



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Natalie Hurteau

X	APLM – Scott Jarzombek		NGRN - vacant
X	ALTM - Joseph Burke		PTRB – Kate Hilfinger
	BRLN – Sharon Vogel		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
	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
X	COHS - Matt Graff		SCHG - Nick Matulis
X	COLN - Evelyn Neale	X	STEP - Kim Roppolo
	EGRN - Jill Dugas Hughes	X	TROY - Paul Hicok
X	GRAF – Lise Smith		VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Sarah Clark
X	HOOF – Sara Yetto	X	WTVT – Kelly Vadney
X	MEND - Lenny Zapala	X	WSTR - Sue Hoadley
X	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

February 1, 2019

9:06 AM - Meeting called to order by T. Wiles, Vice Chair. T. Wiles welcomed Sara Yetto, the new Director for the Cheney Library.

I. MINUTES

T. Wiles noted that the new GUIL employee was listed as a fiscal officer, should be changed to a PR representative. T. Wiles asked if there were any other changes to be made. The group unanimously accepted the Minutes of the January 4, 2019 meeting.

II. REPORTS

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

- **Advocacy** – This season we'll all need to roll up our sleeves and get to work to deliver the message that we must restore the Governor's cut AND continue to grow the state aid to libraries. The advocacy work has already started with the first NYLA "Take Action" message out to the library community. S. Hoadley suggested a Facebook post containing all links for the group to share with their patrons and community members. E. Neale noted that COLN has already seen an uptick of patrons turning to the library staff for help with their taxes. The 2020 census is going to bring on many more layers – libraries need support not only for staff training, but also technology resources and security.
- **Bullet Aid** – After a NYLA call earlier last week, it sounds like the Bullet Aid program is dissolving and there probably will not be any aid distributed this year.
- **SPAC Relationship** – T. Wiles and T. Burke had a meeting with SPAC to discuss their continued partnership into 2019. The member libraries may see a discount code that will be available to both library staff and patrons using the first few numbers of the patron barcode. SPAC is looking to extend their reach and partner with other systems in the area but would like to work with UHLS first to establish the process.

UHLS Board and Finance – T. Burke reported that routine business was discussed at last month's Board meeting.

Administration Committee – M. Graff did not attend last month's meeting but the group did review a proposed update to the sexual harassment policy for the UHLS Staff Manual. It is much more thorough and compliant with the requirements outlined by NYS. The UHLS Board of Trustees approved the Committee's recommendation to adopt the policy as presented.

Services Committee – no meeting

Automation Advisory Committee – N. Hurteau reported that the group did meet and soon M. Tacke will be sending out an updated chart of recommended loan periods for review. M. Tacke will also be looking for loan period suggestions for museum passes and magazines prior to the committee making a recommendation to the Director's Association.

Central Library Advisory Committee – no meeting

eContent Advisory Committee – J. Wines reported that the committee did meet and there is an updated spreadsheet. In 2018, average circulation went up 30% and patrons now have a mid-thirty day average wait time for content. For every physical book, there are 1.5 patrons waiting to read that item. For every ebook, there are 8 patrons waiting in line. After doing the math, the cost per circulation of an ebook is 78 cents, which is much lower than any print item. E. Neale has a great report/chart to share with the group showing circulation statistics that can be used for your Board when discussing acquisition budgeting. T.

Wiles shared that their electronic sign outside is now boasting that their e-library is always open. J. Wines added that this year's 5% increase is being used strictly toward holds; the metered content rate they are flat funding. If your member library needs help spending any extra funds for e-content, the UHLS team is more than happy to help to ensure the biggest bang for the buck.

Ad Hoc Bylaws Committee – no meeting

III. OLD BUSINESS

Salary & Benefits Survey: J. Favreau has completed the survey and is awaiting feedback from the committee. T. Wiles is requesting the group agree to complete the survey within two weeks, as he's in the midst of salary negotiations and could use this information to help support his employees.

Continued system-wide MyCard discussion:

E. Neale asked what the directors are voting for next month. T. Burke stated that there are two questions: 1. Will your member library honor the system-wide MyCard parameters? and 2. Will your member library offer the card to patrons? COLN will not honor or issue this system-wide MyCard at this time. G. Kirkpatrick reported that his Board has voted to accept the card and its parameters but will not be issuing the card.

K. Vadney shared that the WTVT's Board is hesitant because they don't want children to have access to R-rated movies. G. Kirkpatrick reminded the group that each individual member library can establish those restrictions per the parameter document that was initially shared. N. Hurteau will re-share that document for the group to revisit prior to the vote happening at the March meeting.

IV. NEW BUSINESS

T. Burke asked the group if their member library requires patrons to use a library card to check something out. A patron recently reached out to him to complain that three different member libraries would not allow them to use their license or other form of identification to check out items. T. Burke is going to reiterate that UHLS has no control over member libraries, but first wanted to hear their reaction to this complaint. Many directors were in agreement that while a patron's library card is the easiest and most accurate way of locating an account, it is not always used; and it sometimes even depends on who's working the desk. A license does have all of the patron's details and allows staff to update the account if the information is outdated. We often strive to find a way to make the customer happy when they're walking away from the circulation desk. One director noted that if an item is so valuable that a library is refusing to loan it to a patron without a card or other form of identification, then the item shouldn't be in circulation.

V. OPEN FORUM

APLM: After much discussion with their county IDA, APL has received their first pilot program check. These payments should have been disbursed over the last 8 years, but hadn't been.

STEP: In November the Chapter 414 went to vote and passed! They are very excited about this progress because their community decided that the library deserves \$95,000 each year, which helps to stabilize the library financially.

The next meeting will be Friday, March 1st at 9AM.

Motion: T. Wiles motion to adjourn. J. Chirgwin seconded. Unanimous.

Meeting adjourned at 10:51AM.