



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

Directors' Association

November 2, 2018

**9:10 AM - Meeting called to order by M. Tacke, Chair. M. Tacke welcomed new Director, Sarah Clark at VOOR.**

**I. MINUTES**

**MOTION: N. Hurteau moved to accept the Minutes of the October 5, 2018 meeting. J. Burke seconded. Unanimous.**

**II. REPORTS**

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

- **2019 UHLAN Agreement Extension Proposal:** T. Burke made the decision to recommend to the UHLS Board the authorization of another one-year extension of the current UHLAN agreement. He's received feedback from several member libraries that they'd like to see a revision to the UHLAN fee formula to provide greater recognition of the role of a "net lender" in UHLS, with more acknowledgment for in-person circulation from other library resident borrowers. In addition, T. Burke would like to have a new service agreement reflect a more clear description of the System's decision making protocol in regards to the member libraries, which is still being discussed by the DA. J. Burke asked how other systems deal with this issue. T. Burke noted that a lot of system have a number of restrictions between libraries, which can be confusing for both staff and patrons. T. Wiles suggested maybe having a net lender discount or adjustment based on percentage in the new agreement.
- **UHLS Expedition:** The UHLS Expedition continues to generate lots of attention on the libraries in UHLS. We're continuously hearing lots of positive feedback from library staff and from library users too! K. Graff shared that this has been a great tourism program for RVLL; people are raving about their library and she's heard more than once that many would have never stopped if it weren't for this program. And are stopping in more than once, which means they're returning to the area. K. Vadney suggested having a scavenger hunt or a race if the expedition is repeated. S. Jarzombek suggested teaming up with Stewarts because they are everywhere... and his family has been stopping frequently while on their expedition. T. Wiles added that there should be an incentive for someone to check something out at each library.
- **UHLS Staffing News:** After 31 years of dedicated service to UHLS and its member libraries, Senior Support Associate Diane Custard has announced that she will be retiring from her position with us effective December 20, 2018. We will miss Diane's experience, knowledge, and passion for our mission for sure, but T. Burke is equally certain that we will continue to provide outstanding service to the member libraries going forward with a new member of the team.
- **Library Moon Walk:** D. DiCarlo teamed up with MVLS and SALS to create the Library Moon Walk. This project is funded by a grant from the National Network of Libraries of Medicine and is an opportunity to promote libraries throughout our region, focusing on health and wellness programming between now and April 2019. A bigger social media push will happen once the Expedition wraps up.

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Finance Committee – J. Dugas Hughes not present but T. Burke reported that the UHLS Board members are reviewing the 2019 proposed budget. Draft is also up on the website.

Services Committee – No meeting.

Administration Committee – M. Graff not here but they did meet – T. Burke reported that they reviewed changes and enhancements to the UHLS staff manual, including adding verbiage to the existing bereavement policy and retirement policies.

Automation Advisory Committee – M. Tacke thanked everyone who responded about kids cards, MyCards and fines; she heard from all but one library. More to come at the December meeting.

Central Library Advisory Committee – No meeting.

eContent Advisory Committee – J. Wines reported that a staff member asked her directly if the eContent chart could be handed out to her, as it's currently only distributed to directors. She asked the directors if there were any objections – no. J. Wines will now start distributing the reports to the digital services list as well. At their last meeting, the eContent committee finalized Flipster titles for the year, effective January 1<sup>st</sup>. Also, there are now a handful of libraries ordering via Advantage Plus, and we've seen the wait time decrease. T. Clague asked why all member libraries weren't purchasing using Advantage Plus. J. Wines explained that Advantage Plus spending is on top of ERO spending and not all smaller libraries can afford to spend more. It would be great if eventually the ERO funds weren't spent on holds; hopefully that'll decrease as Advantage Plus spending increases. A concern M. Tacke has is that if member libraries are only purchasing via Advantage Plus, the shared collections, especially for smaller libraries, would shrink. S. Jarzombek stated that APL is approaching Advantage Plus spending as the first copy is for everyone, any additional copies are for their patrons. It would be awesome if some of the Central Library funds could be spent on fiction but our hands are tied by DLD restrictions. A couple of directors stated that we do not have good JYA eContent, as many kids reading series have complained about wait times. G. Kirkpatrick added that it's difficult sharing a picture book electronically.

Ad-hoc Bylaws Committee: No meeting.

### **III. OLD BUSINESS**

**Salary Survey:** M. Tacke shared that the salary survey will be sent out in January before the state annual report, however, we'd like your feedback or suggestions on the document. J. Burke would like to see a bookkeeper added, T. Wiles asked for the Head of Physical Plant/Facilities be added, along with treasurer and volunteer coordinator. Library Associate or Librarian Trainee should be under the librarians column because they aren't doing clerical work. K. Graff suggested we try to use the same terminology so that when her employees move on, they know what they are applying for. S. Jarzombek suggested we list functions under each title. G. Kirkpatrick suggests using starting salaries. P. Hicok would like to have full-time defined and asked if we could include benefits. J. Favreau can calculate hourly rates based off of full-time definitions and salaries listed. She will also share the benefits survey RCLS recently completed with the salary survey committee to start building that portion of the document. T. Wiles would like to see longevity benefits included in the benefits section. J. Favreau will use Google Forms

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to create this document and if a library answers Y for benefits, they will be prompted to answer the series of questions.

G. Kirkpatrick asked the group if we'd want a civil service in-service? Yes!

#### **IV. NEW BUSINESS**

T. Wiles would like to know how many libraries have had to conduct an industrial appraisal – two of the 19 directors in the room. Also, as you may have seen via email, the GUIL PR person is leaving, so if you know someone looking, please have them reach out to him ASAP. There are ten people on the current civil service list and letters will be sent to canvas. They aren't looking for someone to take on a librarian title however it would be best if the applicants did hold a MLS.

#### **V. OPEN FORUM**

- ALTM: As of January 1, 2019, there will be no fines for children's items (not patrons)!
- POES: Last Tuesday, POES staff attended an active shooter training at the fire house. There were 52 people in attendance! The Rensselaer County Sheriff's Department led the training and while it was mandatory for all Town employees, you could see the shift in participation throughout the event.
- GUIL: The library hosted a Better Angels workshop on Saturday – a program that tries to facilitate conversation between red and blue people – it was a lot of fun, a lot of laughing, and many ended the day with a hug. Quick question: any member libraries do a drug take-back night? Yes! Do they charge you for the time of the employees? No. GUIL has worked with the Sheriff's Department in the past but charges \$400 per session.

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

**MOTION:** M. Tacke motioned to adjourn. J. Wines seconded. Unanimous.

Meeting adjourned at 10:48AM.