



# 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 – Kathy Stempel		RCSC - Judith Wines
X	BETH – Geoffrey Kirkpatrick	X	RENS - Jane Chirgwin
	BRUN – Natalie Hurteau	X	RVLL - Kim Graff
X	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
X	COHS - Matt Graff		SCHG - Nick Matulis
X	COLN - Evelyn Neale	X	STEP - Kim Roppolo
X	EGRN - Jill Dugas Hughes		TROY - Paul Hicok
	GRAF – Natalie Hurteau		VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Gail Sacco
X	HOOF – Lise Smith		WTVT – Kelly Vadney
X	MEND - Lenny Zapala	X	WSTR - Sue Hoadley
	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

October 5, 2018

**9:07 AM - Meeting called to order by M. Tacke, Chair. M. Tacke congratulated G. Sacco on her retirement! G. Sacco thanked the group and stated she won't miss waking up early to react to snowstorms ☺**

## **PRESENTATION**

### **Theresa Zubretsky, Capital District Tobacco-Free Communities (CDTFC)**

The CDTFC is a non-profit partnership of people and organizations within Albany and Rensselaer Counties looking to help reduce the use of tobacco in public areas to not only eliminate exposure to second hand smoke, but better our environment and the lives of our staff and community members. Theresa is already working with a number of the UHLS member libraries and is willing to sit down with us individually to help review current policies and customize signage for our properties. Remember: FREE OF CHARGE!

S. Jarzombek noted that he's seen a spike in threats when telling patrons and community members not to smoke on their property. M. Graff has also had some outlandishly upset patrons, who've later ripped the signs off their posts. T. Burke reported that there is pending NYS legislation that would include public libraries in the list of properties that must be tobacco free. That law is expected to go to the Governor for approval very soon, so libraries can get out in front of this by taking action now. K. Graff has had a hard time being a row house building because neighbors will come outside near their entrance to smoke. Theresa suggested having a conversation with them as you begin the process and before you put up the signs because you don't want library employees or patrons standing in front of their property either. Personal connections with neighboring properties make a huge difference!

## **I. MINUTES**

**MOTION: T. Wiles moved to accept the Minutes of the September 7, 2018 meeting. S. Hoadley seconded. Unanimous.**

## **II. REPORTS**

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

- **Construction Grant Update:** At their September meeting, the UHLS Board adopted a recommendation from the UHLS Services Committee for a distribution of the 2018 NYS Public Library Construction Grant funding. This year, all of the applying libraries received some funding. Attached to his report is a full breakdown of the awards for this year. E. Neale asked about the possibility of returned, unused funds – T. Burke shared that if there was money left over within the state and a library did not meet full aid requirements (the libraries that were funded at 80%), they are eligible for any extra funds. He reminded the group that just because this was the plan scenario that the Board approved this year, please do not go into next year with a \$49,000 project expecting full funding. L. Smith asked about PR, when can we publicly thank our representatives? T. Burke suggested the group hold off because DLD still has to review the applications. G. Sacco suggested the DA write to the editor of the TU as a group to thank our local legislators. T. Wiles asked about funding: if GUIL finishes their project before the first 90% check is issued, can he proceed with closeout paperwork to receive the full 100% all

at once? T. Burke said that that probably could be done, but will put T. Wiles in contact with Kim Anderson at DLD who could give him a definitive answer.

- **eCommerce Feature:** On October 1<sup>st</sup>, the eCommerce feature was turned on and the automation team quickly found a technical glitch and immediately switched the feature off. However, during that first hour, a patron managed to find the page and paid a fine!. J. Dugas Hughes asked if an EGRN patron checked out a COLN item and incurred a fine (and paid online), would COLN receive that fine money even though they aren't participating in the eCommerce feature? T. Burke said yes. J. Dugas Hughes is unhappy with that unbalance because EGRN is not receiving fines paid in person from COLN (or any other member library). T. Burke suggested we let the feature run for a while and see what the actual numbers look like before the DA has a larger discussion about fine policies.
- **UHLS Expedition:** UHLS has been hearing a lot of great stories and feedback after a full month of patrons kicking off on their adventures! Many have been very surprised with the amount of people who are participating in this program. A RVLL patron commented that looking online is NOT the same as walking through the door of a library. We've heard that a huge motivator for many Expeditioners is the customized card at the end of the Expedition. T. Burke noted that a couple of local legislators are visiting the libraries in their areas this month.
- **DVD exchange/collection:** Thanks to the larger member libraries, DVDs are still being sent to UHLS via delivery. As they arrive, Anne has been displaying them on the shelves down near Rawdon's desk. If you'd like any of the "older" titles to be sent to your library for an upcoming book sale, let T. Burke know and he'll get them over to you.

Finance Committee – J. Dugas Hughes reported that much of the meeting last month was discussing the construction grant awards and the recommendation made by the Services Committee. As a whole, the Board feels like they've heard the feedback and concerns of the member libraries and tried hard to make the process more equitable.

Services Committee – No meeting.

Administration Committee – No meeting but M. Graff reported the committee is meeting next week.

Automation Advisory Committee – M. Tacke sent out a revised survey and also emailed out two specific questions that the ACC is looking for feedback on regarding approaches to eliminating barriers to youth access. She hasn't heard back from 6 member libraries; if you're one of them, please consider taking a moment or two to have your voice heard on this topic

Central Library Advisory Committee – T. Burke reported for committee chair, L. Zapala that the committee met and have a Proposed 2019 UHLS Central Library Development Aid Budget to present to the UHLS Board once it is reviewed by both the APL Board of Trustees and the UHLS Services Committee. He stated that the 2019 budget is based on current 2018 aid received (flat funded) and if we get any additional funds, it will be applied to non-fiction econtent purchases. The committee has decided to stick with Flipster for e-magazines because it has better content than OverDrive at this point and there was concern about switching e-magazine

platforms again. T. Wiles asked if we are looking into Kanopy. Deanna DiCarlo did get UHLS a free trial however with the pricing structure, it's a little tricky to predict spending because you have to pre-pay for credits for usage. The Consumer Reports database was also discussed and D. DiCarlo can facilitate a group purchase, however G. Kirkpatrick ran the numbers and it's cheaper to buy individually than go in as a group. J. Dugas Hughes asked about possibly adding Lynda.com; CDLC is actually dropping that service because the format is changing in 2019. G. Kirkpatrick suggested possibly dropping the non-fiction ebooks from the CL Budget in 2020 because the percentage is so low (and the member libraries are buying more than ever) to free up money for other services, such as Kanopy.

eContent Advisory Committee – J. Wines is not present but M. Tacke reported the committee did not meet. Quarterly information and an updated eContent contribution worksheet has been distributed to each director.

### III. OLD BUSINESS

**Decision –making procedures:** M. Tacke noted that because of the presentation at the beginning of the meeting, it's already 11AM and wants to respect everyone's time. She'd like to create an ad-hoc committee to review the current bylaws, specifically focusing on the decision making process and procedures.

MOTION: M. Tacke moved to create an ad-hoc Director's Association Committee to review the current bylaws. G. Kirkpatrick seconded. Unanimous.

As President, M. Tacke would like to appoint G. Kirkpatrick, K. Graff and J. Burke to this committee, all of whom expressed interest in this topic during a previous conversation.

### IV. NEW BUSINESS

**Making Strides for Breast Cancer Walk (10/21):** K. Graff shared that we've had an UHLS team in the past and would like to invite all to participate this year! The team typically meets at The Fountain around 11AM in Albany – if you'd like to join, please, come! If you can't make it but would like to make a donation, search online for her name.

To follow up on the email G. Sacco sent out to the Director's list yesterday about insurance, T. Burke mentioned two things: in previous years, UHLS has looked into cyber security insurance but didn't pull the trigger because as a whole, the system has very little valuable information being held (no social security numbers) and there hasn't been a trend of libraries being targeted. But the System is looking into insurance this year to help gain coverage against ransomware. To address the question regarding online resources such as OverDrive, that company must pay to protect their information if compromised but UHLS will look into this question and report back anything of note.

### V. OPEN FORUM

BERN: Upcoming Halloween program: an interview with a recovering zombie!  
Wednesday, October 24 at 7PM

DA Meeting 10/5/18

- CAST:** CAST is hosting their 4<sup>th</sup> annual free Halloween custom giveaway! If you have any costumes to donate, feel free to send it their way by next Friday, as the giveaway is on Saturday, October 13<sup>th</sup>.
- GUIL:** The library is now closing at 7PM on Friday nights and opening at 9:30AM (instead of 10AM) Monday thru Saturday.
- BRUN:** (M. Tacke read an email from N. Hurteau) The library has restarted processing passport applications and has made about \$600 over the last month. Reach out to Natalie if you'd like more details.
- RVLL:** If you have any extra seats for bus trips, please let us know because some of the RVLL patrons are highly interested. VOOR suggested signing up on the email lists for the bigger libraries that host bus trips – that information is sent out every month if not every two weeks.  
K. Graff was also curious if anyone has/had an ATM in their library – no. She stated this would be a great opportunity to not only create a revenue stream, but fill a void within their community.
- WSTR:** We've regularized our hours! The library is now open an even 30 hours each week with consistent evening hours starting January 2019.

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

**MOTION:** G. Sacco motioned to adjourn. G. Kirkpatrick seconded.  
Unanimous.

Meeting adjourned at 11:33AM.