



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: vacant

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|---|-----------------------------|---|-----------------------|
| 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 – Sara Hopkins | X | RVLL - Kim Graff |
| X | CAST – Melissa Tacke | X | SNLK - Melinda Fowler |
| X | COHS - Matt Graff | X | SCHG - Nick Matulis |
| X | COLN - Evelyn Neale | X | STEP - Kim Roppolo |
| X | 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

March 1, 2019

9:08 AM - Meeting called to order by M. Tacke, Chair. M. Tacke welcomed Sara Hopkins, the new Director for the Brunswick Community Library.

I. MINUTES

MOTION: L. Zapala moved to accept the Minutes of the February 1, 2019 meeting. G. Kirkpatrick seconded. Unanimous.

II. REPORTS

Executive Director's Report – Report distributed prior to the meeting. Here are a couple highlights:

- **Salary Survey** – The annual UHLS Salary / Benefits Survey has been available for member libraries to complete for a couple of weeks now. Currently we only have the information from 14 libraries in the survey. The more libraries that include their information, the more useful the data will be to all of the member libraries. S. Hoadley asked if we can include part time hours next year. J. Thornton asked this past week how many employees each member library has on staff, which would be great to be included next year as well.
- **Construction Grant funds** – There was additional money given to the System from DLD in February and the Services Committee did meet to distribute those funds. The one member library that thought they were giving money back can't at this point. More information to follow in committee reports.
- **Annual Reports** – We are not going to meet the DLD deadline this year, after a long track record of getting all reports in on time. What can we UHLS do differently to help member libraries reach this goal? S. Jarzombek asked the group if they all waited for audited numbers to submit. Many directors said no because they either don't have an annual audit performed or they aren't completed on time for the State report. G. Kirkpatrick is frustrated with the task to switch financials over to a cash basis just for this report. K. Vadney asked what is done with the information collected. L. Zapala shared that it's a snapshot of what's happening across the state in libraries, used to evaluate trends. G. Kirkpatrick agreed that there is some value in the numbers that they are collecting but some of the formatting that they keep changing is useless. Many directors expressed frustration with the role and lack of communication DLD has with member libraries within NYS compared to other surrounding states. No suggestions were made to J. Favreau for ease of submissions next year.

UHLS Board and Finance – J. Dugas Hughes reported that both meetings were routine, nothing significant to report.

Administration Committee – no meeting

Services Committee – T. Burke reported that the committee did meet and made the recommendation to the Board to equally divide the additional Construction Grant fund to the remaining 6 member libraries that had unmet need up to their maximum eligible award. The Board accepted the recommendation.

Automation Advisory Committee – No meeting but M. Tacke will be emailing out preliminary information from January's meeting.

Central Library Advisory Committee – no meeting

eContent Advisory Committee – J. Wines reported they did not meet but there is a spreadsheet! Almost half of the member libraries have yet to spend any money on econtent this year. N. Hurteau will be

jumping into this role, if you have any questions or need her help buying econtent, feel free to reach out to her directly.

Ad Hoc Bylaws Committee – no meeting

III. OLD BUSINESS

M. Tacke reported that the AAC is recommending the system-wide MyCard and would like as many member libraries to accept the card so that it's less confusing for the patrons.

MOTION: J. Burke moved to accept the system-wide MyCard parameters proposed by the AAC. L. Zapala seconded. Motion approved by a majority with three abstentions: E. Neale of COLN, K. Vadney of WTVT and P. Hicok of TROY.

There was further discussion. E. Neale explained that this is not solving a problem that COLN has right now and for the library to offer or honor this card would require bringing this decision to the town attorney because the MyCard is fine free. K. Vadney stated that her board has concern over access to R-rated DVD's and adding that to the parameters would help get her library to support it. P. Hicok expressed concern with the idea of a parent using the child's fine free card and not returning material. TROY doesn't want to liberalize what can be checked out on the MyCard because then you would, in effect, have an adult card. He also asked how many children with this card are likely to travel to other libraries and if this is addressing a real issue, as this population is largely immobile on their own. M. Tacke explained that this card could be used by children with their other caregivers, babysitters, grandparents or even for a school project in coordination between schools and member libraries.

In the spirit of compromise, M. Tacke suggested the idea of changing the parameters to read that MyCard holders will have access to all books, but only J and YA DVDs and audiobooks. With this change, K. Vadney and P. Hicok were more confident that their boards would support their library's participation and were willing to vote in favor of the motion above.

It was also mentioned by several libraries who already use an individually branded MyCard that they want to continue using their own cards under any new parameters for MyCard. The group agreed that libraries can use their own cards, but the UHLS will provide a new MyCard for all libraries that want to use it.

M. Tacke explained that she would make the changes to the parameters list as described above and share it with all of the Directors for a final review and then we'll have a finalized MyCard parameter list for J. Thornton to put into Sierra. In response to a question from J. Burke about timing for the new cards, the group agreed to have the MyCard ready for roll out by the start of summer reading. M. Tacke thanked the group for their support of this cooperative effort among the member libraries.

IV. NEW BUSINESS

M. Tacke announced that since N. Hurteau is no longer a director, the DA has a number of seats to fill on different committees. First up: DA Secretary which includes proofreading the minutes that J. Favreau takes at each meeting. J. Burke volunteered.

MOTION: M. Tacke moved to elect J. Burke of ALTM as DA Secretary to fill N. Hurteau's term. J. Dugas Hughes seconded. Unanimous.

The DA needs a new DA representative for the Services Committee for the UHLS Board. This committee meets 6-7 times per year on the same evening of the Board (second Wednesday of the month) and helps review the annual awards and construction grant aid. S. Clark volunteered.

MOTION: M. Tacke moved to elect S. Clark of VOOR as the DA representative to the Services Committee, filling N. Hurteau's term. N. Matulis seconded. Unanimous.

The DA is also missing a DA representative to the AAC. This meeting is held on the second Wednesday of each month at 9AM and is a load of fun, reviewing topics such as the system-wide MyCard. N. Matulis volunteered with enthusiasm!

MOTION: M. Tacke moved to elect N. Matulis of SCHG as the DA representative to the AAC for the remainder of N. Hurteau's term. G. Kirkpatrick seconded. Unanimous.

S. Hoadley pointed out that it has taken four directors to fill N. Hurteau's shoes!

T. Burke distributed a fact sheet about the census in the packet of information in front of each director. On Advocacy Day we asked for money to help support libraries during the census but if we don't get any money, we'll still have work to do because the census is going to happen regardless.

V. OPEN FORUM

GUIL: Capital Pride Parade and Festival is approaching and would like to know if UHLS is interested in covering the registration fee again? T. Burke replied that yes we'd be happy to do that again for our member libraries – please get in touch with N. Hurteau.

BERN: K. Stempel has been having discussions with the ALTM Fair representative, please contact Kathy to be included for 2019 (August 13-18th). T. Burke suggested talking to K. Akin, as she's been the coordinator for the SCHG Fair.

SCHG: Music Launch! N. Matulis has a collection of instruments that he's loaning out to SCHG patrons in month-long blocks, which also includes a couple of free lessons. If you have any attic instruments, please consider donating them.

NASS: Ukulele lessons to come over next couple of months! T. Clague is curious if anyone is doing a Drawdown program at their library – NASS is! G. Kirkpatrick or NYLA can help get someone to come out and give a presentation.

ALTM: One objective of ALTM's long range plan is toward sustainability and local purchasing. If you have any local vendors you prefer to use, even if it's just for office supplies, please share with J. Burke (or to the group).

The next meeting will be Friday, April 5th at 9AM.

Motion: M. Tacke motion to adjourn. K. Vadney seconded. Unanimous.

Meeting adjourned at 11:20AM.