



# 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	X	POES - Margie Morris
X	BERN – Kathy Stempel	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
	EGRN - Jill Dugas Hughes		TROY - Paul Hicok
X	GRAF – Natalie Hurteau	X	VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Gail Sacco
X	HOOF – Lise Smith	X	WTVT – Kelly Vadney
X	MEND - Lenny Zapala	X	WSTR - Sue Hoadley
	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

August 3, 2018

**9:04 AM - Meeting called to order by M. Tacke, Chair.**

**I. MINUTES**

**MOTION: N. Matulis moved to accept the Minutes of the June 1, 2018 meeting. J. Burke seconded. Unanimous.**

**II. REPORTS**

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

- **Construction Grant Update** – As of the August 1 initial deadline, we received applications from 17 member libraries (the most ever) with total grant funding requests of \$1,596,827. This year UHLS has \$1,079,387 allotted by NYS. So we have \$517,440 more requested than available. The Services Committee will work during August and into September to develop an award distribution recommendation to put before the UHLS Board at their Sept. 12 meeting.
- **UHLAN Agreement** – T. Burke is actively working on a new version of the UHLAN agreement. He plans to have a draft revision available for review and discussion at the Sept. 7 DA meeting and would like to have the UHLS Board consider it at their Sept. 12 meeting. The existing fee formula will remain essentially unchanged, but he's working with J. Thornton to explore different ways to define "net lender" in a way that more fairly acknowledges how member libraries are impacted by resource sharing within the system.
- **UHLS Annual Celebration** – Thanks to everyone who came! We'd like to get your feedback on the event: T. Wiles enjoyed sitting with neighboring library ALTM. J. Chirgwin also enjoyed the blended library seating because it was great getting to know other people. G. Kirkpatrick prefers the assigned seats because it prevented an Oklahoma land rush when the doors opened for dinner, but knows his trustees like sitting together because they got to see staff that they don't normally see. The idea of a chicken BBQ in a local state park (Thatcher Park's new visitor center for example) came up as an alternative or in addition to the dinner with a number of directors agreeing they'd prefer the more casual setting. N. Matulis suggested we review what our goals are for this event, which will then help us narrow down a location.
- **Plan of Service Survey** – Last week the link to the final report of the annual satisfaction survey for 2017 was sent out and posted on the UHLS website. T. Burke is pleased that the overall satisfaction score from the survey calculates out to 95.91%, which is a testament to the hardworking team we have here at UHLS.
- **UHLS Expedition** – M. Fellows announced that the UHLS Expedition will begin September 1, with soft launches happening the week before. She passed around the early literacy insert and 36ers finisher's certificate. Also, the posters are ready for you to take today. UHLS will be reaching out to local media outlets and suggests you do the same to spotlight this program. Please make sure to fill out the point person list – by default the director will be the point person but please share someone else's name if you don't want to be that person. She will be resending the survey to gather information for the website and character costumes will also be available during this time! K. Stempel reported that the Friends of BERN are making a basket for the first family to visit 10 libraries, VOOR

DA Meeting 8/3/18

is making a photo booth, and HOOF will have someone dressed as Grandma Moses. T. Wiles asked if there are any prizes or competition for staff members to compete – not at the moment but open to exploring.

Finance Committee – J. Dugas Hughes is not present – and there is no August UHLS Board meeting.

Services Committee – N. Hurteau reported that the Services Committee is meeting next week to review Construction Grant applications.

Administration Committee – M. Graff reported no meeting.

Automation Advisory Committee – M. Tacke said another survey will be sent out soon, please encourage your staff to give us more feedback.

Central Library Advisory Committee – L. Zapala said they will be meeting at the end of the month.

eContent Advisory Committee – J. Wines reported that D. DiCarlo reached out to OverDrive and we can see the patrons who requested items that we don't currently have. We can use this report to fill in the gaps of eContent. OverDrive is bringing back the magazines and it will be about \$30k less than the cost of Flipster, however the content will be less. The Committee is going to review the customer service issue of flip-flopping vendors in such a short period of time and also review the content in each platform. BETH recently spent a good chunk of money on high demand holds via Advantage Plus and RCSC purchased local book club titles. That \$19,500 spent in Advantage Plus lowered the average wait time for the whole system by 8 days! Wait time went from 40 days to 32 days. J. Wines also distributed an ERO spreadsheet.

### **III. OLD BUSINESS**

eCommerce in Sierra – J. Thornton demoed a test environment of what the payment process would look like for our patrons in Sierra and answered a number of questions:

- If APLM were to go fine free, how would eCommerce impact them? It would work in their favor because if a patron from a different member library borrowed an APLM book and accrued a fine, APLM would still collect those fines.
- VOOR asked if we could set a maximum fine amount – yes!
- RVLL asked if we could send out an email blast to patrons with fines to notify them we are now accepting online payments – Yes, that's a great idea!
- VOOR asked about returned lost books – there will be a paper trail but the refund would have to be handled in house.
- GUIL asked about “rounding up” fine payments for donations, is that doable? J. Thornton said it can be done, but T. Burke said that the plan is to get the feature up and running (upon approval) and we can look at other additions in the future.

J. Thornton can create a monthly report of all money collected online for each member library to present to their Boards, despite the payments/checks being processed quarterly.

Salary survey – J. Favreau worked with EGRN, CAST and WTVT and the spreadsheet is ready to be shared with the group but is unsure if we should also collect health benefit information at the same time. S. Hoadley would like to have it done together, as would T. Wiles: longevity pay, hours of work week, etc. J. Burke is currently working on his budget and would prefer information sooner rather than later – M. Tacke will send out what she created a few months back for use now, but consensus from the group is that maybe we'll send it out near annual report time when we're already using that information.

#### IV. NEW BUSINESS

M. Tacke presented the following slate for the re-election of DA representatives for 2-year terms ending June 30, 2020:

UHLS Administration Committee: Matthew Graff  
Central Library Advisory Council (CLAC): Geoff Kirkpatrick (large Albany County library)  
Lenny Zapala (small Albany County library)  
Paul Hicok (large Rensselaer County library)  
Mindy Fowler (medium Rensselaer County library)  
e-Content Advisory Council (e-CAC): Matthew Graff (medium library)  
Judith Wines (medium library)  
Sue Hoadley (small library)  
Melissa Tacke (small library)  
Automation Advisory Council: Mindy Fowler  
Melissa Tacke

T. Wiles seconded. Unanimous. Slate accepted as presented.

M. Tacke presented Judith Wines (medium Albany County library) for election as new DA representative to CLAC for a 2-year term ending June 30, 2020. G. Sacco seconded. Unanimous.

M. Tacke presented the following slate for election of DA representatives to fill vacant terms for a one year term ending 6/30/2019:

CLAC: Nick Matulis (small Rensselaer County library)  
Coordinated Outreach Services Advisory Council: Scott Jarzombek

J. Burke seconded. Unanimous. Slate accepted as presented.

The directors had an active discussion regarding the decision making process and procedures for the Directors Association. In the past, voting has been done at meetings and an alternative of a roll-call online vote has been suggested. The suggestion to have a DA representative or Chair make phone calls to member library directors who do not attend the monthly DA meetings was made, but some felt that could be a dangerous precedent to set because then all directors will assume that if they don't make the time to show up they'll receive a phone call. It was said that in some situations it's not the case of not having the time to show up, it's a deliberate decision to not communicate. M. Morris stated that she cannot attend all meetings, but she reads the minutes and comments online via email threads. It was said that big votes, such as the upcoming eCommerce feature, should not be sprung on directors at a meeting and forcing them to make a decision without speaking to their Boards.

**Motion:** J. Wines made a motion to hold the vote on the eCommerce feature in person at the scheduled September 7<sup>th</sup> DA meeting. M. Tacke seconded. G. Sacco opposed. The motion was approved.

**V. OPEN FORUM**

- BERN:** Paul Tonko is hosting open hours today at the library. This gives the community members the opportunity to connect with their representative and K. Stempel the opportunity to share more about what she's doing at the library.
- VOOR:** G. Sacco is retiring in October! A community potluck is planned for September to commemorate the occasion.
- RVLL:** K. Graff will be the featured librarian in an upcoming virtual reality game! Once it's released, she'll give us more details.
- RENS:** J. Chirgwin has been working on her own version of the expedition since last year and only has three UHLS libraries left to visit! Check out her blog for more information and recaps.
- HOOF:** L. Smith would like to know if your Friends group is a separate entity and if any members can vote. It was recommended to check the bylaws and non-profit status of the group.
- CAST:** The CAST Board hasn't made a final decision about going fine free in 2019 but is optimistic and would like to know if it's been a discussion at any other member libraries. BRUN is already fine free and GRAF is currently working on making the change. ALTM is interested in the topic, WSTR is easing into being fine free, as they are already very flexible; this is a really good public relations opportunity! SCHG does the same – fine curious, BETH Board is aware of the discussion and is researching the topic, and RENS is open to the idea, they just want their materials back and lost items to be paid for.
- SCHG:** Summer reading has been going great! N. Matulis kicked off Let's Make a Song! program, where every Wednesday the kids come in and sit around the piano and make a song using the titles of books throughout the library. They'll be recording with his band soon and would like to make a cd. The arts are a great way to connect with the local school!
- VAFL:** The Schaghticoke Fair is at the end of the month and there will be a booth representing the UHLS member libraries and will have information about the Expedition!
- BETH:** There are 3 self-check-out stations up and running in the library, accounting for 12% of all checkouts.

The next meeting will be Friday, September 7, 2018 at 9:00AM.

**MOTION:** G. Kirkpatrick motioned to adjourn. K. Vadney seconded.  
Unanimous.

Meeting adjourned at 11:53 AM.