo motion to adjourn. Tacke seconded.

Unanimous. Meeting adjourned at 10:46AM.