

**Attendance:**

Elizabeth Putnam (EGRN), Bek Jarvis-Girtler (COLN), Maria Buhl (GUIL), Natalie Hurteau (UHLS), Anne Pitlyk (UHLS)

**Facilitating Meetings – A Discussion with Mary Fellows**

Mary Fellows from UHLS led a discussion about facilitating meetings. She opened by asking attendees what some of their biggest challenges are when it comes to running meetings, be they with staff or with patrons and discussed ways to overcome them. Some tips included:

- Email timed agendas out before the meeting and mention in your email that everyone will be expected to contribute
- For hesitant discussion groups, make discussion questions ahead of time and assign at least one to each member of your group.
- Set firm ground rules for meetings that are dominated by a single person.
- Assign note takers and time keepers.
- Summarize the meeting at the end and make sure everyone understands whatever tasks may have been assigned.

**Library Programs Calendar**

N. Hurteau announced that UHLS has been making progress on attempts to clean up and to improve the experience on the admin page. She played the new screencast to show attendees how to add and edit events.

- M. Buhl asked how libraries can update options for event contacts, N. Hurteau will follow-up with Joe Thornton to get an answer.
- Libraries are not required to use this calendar, but UHLS does ask that all locations take a look to clean up events that may no longer be recurring.
- E. Putnam said that EGRN uses it to promote programs for which they are not expecting overflow crowds, but not for programs that are already popular.

**Adult Summer Reading Programs**

N. Hurteau asked everyone to share their plans for adult summer reading programs.

- B. Jarvis-Girtler said that COLN is partnering with Siena, the home of the largest telescope in the region, for an off-site program at which adults and children can look through the telescope. The adult SRP kick-off party will be July 12<sup>th</sup>. It will feature live music and door prizes and will have a 1970s “far out” theme. They will be hosting 25 events in just 6 weeks. They have found that having a large concentration of events in the summer helps boost attendance for programs throughout the rest of the year.
- M. Buhl said that GUIL will be hosting its annual ice cream kick-off party. They are expecting around 800 people to attend. GUIL bought two telescopes from the New Hampshire Library Telescope Program. The telescopes are modified to withstand heavy use. GUIL will be hosting a program to show patrons how to use these telescopes with Chief Astronomer Valerie Rapson, from the Dudley Observatory. GUIL has so many users with Beanstack that they have decided to

purchase their own subscription. GUIL will focus more on the reading challenge itself, rather than on programming.

- E. Putnam said that Valarie Rapson is also coming to EGRN for an event. Their patrons love a good raffle basket. EGRN has set a community goal to read 10,000 books over the summer, and patrons will be using a game card to track their finished books and articles. Staff are also participating in their own summer reading challenge.
- B. Jarvis-Girtler said that COLN also runs raffles. The instant pot and a telescope have been the most popular prizes.

### **Expedition Party**

To celebrate and build from the success of last year's library expedition, UHLS will be throwing a party for participants on Tuesday, September 10<sup>th</sup>. The party will be held at The Crossings in Colonie. All 36 locations will be invited to participate in some way.

- There could potentially be a mini-golf component, and B. Jarvis-Girtler will look into who COLN has used in the past for their mini-golf programs.

### **The Great Give Back**

The Great Give Back will take place on October 19<sup>th</sup>. Another system-wide event, all libraries are being asked to participate at some level. It could be with an event that is already planned, just scheduled for October 19<sup>th</sup>. Program examples:

- Blood drive
- Drug take-back
- Clean-up day

### **Scholarships**

UHLS is offering scholarships to NYLA's leadership training program.

- One full scholarship will be awarded for each program to applicants from any UHLS member library whose annual budget (based on the NYS Annual Report "Total Local Support" figure) is less than \$1 million. This award covers the full program registration fee.
- One partial scholarship will be awarded for each program to applicants from any UHLS member library whose annual budget (based on NYS Annual Report "Total Local Support" figure) is more than \$1 million. This award will cover half the program registration fee.
- To apply for any of these scholarships, submit your letter of intent and letter of support via email to Natalie Hurteau at [natalie.hurteau@uhls.org](mailto:natalie.hurteau@uhls.org) by Friday, July 12<sup>th</sup> 2019. All applications will be reviewed by a UHLS Scholarship committee. The winners of these scholarships will be selected by Thursday, July 18<sup>th</sup>.

### **Networking Event**

EGRN is hosting an informal networking event for UHLS members on August 23<sup>rd</sup>. More details to follow, but save the date! This networking event will take the place of an August ASAC meeting.

### **Adult Literacy Grant Update**

Notary trainings will be scheduled for September. Dr. Tom Denham and Marsha Lazarus are returning to offer trainings, B. Jarvis-Girtler will be the new digital literacy trainer.

### **Library by Mail Update**

CAST will be the test location for this new program. N. Hurteau and Melissa Tacke will be meeting with a representative from the Post Office to work out the details. The program is based on the one run by the Crandall Public Library. Think the old DVD by mail programs from Netflix.

- M. Buhl asked if this program is strictly for home bound patrons and how that will be determined. N. Hurteau said that yes, it is for homebound patrons, who will have to go through an intake process.
- M. Buhl asked what would happen if the cost goes over the allotted amount. N. Hurteau pointed out that it will only apply to a limited population and that only 3-5 books will be allowed out at a time. These restrictions should keep costs down, but we'll find out more after the pilot program at CAST.

### **Open Forum**

- Everyone in attendance asked if UHLS would be offering any census prep training. N. Hurteau said that a Census representative had come to a DA meeting and that she might be able to get that representative back for a broader general staff training.
  - B. Jarvis-Girtler suggested a census planning workshop
- M. Buhl pointed out that N. Hurteau is a great communicator.

### **Next Meetings**

- Services to Seniors  
Thursday, July 25th | 9:30am
- Networking Event at East Greenbush  
Friday, August 23rd | Time TBD
- Program Swap @ GUIL  
Thursday, September 26th | 9:30