



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

X	APLM – Melanie Metzger	X	NGRN – Mary Klimack
X	ALTM - Joseph Burke		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
X	BRUN – Sara Hopkins	X	RVLL - Kim Zimmer
X	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
X	COHS – Hannah Stahl	X	SCHG - Nick Matulis
X	COLN - Evelyn Neale	X	STEP - Kim Roppolo
X	EGRN - Jill Dugas Hughes	X	TROY - Paul Hicok
X	GRAF – Lise Smith		VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Sarah Clark
	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

October 4, 2019

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

I. MINUTES

MOTION: J. Wines moved to accept the Minutes of the September 6, 2019 meeting. G. Kirkpatrick seconded. Abstention: M. Metzger. Unanimous.

II. REPORTS

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

- **UHLS Contract Delivery Service** – We've experienced some service continuity issues with the company over the last several months and just in the last few weeks, the delivery company has had some significant internal upheaval which impacted our service and has forced us to announce a temporary change in the delivery schedule. We do expect the delivery company's staffing issues to be addressed quickly and we will return to a normal service schedule very soon. J. Wines mentioned she has not had delivery every day this week and sorting from last week is just now showing up. Patrons have noticed. K. Stempel asked if we've thought about hiring our own delivery system in house. Yes however the cost is significantly higher to cover multiple vans, maintenance on the vans, and insurance for both the vehicles and employees. T. Wiles asked if we can have the conversation about sharing resources with MVLS again before the contract is re-signed – yes. N. Matulis reported receiving the STEP bins.
- **Fine Free Event** – UHLS is hosting a program for trustees and staff called "The Fine-Free Experience: The Motivation, Methods and Results" on Thursday, November 21. The program is free but we ask that you register - updated link for registration on the flyer and emailed out this morning to all who received the prior message yesterday.
- **Sexual Harassment Prevention Training** – T. Burke is researching whether or not trustees are required to complete training from the State's point of view, as it's not listed on their website. E. Neale thinks elected trustees have to, but appointed trustees do not. J. Burke had heard that trustees do not per his lawyer. J. Favreau is more than happy help each of you get this completed. J. Burke is asking for more promotion from UHLS in the future for topics similar to this that pertain to all member libraries. It was suggested that a training session with more relevance would be useful, as the training online from NYS is more focused on relationships with co-workers instead of public interactions.

UHLS Board and Finance – J. Dugas Hughes shared that the Board discussed in detail the Construction Aid distribution and the Proposed UHLAN Agreement. As T. Burke mentioned earlier, the proposed agreement and fee chart was emailed to each member library board for comment.

Administration Committee – J. Chirgwin reported that next week's meeting has been rescheduled for November.

Services Committee – S. Clarke reported that the Committee discussed the construction aid applications. The Board will be voting at next week's meeting.

Automation Advisory Committee – M. Tacke noted that her topic (loan rule standardization) will be discussed under new business.

eContent Advisory Committee – J. Wines reported that the committee looked at how the system offers e-magazines. Flipster is pricier and the committee's recommendation is use the new OverDrive Magazine platform, as it costs half as much (\$15,000 for a 50 title simultaneous use collection. The only known

drawback is that OverDrive doesn't have the most popular 5 titles we're currently subscribed to in Flipster. The plan will be to purchase those 5 titles in Flipster over the next year and even with that, we'll save about \$20k. This change is effective January 2020. With the \$20k leftover, the committee is recommending it is to put toward additional adult non-fiction eContent. The committee also discussed lowering the maximum hold limit for eContent items from 14 holds to 5. A lengthy discussion followed. N. Matulis asked if patrons are going to be left unhappy or is everyone going to have a positive impact with less hold times – we don't know that answer until we try. Automatic checkout was discussed because this feature automatically check out items that were requested, regardless of whether or not a patron is able or still wanting to read the item. We do have the option of turning off that feature. M. Metzger asked the group if we are over inflating our circulation numbers because not everyone is reading what is automatically given to them – yes. By a show of hands, the majority of the group agreed to lower the holds limit from 14 to 7 items. A second vote by hand was held to vote to turn off automatic checkouts on January 1, 2020 – the majority did not agree to this so the committee will ask OverDrive for further information i.e. text alerts, 72 hour decision making period. Addressing the eContent spending chart, everyone has spent money; we are better off than we've ever been!

Central Library Advisory Committee – L. Zapala reported that the committee met twice and found \$40k to spend on eContent! There was a unanimous vote to eliminate Mango – Duolingo is a free app that anyone can download that many report is better than Mango... and is free! There are only 5,000 members using Mango, so that's a high cost for such a low user count. TROY prefers Mango and is interested in purchasing for his library – but did vote to support this decision because it is a great opportunity to spend more for the eContent issue. EGRN would like to see the stats to see who's using Mango to determine if EGRN should individually purchase Mango as well. Discussion regarding the staffing line in the budget followed, detailing what services APL provides to the member libraries in exchange for funds toward staffing.

Ad Hoc Bylaws Committee – no meeting

III. OLD BUSINESS

IV. NEW BUSINESS

M. Tacke suggested tabling the loan rule standardization discussion until next month's meeting because of the current time / the need for directors to return to their libraries. The group was in agreement.

V. OPEN FORUM

CAST: Brought in slim DVD cases for the group, singles and doubles – please take some or all!

COLN: E. Neale announced that COLN is now participating in eCommerce!

COHS: H. Stahl Has audiobooks here for people to look through – will send via delivery DVDs for smaller libraries to look through.

GUIL: T. Wiles had heard that census officials are mentioning in their trainings that a number of libraries will have educational programs at local libraries for patrons. T. Burke clarified that libraries are not required to hold these but will be where patrons turn for help. J. Chirgwin was recently contacted to hold a census job fair.

ALTM: Nov. 1st UHLS is hosting a networking trivia night at GUIL with pizza!

RVLL: K. Zimmer announced that her position was officially posted this morning, so if you know of someone, please forward along. She is now the Director at the Cobleskill

DA Meeting 10/04/2019

Community Library and is looking to be transitioned over by the 16th of October. She expressed her thanks to everyone, she's learned a lot from these monthly meetings.

The next meeting will be Friday, November 1st at 9AM.

MOTION: K. Zimmer motioned to adjourn. G. Kirkpatrick seconded. Unanimous.

Meeting adjourned at 11:00AM.