



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

X	APLM – Scott Jarzombek		NGRN – Mary Klimack
X	ALTM - Joseph Burke	X	PTRB – Anita Wilson
	BRLN – Sharon Vogel		POES - Margie Morris
X	BERN – Kathy Stempel	X	RCSC - Judith Wines
X	BETH – Geoffrey Kirkpatrick	X	RENS - Jane Chirgwin
	BRUN – Sara Hopkins	X	RVLL - Kim Zimmer
X	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
X	COHS – Hannah Stahl	X	SCHG - Nick Matulis
	COLN - Evelyn Neale	X	STEP - Kim Roppolo
X	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 - Debbie Scott
X	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

September 6, 2019

9:04 AM - Meeting called to order by M. Tacke, Chair. Welcome to Anita Wilson, the new director of the Petersburg Public Library!

I. MINUTES

MOTION: G. Kirkpatrick moved to accept the Minutes of the August 2, 2019 meeting. L. Zapala seconded. Unanimous.

II. REPORTS

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

- **NYS Construction Aid Update** – The \$20 million was restored into the budget by the Governor, as was the option for 75% funding (which has been in place for a number of years already). No action has yet to be taken to finalize the 90% funding option for this grant cycle. The Services Committee decided to extend the application deadline and since, we have received two more new applications.
- **Expedition Party** – Happening next Tuesday, September 10 from 4-7PM at the Crossings in Colonie. Still plenty of time to sign up and participate. A great way to wrap up this successful program!
- **CORE Leadership Training** – Happening November 7th here at UHLS, J. Favreau is currently taking reservations. Remember, both you and your Board president need to attend together.

UHLS Board and Finance – T. Burke shared that the Board did not meet in August.

Administration Committee – no meeting

Services Committee – S. Clarke shared that the Committee discussed the construction aid applications and decided to extend the application deadline to try and get more applications and enhancements of existing applications to make sure we can use up the remaining construction aid funds.

Automation Advisory Committee – M. Tacke shared that they did not meet in August, but will be meeting next week and will have recommendations for the DA in October.

Central Library Advisory Committee – L. Zapala shared that they did not meet in August, but they will be within the week.

eContent Advisory Committee – J. Wines shared that they did not meet but would like to draw attention to Lucky Day, which is a feature of your OverDrive Advantage Plus account. You can purchase titles to be a part of Lucky Day, which will be available to only your patrons, but once you reassign the item, it'll be put into rotation with all titles for all to checkout. Check with N. Hurteau for more details.

Ad Hoc Bylaws Committee – no meeting

III. OLD BUSINESS

T. Burke made changes (highlighted in yellow) following the discussion at the last DA meeting to the Proposed UHLAN Agreement. He also included a second model or option for the fee chart: a simple 2% increase each year. He removed any reference to the DA having decision making power. J. Wines stated that she likes this new version, as the old version was complicated and not anything the member libraries could control. This new version will help her with budgeting. J. Burke asked if any current net lenders had anything to add: G. Kirkpatrick noted that if your member library were to become a net lender, you'd be missing out on a discount but we could always reevaluate in the future. M. Tacke asked if the circulation numbers would be included in future charts – no, just a simple 2% annual increase, so you

aren't penalized if you have a decrease in circulation activity. N. Matulis asked if there was anyone in the room not wanting to move forward with this model – no response. T. Burke will now bring this to the Board for their approval.

T. Wiles was contacted by some NYS Archives staff about public library programming – do you have an update on this? T. Burke will reach out to NYSED and email out a copy of their suggested document retention list. G. Kirkpatrick shared that he digitizes BETH's information and stores the back-ups here at UHLS just in case there's a fire or some other compromise in their system. K. Zimmer asked about cyber security – does this help? Yes, as the backup is safe on a hard or thumb drive in a separate location from the library.

IV. NEW BUSINESS

V. OPEN FORUM

BETH: How much liability insurance does each of your library carry? G. Kirkpatrick will email the group for their input.

PTRB: A patron was upset about having to give out her SSN a number of years ago when she applied for a card. T. Burke said that the SSN is no longer a collected data point and that they've all been removed from the patron database. J. Thornton can also remove the Driver's License numbers if no one is using them. J. Dugas Hughes can give us a copy of her new patron sign up card that excludes that field. J. Chirgwin asked if we can add a field – parent or guardian – it use to be in the old system. J. Favreau will follow up with J. Thornton to see if that's a possibility. Clear and overwhelming consensus to remove Driver's License numbers – we will talk to Joe and send out an email.

WTVT: K. Vadney will send out an email following this meeting but is looking for information regarding going fine free. If you can send her some data that would be greatly appreciated.

RCSC: J. Wines recently received their first PILOT payment (payment in lieu of taxes)! It was \$6k and they are expecting it to increase each year. The school district has been collecting it "for them"... but not handing it over to the library. FYI this is only a possibility for District libraries. J. Dugas Hughes asked who does one contact for inquiries if they qualify - either the town or county. J. Wines suggested getting your hands on the tax bill (town had theirs); that document will list the library if you're eligible.

EGRN: Budget passed last night! Trustee election was won by 18 votes.

BERN: "The Great Heldercon" is happening on September 21 – going to pass around a flyer for all to share.

RENS: The RENS Board only has 4 of 5 trustees right now and are awaiting for the new mayor to appoint the 5th Board member.

CAST: September 14th is a drug take back day at the library, which coincides with the city wide garage sale. 10AM to 2PM for anyone who will be out and about in Rensselaer County. Halloween costume giveaway is happening again this year! Between now and October 18 the library will be collecting any costumes or makeup and then on October 19 between 10-4PM, anyone is welcome to come and pick out a costume for Halloween.

DA Meeting 09/06/2019

- SCHG: It's our 80th birthday this year on 10/19! SCHG will be throwing a birthday party on the 20th from 1-3PM, stop in and celebrate with us!
- PTRB: Petersburg is hosting their first ever Harvest Festival on Saturday, October 5 from 11-6PM. Brown's Brewing will be there serving beer, hard cider will be available too.
- GUIL: While we're on the topic of alcohol at events: T. Wiles always felt limited by the NYS regulations, with 4 alcohol permits a year at \$36 per address outlined on the state's website. Senator Amedore's office called to check in on this and in actuality, there is NO limit for a school district library. One just has to call more than 15 days before the event. K. Zimmerman added that there's a fundraising dollar amount that you (the member library) needs to be under for the gaming authority so that you can hold raffles, including alcohol. Also note, you can't raffle off alcohol if alcohol is being served at the event.
- COHS: H. Stahl has been weeding audiobooks, they're here if you'd like to look thru them and take them for your library! She's been approved to hire a part-time aid, and she was also approved to do the hiring herself! She's got a question for the group: the carpet in the space is old and disgusting and she's looking to put down area rugs, however the City doesn't want her to do that. Does anyone have any suggestions? Duct tape or carpet squares were suggested.
- SCHG: The kids who recorded the summer reading cd will be performing at the Expedition Party Tuesday, from 5-6PM.

The next meeting will be Friday, October 4th at 9AM.

MOTION: G. Kirkpatrick motioned to adjourn. N. Matulis seconded. Unanimous.

Meeting adjourned at 10:51AM.