



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
	ALTM - Joseph Burke		PTRB - Melissa Lockett
	BRLN – Sharon Vogel		POES - Margie Morris
X	BERN – Judy Petrosillo	X	RCSC - Judith Wines
X	BETH – Geoffrey Kirkpatrick	X	RENS - Jane Chirgwin
X	BRUN – Natalie Hurteau	X	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	X	TROY - Paul Hicok
X	GRAF – Natalie Hurteau		VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Tracey Pause
	HOOF - Carol Gaillard	X	WTVT – Kelly Vadney
X	MEND - Lenny Zapala	X	WSTR - Sue Hoadley
	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

February 2, 2018

9:05 AM - Meeting called to order by M. Tacke, Chair.

I. MINUTES

MOTION: N. Hurteau moved to accept the Minutes of the January 5, 2018 meeting. S. Jarzombek seconded. Unanimous.

II. REPORTS

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

- **Advocacy** – Email from NYLA (handout) Advocacy Day is Wednesday, February 28 – please come and bring trustees if you can. The schedule will usually be made a week or two prior, so keep an eye out.
- **Advocacy Day Prep Program at UHLS** – UHLS and CDLC will once again jointly host an Advocacy Day Prep Program here at UHLS at 10:30AM on Thursday, February 15. You do not need to attend in order to participate in Advocacy Day. CDLC is handling registration – email will be going out soon as a reminder.
- **Real People, Real Dollars** – NYLA is encouraging all public libraries statewide to add this to their advocacy plan this year. If you have any questions, please reach out to D. DiCarlo who is spearheading this project.
- **Annual Reports:** Due next Friday, February 9. Three libraries have yet to open the document, feel free to reach out to J. Favreau if you have any questions. She is reviewing on a first come, first serve basis.
- **ILL Service** – Reference the yellow handout / email from D. DiCarlo: the UHLS staff can now process the materials we borrow for your library via OCLC. If you'd like to opt in, please reach out to D. DiCarlo directly.
- **Construction Grant additional funds** – DLD gave us \$17,636 in extra funds with a very short deadline to allocate. The Services Committee met on Monday, money was awarded to BERN based on their project and the UHLS approved guidelines.
- **CORE Trustee Training** – Last month's meeting was rescheduled for Wednesday, February 21st, as the weather last month did not cooperate. You're still welcome to come even if you weren't registered previously. Please let J. Favreau know if you can make it.

Finance Committee – J. Hughes reported that the finances at the January Board meeting were as usual – two big payments were made during the month to cover insurance for the building and employee retirement contributions.

Administration Committee – M. Graff couldn't make the meeting but they reviewed two job descriptions and a PFL draft for the UHLS employee manual. For the System Support Associate, currently held by A. Pitlyk, she now serves as coordinator for the UHLS delivery service. For the second description, a title change was suggested: Manager, Administration and Finance, currently held by J. Favreau. This job description changed significantly, adding tasks that were previously completed by H. Fuge and puts this position more in line with the other managers on

staff. The committee also recommended approval of a PFL section to be added to the current UHLS employee manual. They suggested that UHLS include a small introduction about PFL, how it's funded, what it is and the deduction that is required of each paycheck.

Services Committee – N. Hurteau reported that the committee met on Monday for the additional Construction Grant funds from DLD. The Committee recommended the total amount be awarded to BERN. They will not have a meeting in February because of this special circumstances meeting.

Automation Advisory Committee – M. Fowler shared the eCommerce function via Sierra and the discussion they had concerning if all funds went to UHLS, how would that be distributed to the member libraries. T. Wiles asked if they are working on PayPal for paying fines, making donations and purchasing tickets – could we not customize for those other items. T. Burke noted that this function is III specific and they are covering the costs involved to implement. J. Dugas Hughes asked for advance notice for when this would be up and running, so that she has enough time to develop tools for patrons. T. Wiles suggested the option to round up for donations.

Central Library Advisory Committee – no meeting

eContent Advisory Committee – we met – more spreadsheets! J. Wines shared the new feature of Overdrive's Advantage Plus: if one library buys more content, it is shareable to all member libraries as long as the purchasing library doesn't have any patrons on the hold list. The Mid-Hudson Library System is now implementing this option; it may address our hold issues. T. Wiles asked when was the first year member libraries had an ERO payment. Per T. Burke, 2017 due to the increased of regulation over Central Library money; ERO spending is mostly spent on high holds (usually fiction). The eContent Advisory Committee is recommending that all libraries join the Advantage Plus program, agreeing that they will not purchase any unique titles, and that spending on this program will be on top of minimum ERO spending.

MOTION: The eContent Advisory Committee moved to adopt the Advantage Plus program with the stipulation that member libraries agree not to purchase unique titles and that spending on this program will be on top of minimum ERO spending. J. Dugas Hughes seconded. Unanimous.

During the last meeting, member libraries wanted to know how much it would cost to get the holds down to two weeks. D. DiCarlo is working with Overdrive and expected an answer last week; 5x what we're currently spending now was hinted but when the committee has a real answer, we will share. T. Wiles asked if there are any systems that currently meet those goals. Cleveland, OH does, but they are also located near Overdrive's headquarters, so there may be a partnership happening. S. Jarzombek stated that after looking at the 2017 annual report numbers, APLM is seriously considering investing more / reallocating funds to econtent.

D. DiCarlo has emailed the 2018 selection guidelines! They are reviewed and updated every year and it answers a lot of questions that she receives every year. Please share with your teams, important stuff!

III. OLD BUSINESS

IV. NEW BUSINESS

- GUIL:** The Capital Region Pride Parade is happening Sunday, June 10 and GUIL would love to partner up with APLM and all UHLS member libraries to enlarge the group that marches. Over the last couple of years, they've had a lot of positive interaction with community members. One fee to pay if you register as a group! \$50 if walking, \$100 for a vehicle and \$150 for a float. T. Wiles asked if UHLS would be willing to pay for the event. T. Burke said he'd look into it and D. DiCarlo could help coordinate to get the event organized. GUIL has a great banner too!
- UHLS:** The Clifton Park/Halfmoon Public Library is running a bus down to the PLA Conference in Philadelphia in March. Email went out last month, please let T. Burke know by March 1 if you are interested.
- APLM:** APL has sent people down to the Urban Librarians Unite conference in the past and the ULU Chair is willing to give an organizational rate for participants this year, S. Jarzombek is opening it up to all UHLS directors. The event is April 13 in Brooklyn.

V. OPEN FORUM

- RENS:** T. Burke, do you have anyone to contact at NYLA? Website is currently down.
- RENS:** It can be difficult to have smaller libraries represented at large events due to the number of staff on hand, would love to have a tri-fold pamphlet available to represent all UHLS libraries.
- EGRN:** Saturday March 3 EGRN is teaming up with RENS and hosting a film festival! RENS is showing a children's film in the morning and EGRN will have a line up all day long, six movies total on two screens. It's been very successful in the past (this is our 4th year), all Oscar nominated films. Tickets are required but free! Popcorn will not be for sale but we do sell seat cushions! "Lights Camera Action" Jackson will also be there.

The next meeting will be Friday, March 2, 2018 at 9:00AM.

Motion: G. Kirkpatrick motioned to adjourn. J. Chirgwin seconded. Unanimous.

Meeting adjourned at 10:06 AM.