



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Directors' Association

May 6, 2016

	APLM - Scott Jarzombek
✓	ALTM - Joseph Burke
	BRLN - Sharon Vogel
	BERN - Judy Petrosillo
✓	BETH - Geoffrey Kirkpatrick
✓	BRUN - Natalie Schipano
✓	CAST - Melissa Tacke
	COHS - Matt Graff
✓	COLN - Evelyn Neale
	EGRN - Jill Dugas Hughes
✓	GRAF - Ronnie Tatro
✓	GUIL - Tim Wiles
	HOOF - Carol Gaillard
✓	MEND - Lenny Zapala
✓	NASS - Laurene Teachout
✓	NGRN - Daryl McCarthy

	PTRB - Sharon Hodges
	POES - Margie Morris
✓	RCSC - Judith Wines
✓	RENS - Jane Chirgwin
✓	RVLL - Kim Graff
✓	SNLK - Melinda Fowler
✓	SCHG - Nick Matulis
✓	STEP - Laurene Teachout
	TROY - Paul Hicok
	VAFI - Kelly Akin
✓	VOOR - Gail Sacco
	WTVT - Samantha Fagan
✓	WSTR - Sue Hoadley
	UHLS - Tim Burke

9:10 AM - Meeting called to order by S. Hoadley, President.

## I. MINUTES

**MOTION:** E. Neale moved to accept the Minutes of the April 1, 2016 meeting. J. Burke seconded. Unanimous.

## II. REPORTS

Executive Director's Report - T. Burke was excused but had submitted a written report. There were no questions or comments.

UHLS Board and Finance Committee - J. Wines

- The Board welcomed Arlene Way, a new trustee representing the Albany Public Library.
- The Finance Committee reviewed the Purchase Journal and Treasurer's Report.

UHLS Administration Committee - No meeting, no report

UHLS Services Committee - No meeting, no report.

Central Library Advisory Committee - No meeting, no report

eContent Advisory Committee - No meeting but J. Wines noted that she had emailed the monthly spreadsheet showing the to-date purchase of e-content by each of the libraries. There were no questions or comments (worth repeating, anyway).

## III. OLD BUSINESS

- Expiration of patron accounts

T. Wiles reported that GUIL has been emailing patrons about the need to renew their library cards and this has been well received. He will email the Directors with the wording and any other information that the library is using.

K. Graff noted that at RVLL, they are capturing bounced emails and are flagging those patron accounts so that the information can be updated when the patrons come into the library.

G. Sacco asked about linking accounts (i.e. parent and child, spouses, etc) GUIL has a form that patrons sign to authorize the linking and T. Wiles will share that with the Directors. E. Neale noted that at COLN, the accounts of children and parents are automatically linked. It was pointed out that there is a field in Sierra that allows a box to be checked noting that a patron has authorized the linking.

**MOTION:** G. Sacco moved that the Circulation Advisory Council should be directed to look at the Borrower Registration cards and consider how they need to be updated. T. Wiles seconded. Unanimous. Consensus that this is a #1 High Priority project.

There was discussion about putting the Registration cards on the library websites so that patrons could fill them out in advance. G. Kirkpatrick noted that BETH does online registrations but the information still needs to be manually entered, by a staff member, into Sierra. Wishful thinking: patrons entering their information directly into Sierra.

- Future CE sessions  
S. Hoadley thanked G. Sacco for proposing this idea. Unfortunately, no one has volunteered to take this on or to assist G. Sacco in bringing it to fruition and so the idea will be tabled for the time being. Some discussion about UHLS' role in this. G. Sacco noted that the DA cannot expect UHLS to do everything and they must take on some things themselves. T. Wiles suggested that some subjects could just be for information sharing and discussion - no formal preparation needed and time for this could be set aside in the DA meeting agenda. Consensus (I think) that this would be a quarterly agenda item. S. Hoadley will conduct a poll to determine which topics have the most interest.

#### IV. NEW BUSINESS

- Automation Advisory Committee: after discussion, the following people volunteered to serve on this Committee: J. Dugas Hughes, T. Wiles, M. Fowler, M. Tacke.

**MOTION:** G. Kirkpatrick moved to appoint the above-listed Directors to the AAC. E. Neale seconded. Unanimous. It was noted that the Committee will need to meet and appoint any additional members as well as select a Chair. Both G. Kirkpatrick and E. Neale have staff members that they can suggest as additional Committee members.

- DA By-Laws revision. The draft revision of the By-Laws was handed out for review and will be a topic on the agenda at the June meeting.
- S. Hoadley noted that she is working on a spreadsheet that lists all of the Committees/SubCommittees of the DA and their members, as well as UHLS Committees on which there are DA representatives (i.e. Administration, Finance and Services Committees).

#### V. OPEN FORUM

- T. Wiles: 836 pounds of drugs were collected at the Take Back Day. Assemblymember Pat Fahy is interested in having libraries get involved in this on an annual basis. T. Wiles will email the Directors to see which libraries would be interested in cooperating on this project. J. Chirgwin noted that the Justice Department is also coordinating an area-wide day.

GUIL is looking into having an interior decorator make some suggestions for improvements in the library.

He is in the process of talking with CSEA about salaries. There was some discussion about the possibility of conducting a salary survey.

GUIL is considering a bookmobile. Discussion about problems with remote access to Sierra, i.e. through a bookmobile or other vehicle.

- E. Neale: she has heard positive comments that "pop-up" locations for materials pick-ups and possible locations for programs/workshops would be useful for her community. Red Box and other "vending machines" for books are expensive and the funds could be better used in other ways.

- K. Graff: RVLL used to have drop boxes in different locations for people to deposit or pick up books. It was determined that patrons would rather have programs instead of books and so the drop boxes were discontinued. The library is working on a Strategic Plan right now and programming is an important part of it.
- T. Wiles: Would it be feasible to do a minibus at a sharing level? There would be certain costs: employees, the vehicle, a collection budget. Maybe UHLS should consider.  
  
Discussion - would it be possible to do this cooperatively among interested libraries? G. Sacco noted that this would not necessarily be a UHLS project - there are other things that UHLS should be doing.  
  
G. Kirkpatrick noted that there would be more value in a van that could be used for scheduled events rather than a bookmobile.  
  
Further discussion regarding branding as the individual libraries would use the van. Is this a fundable project for Bullet Aid or other legislative aid?  
  
Consensus that interested Directors will get together to discuss this idea.
- E. Neale: COLN will be hosting a mini-golf event in the Library. There were some sponsors for the event and the Times-Union gave them a \$900 Basic grant in support. She will share information about this with the Directors.
- L. Teachout: NASS received a Great Stories grant, one of 75 libraries nationwide. She will be flying to Orlando for training. This program will take place in conjunction with the Berkshire School and she already has a lot of ideas for programming.
- J. Chirgwin: RENS will be holding their Annual Book Sale. They had some good quality donations for the sale.
- J. Burke: ALTM will also be holding their Annual Book Sale.  
  
This year is the 100<sup>th</sup> anniversary for the library and they are seeking 100 donors to donate \$100 each. There will be a celebration at the Breitenbach Castle.
- G. Sacco: The VPL Friends Group has set up an Encore Book Shed for Book Sales. This has revitalized the Friends.  
  
A library in Australia is holding book discussions via Twitter.
- N. Matulis: Prime Auditors were very helpful in obtaining a refund for the Library on their phone bills as well as discounts on future phone bills.
- T. Wiles: GUIL is circulating metal detectors and a collapsible wheelchair. The Library was named the "Best Place to Work" by the Guilderland Chamber of Commerce.
- J. Chirgwin: Are there any libraries that would be interested in having books for an upcoming or ongoing Book Sale:
- K. Graff: On June 18<sup>th</sup>, there will be a "Ramble, Run, Walk" fundraiser for the Library and the Huyck Preserve. This is a new partnership for the library.

- J. Wines: On the May 17<sup>th</sup> ballot, there is a proposition for the library to purchase their building. <Everyone wished her “good luck”>
- G. Kirkpatrick: BETH held a televised “Meet the Candidates” forum for Library Board seats.

**MOTION:**

K. Graff moved to adjourn. L. Zapala seconded.  
Unanimous. Meeting adjourned at 10:30 AM

Heidi A. Fuge  
5/9/16

Amended (page 2) at the 6/3/16 DA meeting

**DIRECTORS ASSOCIATION  
OF UPPER HUDSON LIBRARY SYSTEM  
BY-LAWS**

**Article I. Name**

The name of this organization shall be the Directors Association of Upper Hudson Library System (UHLS).

**Article II. Purpose**

The purpose shall be to address the needs and concerns of member libraries; to provide a forum for the exchange of ideas; to encourage the dissemination of information in the field of library management and to forward consensus recommendations to ~~the UHLS Board and the UHLS Board of Trustees.~~

**Article III. Membership**

The Association shall be open to the Director or acting Director of each member library. The Executive Director and Managers of UHLS are welcome to attend as non-voting guests.

**Article IV. Officers**

The officers shall include a chairperson, a vice-chairperson, and a secretary.

A. The chairperson will preside at all meetings, authorize calls for special meetings, appoint representatives and committees, and prepare agendas.

B. The vice-chairperson will serve in the absence of the chairperson. ~~and may coordinate a continuing education event when requested.~~

C. The secretary will ~~record and distribute~~ facilitate the recording, review, and distribution of the minutes electronically to all members of the organization and to the Executive Director of UHLS.

D. The Chair shall appoint a three-member Nominating Committee no later than ~~June~~ May. The committee shall prepare and present a slate of candidates for office ~~prior to the July~~ at the June Annual Meeting. Additional candidates may be nominated from the floor. Officers are elected for a two-year term by a majority vote of those members present. ~~Terms of office will begin on July 1 of the first year and end on June 30 of the second year.~~ Vacancies that occur during the term of office shall be filled by appointment of the Chairperson.

## **Article V. Representatives to UHLS Board of Trustees**

A. A representative will be elected to serve on the UHLS Board of Trustees. S/he shall represent and speak for the member libraries and report back to the Association. The UHLS Board representative shall be elected to serve a five-year term. The representative shall also serve on either the Services, Finance or Administration Committee. If the representative resigns from a member library or from the UHLS Board, the Chair shall appoint a replacement to complete the term.

B. A representative will be elected to serve on each of the UHLS Board's Services, Finance, and Administration Committees to represent and speak for member libraries and report back to the Association. A committee representative shall be elected to serve a two-year term. If the representative resigns from a member library or from the Committee, the Chair shall appoint a replacement to complete the term.

## **Article VI. Representatives to the Central Library Committee UHLS Advisory Committees**

Representatives will be elected to serve on various UHLS advisory committees including, but not limited to, Central Library Advisory Committee, e-Content Advisory Committee, and Automation Advisory Committee.

A. The Central Library Advisory Committee shall consist of representatives from the Central Library, UHLS staff and a representative from a small, medium and large library from both Albany and Rensselaer Counties. The representatives will be elected to serve for a two-year term.

B. The e-Content Advisory Committee shall consist of representatives from UHLS staff, the Central Library, one large library (not Albany Public), two medium and two small libraries. The representatives will be elected to serve a two-year term. One to four at-large members may also be appointed by the membership of the Committee.

C. The Automation Advisory Committee shall consist of representatives from UHLS staff and four library directors. The representatives will be elected to serve a two-year term. Two to four at-large members may also be appointed by the membership of the Committee.

## **Article VII. Standing Committees and Ad Hoc Committees**

A. The Chair may appoint Standing Committees to address common or ongoing issues of the Association as needed. Representatives will be elected to serve on the committees for a two-year term.

B. The Chair may appoint Ad Hoc Committees to study, review and make recommendations to the Association. Representatives will be appointed to serve for the duration of the study. Members of the Ad Hoc Committees need not be members of the Association.

## **Article VIII. Quorum**

The members of the Directors Association present at meetings shall be considered a quorum. One more than half of those members present shall be considered a majority.

## **Article IX. Meetings**

A. At least five meetings a year shall be held. Day and time shall be established by consensus.

B. The Annual Meeting will be held at the regular meeting in June. At this time, officers will be elected (if necessary) and the status of members elected or appointed to UHLS and Association committees will be reviewed.

## **Article X. Executive Board**

The officers and UHLS committee representatives shall act as an Executive Board to make decisions between meetings if necessary.

## **Article XI. Guidance**

The Association endorses the Library Bill of Rights and the Librarian's Code of Ethics as published by the American Library Association.

## **Article XII. Amendments**

Amendments to these By-laws may be made by a majority vote at any regular meeting provided that the proposed change or changes shall have been submitted to all members in advance.

## **Article XIII. Interpretation**

Robert's Rules of Order as last revised shall be followed when applicable.

**Adopted by the Directors Association June 1995**

**Revised November 1, 2002**

**Revised August 5, 2005**

**Revised March 1, 2013**

**Revised: \_\_\_\_\_**