



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

	APLM – Scott Jarzombek		NGRN - vacant
	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
	COHS - vacant		SCHG - Nick Matulis
	COLN - Evelyn Neale		STEP - Kim Roppolo
	EGRN - Jill Dugas Hughes	X	TROY - Paul Hicok
	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

May 3, 2019

9:05 AM - Meeting called to order by M. Tacke, Chair.

I. MINUTES

MOTION: T. Wiles moved to accept the Minutes of the April 5, 2019 meeting. J. Chirgwin seconded. Unanimous.

II. REPORTS

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

- **NYS Budget Update** – With the discussion of the proposed legislation to change the “reduced match provision” of the NYS Construction Grant from 75/25% to up to 90/10%, T. Wiles asked if this criteria would be applicable to all applying libraries. T. Burke stated that the Services Committee and Board would have to re-evaluate the System's award criteria. Increasing eligibility from 75 to 90% could eat up more of the money for fewer projects. Reminder to mail in those bullet aid funding request letters with specifics on how the money will be spent (i.e. new computers).
- **UHLS Annual Celebration** – Reminder: UHLS Annual Celebration is on Wednesday, June 12 at the Holiday Inn Express in Latham. Invitations went out in the delivery bins and an electronic copy was emailed to the group, if you need anything further, please reach out to J. Favreau. K. Stempel asked if we still want our Town Supervisors invited – yes, each member library has one ticket on the house and is encouraged to use that ticket for Town Supervisors, Mayors, Presidents of Friends' groups, or anyone that has a special relationship with your staff. G. Kirkpatrick asked if there's going to be showcase tables – no, that idea fizzled out a couple years ago and this new location isn't ideal for incorporating them.
- **NYLA Library Smoking Ban email** – In light of the message that was sent out earlier in the week by NYLA, T. Burke is going to reach out to Theresa Zubretsky from the Capital District Tobacco Free Communities. Her service is free and she can help member libraries create the appropriate signage and policies. G. Kirkpatrick asked if it was mandatory to have a policy if it is now a law. P. Hicok added that this ban does not include vaping. The following question was asked: do cigarette butt receptacles encourage smoking on the library's property or are you suggesting you want a clean space? Patrons can continue to smoke in parking lots as long as their windows are up.

UHLS Board and Finance – T. Burke reported that the Board accepted a reconciled budget for 2018. Because of an increase of state aid that wasn't budgeted for and some tighter calculations that J. Favreau made for State contributions, UHLS was able to put \$60k into a Board Restricted Building account. Building projects in the near future include repaving the parking lot, possibly new, energy saving windows, and HVAC upgrades.

Administration Committee – no meeting – coming together next week to review Annual Award nominations.

Services Committee – no meeting – coming together next week to review Annual Award nominations.

Automation Advisory Committee – M. Tacke sent out an email re: magazines and non-new videos and is looking for your feedback. Please send her a response because the committee will be meeting next Wednesday to discuss this topic. A chart will then be distributed with some preliminary

recommendations; the committee should have some formal recommendations over the next couple of months.

Central Library Advisory Committee – no meeting

eContent Advisory Committee – J. Wines reported that there was no meeting but a spreadsheet was distributed. The current hold time has increased to 39.27 days. T. Burke shared one comment from the feedback from the Plan of Service survey: ERO spending is more confusing than it should be, the process needs to be simplified and a portion of the UHLAN fee should go to eContent and UHLS should be doing the purchasing because they receive the money. T. Burke expressed that if that's what member libraries would like, UHLS would be open to taking on more of this task. J. Wines said that we could centralize purchasing and then anything in addition would go to Advantage content; we do currently have five member libraries that have yet to spend any money in 2019. P. Hicok added that the wait time increased and his library's circulation increased by 30% but they haven't increased funding by 30% - is anyone matching their growth? J. Wines shared that a few libraries did spend a significant amount of extra money last year toward eContent and did temporarily see a difference in hold times. T. Burke added that this is why this spreadsheet and the quarterly reports are produced, for you to apply these statistics to your budgeting process and defend your spending recommendations to your boards. J. Chirgwin summarized the conversation by stating that we need a simplified report or instructions on how to accurately read the report so that everyone understands how much each member library should be spending. T. Clague is appreciative of N. Hurteau purchasing content on behalf of her library.

Ad Hoc Bylaws Committee – no meeting

III. OLD BUSINESS

System-wide MyCard update: J. Favreau has priced out the lanyards and plastic cards and M. Fellows has given the specs to the designer, Ira Marks. UHLS is on track to having this project completed in time for the start of Summer Reading programming. The cards will not be rounded and the design will not be juvenile, as teens will be issued this card as well.

IV. NEW BUSINESS

M. Tacke reported that with M. Graff's departure, the DA has a couple of vacancies to fill.

A DA representative is needed for the UHLS Administration Committee. T. Burke stated that this committee meets three or four times a year either at 3:30 or 4PM, always on the second Wednesday of the month; there is a meeting next week reviewing award nominations for the Annual Celebration. This committee also reviews policy changes to the UHLS Staff Manual and major facilities projects at UHLS. J. Chirgwin enthusiastically volunteered.

MOTION: G. Kirkpatrick moved to elect J. Chirgwin as the DA Representative to the UHLS Administration Committee, term ending 6/30/2020. L. Zapala seconded. Unanimous.

The e-Content Advisory Committee has an open seat for a Medium Library representative.

MOTION: G. Kirkpatrick moved to elect J. Chirgwin to the e-Content Advisory Committee, term ending 6/30/2020. K. Graff seconded. Unanimous.

At this year's Annual DA meeting in June, all three officer seats will be coming up (Chair, Vice-Chair and Secretary) and all three people currently serving are eligible for re-election. The DA needs to appoint a Nominating Committee – are there any volunteers?

MOTION: M. Tacke moved to appoint J. Wines, K. Vadney and S. Hoadley to the DA Nominating Committee. L. Zapala seconded. Unanimous.

There are a number of committee reappointments and vacancies that will need to be filled as well. M. Tacke will be sending out an email with all of the details for the Nominating Committee to use for reference.

Per the bylaws, quarterly management topic discussions (CE) also need to be chosen at the Annual DA meeting. M. Tacke asked the group if they had any suggestions for topics to be covered: financial best practices, management, basic plumbing, tip of the week. M. Tacke will send out an email with all suggestions that were made on the satisfaction survey. T. Wiles suggested the CE sessions be moved to other locations at times other than immediately following a DA meeting.

MOTION: M. Tacke moved to reduce next month's meeting time to 9-9:45AM with a short break until 10AM, when the census presentation will begin. L. Zapala seconded. Unanimous.

V. OPEN FORUM

MEND: L. Zapala shared that Spectrum showed up with a giant check to present to NYLA; it was a grant for wireless routers for small libraries to bring access to patrons. But there was no one from the press there! Where was channel 9? And no one from the newspaper showed up despite the numerous press releases being sent out prior to the event. T. Burke did note that the photographs did go out via social media. G. Kirkpatrick suggested submitting a photograph to the TU – Your Best Shot – with a blurp.

GUIL: T. Wiles reported that there are two TU articles coming up covering their expansion plan. He's connected with TU reporter Lynda Edwards, who would like to write an article of the digital divide and who's suffering. Please contact her if you'd like to participate (T. Wiles distributed her business card).

GUIL: GUIL had hired an employee during the government shutdown and couldn't verify the SSN and do a background check using e-verify. Turns out this person falsified his records and has since been arrested. T. Wiles is suggesting a CE topic: best practices for hiring and completing background checks (sex offenders and felonies). G. Kirkpatrick suggested making your knock-out list prior to running any checks, otherwise it's a lawsuit waiting to happen.

RCSC: Does anyone have a cornhole game that they could borrow for an event? VOOR will check – they have one in their library of things.

WTVT: K. Vadney thought G. Kirkpatrick had a great idea in response to her email inquiry to the group about local authors – a central local authors day. He said they've never had a huge response individually but having it be bigger could draw a crowd. S. Hoadley has had local authors set up a table on the day of her bake sale with success. K. Vadney added

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that it could also be marketed as a workshop on how to learn how to self-publish and use the authors as a panel for discussion.

The next meeting will be Friday, June 7th at 9AM.

MOTION: T. Wiles motioned to adjourn. L. Zapala seconded. Unanimous.

Meeting adjourned at 10:58AM.