



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

	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 – Catherine Stollar Peters		RENS - Jane Chirgwin
	BRUN – Sara Hopkins	X	RVLL - Kim Graff
X	CAST – Melissa Tacke		SNLK - Melinda Fowler
	COHS - Matt Graff	X	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
	MEND - Lenny Zapala	X	WSTR - Sue Hoadley
	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

April 5, 2019

9:08 AM - Meeting called to order by M. Tacke, Chair. M. Tacke welcomed Catherine Stollar Peters sitting in for G. Kirkpatrick today.

I. MINUTES

MOTION: J. Wines moved to accept the Minutes of the March 1, 2019 meeting. S. Hoadley seconded. Unanimous.

II. REPORTS

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

- **Reminder: UHLS Annual Report** – The deadline for your submissions for the UHLS Annual Report are due to J. Favreau on or before next Friday, April 12. If you have any questions or want to discuss your library's submission, please feel free to give J. Favreau a call. J. Wines asked if we could add a column in the charts that includes total support for budget numbers – yes! J. Favreau confirmed how COLN, HOOB, SCHG and WSTR would like to be listed throughout the report.
- **Reminder: UHLS Salary and Benefits Survey** – T. Burke was asked by a member library director who's looking for information to remind the group to please remember to complete the UHLS Salary and Benefits Survey, as the information is only as good as what's put in to it. P. Hicok stated that it's a great resource to have as it saves a lot of time from researching. T. Wiles shared that it's an act of service for librarians in the area. He is currently in salary negotiations with his Board and is using this as a resource of comparison. S. Hoadley suggested we add a column for part-time employees next year. It would be useful to see how many hours employees are working, not just their wages. K. Graff asked if we could create tabs to filter the information, as it is overwhelming as a whole. Yes – everyone has access to the information and is welcome to export and manipulate the data as needed for ease of comparison.
- **CORE Library Leadership Training** – T. Burke shared that the second offering of the UHLS CORE Library Leadership Training Program was another great success. The program was attended by eleven teams (Director and Board Presidents are required to attend together) from a variety of libraries throughout UHLS. M. Tacke shared that both she and her Board President were both very re-energized from the program. Attending the program after a 3-hour board meeting, P. Hicok is hopeful of shorter, more effective meetings. It was useful for many attendees to hear that APL only has 1-hour board meetings. S. Clark's most recent board meeting was cut down to 1.5 hours after attending the program!

K. Graff asked if there could be a program offered for secretaries and what meeting minutes should look like? S. Hoadley stated that minutes aren't just for the community, they are also for the history of the library. By a quick poll of the group, 2 member libraries have staff members taking minutes and the rest are done by trustees. E. Neale has a great template that she'd be willing to share with the group.

UHLS Board and Finance – T. Burke reported that both meetings were routine, nothing significant to report.

Administration Committee – Joint meeting with the Services Committee

Services Committee – T. Burke reported that the committee chairs decided to cancel the scheduled meeting last month, as the committees reviewed the award criteria prior to the meeting via email and did

not have any proposed changes for the Board. As a reminder, award nominations are due to J. Favreau on or before Wednesday, April 24.

Automation Advisory Committee – M. Tacke shared that the committee has almost 100% acceptance of the system-wide MyCard. NGRN currently doesn't have a director, COLN has opted out and EGRN is still pending board approval. She will be following up with J. Thornton at their next meeting to discuss timeline, however, the committee has been assured this can be done prior to the roll out of summer reading. T. Burke told the group that UHLS will pay for the initial order of cards for anyone that wants them. The group suggested a lanyard slot for the cards instead of the key tags and bright colors for the design.

M. Tacke will be sending out an email in the coming weeks looking for feedback about standardizing loan periods. T. Wiles suggested exploring automatic renewal of items if there aren't any holds. M. Tacke shared that this is on the committee's radar.

E. Neale shared that she has had further discussion with her board regarding the use of the eCommerce feature. They are rethinking their decision because they are receiving real money from this feature. J. Favreau informed the group that the 2019 first quarter checks are being issued next week.

Central Library Advisory Committee – no meeting

eContent Advisory Committee – J. Wines reported that the committee did meet and spent some time introducing the work to N. Hurteau. The committee revisited hold time for borrowers – it's now up to 37 days. Our patrons want the eContent and we aren't buying enough of it. T. Burke asked the committee if it would help to have all libraries only use Advantage Plus. J. Wines explained that we could go that route but it could create an equality issue for the smaller libraries with much smaller eContent budgets. Mid-Hudson is currently using this model, the committee is going to reach out to them to see how this model has changed their hold times.

P. Hicok asked if the committee could add the average hold time and increase in circulation numbers to the monthly spreadsheet – yes! Per J. Wines, the average increase in circulation is 29.7% and the average wait time is 37.29 days.

Ad Hoc Bylaws Committee – no meeting

III. OLD BUSINESS

IV. NEW BUSINESS

V. OPEN FORUM

WSTR: S. Hoadley will be retiring in September. She's looking forward to spending time in her garden and visiting with family.

COLN: COLN came in first for the Times Union's Best of contest – Best library! Taken from the website, "Year in and year out, this heavily used and much-beloved library has easily won over its regional counterparts. And this year they even did it without an actual entrance for part of the year. Now, that's loyalty."

GUIL: T. Wiles was very happy with the change in format for the UHLS Annual Report last year and is looking forward to what is to come this year. J. Favreau noted that she's looking to highlight each and every member library. Please feel free to give her feedback as to what you're looking for out of this report.

DA Meeting 04/05/2019

ALTM: J. Burke wanted to follow-up on an email he had sent out earlier in the week re: a system-wide Jeopardy / trivia event. A number of directors voiced concern over charging or asking for donations from patrons for participation and suggested having teams made up of member library staff. News Channel 10 may want to pick this story up, as they air Jeopardy – maybe the donation to the local charity of choice can be done on the TGGB. J. Burke will be holding a quick meeting with N. Hurteau following this meeting if anyone would like to chime in and participate.

The next meeting will be Friday, May 3rd at 9AM.

Motion: E. Neale motioned to adjourn. N. Matulis seconded. Unanimous.

Meeting adjourned at 11:10AM.