



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

X	APLM – Scott Jarzombek	X	NGRN – Mary Klimack
	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 – Heidi Carle
X	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
X	COHS – Hannah Stahl & guest, Christiann Gibeau		SCHG - Nick Matulis
X	COLN - Evelyn Neale	X	STEP - Kim Roppolo
X	EGRN - Jill Dugas Hughes		TROY - Paul Hicok
	GRAF – Vacant	X	VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Sarah Clark
X	HOOF – Sara Yetto	X	WTVT – Kelly Vadney
	MEND - Lenny Zapala	X	WSTR - Debbie Scott
X	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

February 7, 2020

9:06 AM - Meeting called to order by M. Tacke, Chair. K. Stempel brought in a box of books up for grabs in the back of the room if you'd like to take a look. T. Burke reminded the group that there's always new material down on the shelves near Rawdon's desk.

I. MINUTES

MOTION: G. Kirkpatrick moved to accept the Minutes of the December 6, 2019 meeting. J. Chirgwin seconded. Unanimous.

II. REPORTS

Executive Director's Report – T. Burke shared that this afternoon an email will go out regarding a bus option this year for Advocacy Day. Many thanks to COLN for donating their parking lot as a meeting space. Today there was supposed to be an advocacy prep event hosted by CDLC, however it has officially been rescheduled for next Friday, February 14 at 2PM. As a reminder, annual reports are due to J. Favreau by 2/14. E. Neale requested that we get something similar to what Heidi used to send the member libraries regarding the financials. Yes – J. Favreau will make that happen for next year. J. Chirgwin would like to thank the UHLS Automation Department for putting the numbers next to the data provided for the annual reports. T. Burke reminded the group that there's a census meeting here at UHLS on Monday to discuss what member libraries are doing to prepare. S. Jarzombek went to the most recent Albany County complete count committee meeting and there is still have time to apply for grant funding to support census activities.

UHLS Board and Finance – J. Dugas Hughes reported that all is well with the UHLS finances. It's the beginning of the year so we're awaiting funding to come from the state but we have enough in savings to cover expenses until then. The most exciting conversation was over going fine free – really good feedback from the UHLS Board on the recent Fine Free Experience event. S. Jarzombek shared his stance: you either have to tell your staff to absolutely stop waiving fines for some people, because otherwise you're being biased, or occasionally waive fines for all patrons. There's a report that can be run to see how frequently your staff is currently waiving fines.

Administration Committee – J. Chirgwin reported that the committee met in January to consider a Confidentiality of Library Records policy for UHLS. The committee recommended a final version of the policy to the UHLS Board for adoption.

Services Committee – No meeting

Automation Advisory Committee – M. Tacke reported that the committee met in January and have started to look at best practices for patron registration. Thank you to everyone who responded – almost everyone! The committee also started to look at automatic renewals which will be discussed later in the meeting.

Central Library Advisory Committee – No meeting – T. Burke updated the group on Burbio: J. Thornton has been working on the updated programming calendar behind the scenes. The good news is that the member libraries won't have to do any data entry; it'll all be pulled from your existing calendars. Stay tuned for further updates.

eContent Advisory Committee – J. Wines reported that libraries should not be spending money on new adult non-fiction content because we've increased the amount of central Library funds we're using for those purchases. The ERO funds go towards holds and metered access – you should have received your annual invoice from J. Favreau last month. Ebook circulation is flat but audio circulation is way up – they are very popular but expensive. GUIL and COHS are the only two libraries utilizing the Lucky Day service. Titles are moving fast, too soon to know the full picture of the service quite yet. There are some

libraries who have spent on Advantage but haven't spent anything on new ordering – this is a reminder that Advantage is on top of new ordering.

Ad Hoc Bylaws Committee – No meeting

III. OLD BUSINESS

Coordinated WiFi hotspot lending program: T. Burke shared that he's happy to have UHLS participate - concerned about our capacity to manage the implementation and usage of them, but UHLS may have the most powerful role in bargaining and ordering quantities of hotspots. He's been playing phone tag with T-Mobile and is aware that not every provider provides coverage for both counties. After some discussions, the member library directors present would like to know what the best provider is for each library, cost, and what's involved to present to their board (and they'll manage).

IV. NEW BUSINESS

M. Tacke shared that the AAC has started discussing automatic renewals. They've heard from III that it is a feature that can be used by individual libraries, but if it's something a library wants to do, they can't easily flip a switch to turn it on. A new email template will need to be created and J. Thornton has some questions about how this will mesh with the teleforms platform. Also, if this is not a decision made system-wide, then new item types will need to be created for each member library. AAC does not have a recommendation right now but it does sound like it will be easiest if it is done as a whole. By a show of hands in the room, the majority of directors showed interested in this feature.

Since we know Mid-Hudson is currently using this feature, T. Wiles would like to know if they did it individually or as a whole. E. Neale would like to know if the group would need to create a policy regarding how many times an item can automatically renew or if it can be done individually based on existing loan rules. She'd also like to know if the total number of renewals could be broken down into a specific portion of auto renewals. She has a concern that this decision will impact the total amount of money collected for fines, which is a significant portion of her budget. G. Kirkpatrick noted that the first time we gave patrons access online to their account or turned on email reminders, those advances or features impacted our total amounts collected and we didn't opt in as a whole. The AAC has much to discuss and research and will report back in the coming months.

V. OPEN FORUM

PTRB: Narcan: should we have this on hand and does this require training? T. Burke noted that there's conversation on the NYLA website that he can share. APL has training done once a year (15 minutes) for the staff if they'd like to participate. Narcan is provided at their locations but not required by the staff members to take action and if they do, they are covered under the Good Samaritan law. G. Kirkpatrick stated it would be a good idea to have a policy outlined that they are acting as a citizen and no actions will be taken against them. Catholic Charities does this training free of charge and they have a great educator.

COLN: With construction, they've been doing a lot of cleanout. Does anyone keep magnifiers on hand? Many said yes - just to say you have one but it's rare that anyone uses it. There is a question on the annual report – J. Chirgwin would like to know what devices qualify?

EGRN: Who allows their staff to have two library cards – one from their home library and one at the library they work at? Two barcodes are assigned to one record. No one in the room is aware of their employees having multiple cards.

DA Meeting 02/07/2020

- BERN: February and August are now fine free months!
- TROY: Going fine free on Valentine's Day!
- RENS: Can you print a reprint of a barcode for someone who has lost the card but has the number memorized? G. Kirkpatrick suggested reaching out to Catherine, she knows how to do this, as there's a font online that's needed.
- COLN: The town was hacked for \$400k bitcoin = \$3.5 billion dollars in January. The library lost maybe one day of data, as they are connected to the town's domain but didn't have to pay anything. E. Neale cannot stress hard enough to have a backup done every single day because it can happen to anyone, anytime. T. Burke reminded the group that Rawdon can help you with all of this and setting up a plan.
- COHS: Does anyone use a square register? GUIL does and can have someone on the clerk desk reach out. J. Chirgwin suggested showing the patron how to make a payment online if you can't currently accept cc as a form of payment. H. Stahl also asked if anyone has ever allowed a staff member to purchase a book getting the discount and then reimbursing the library – no, as the issue is sales tax. It was suggested to stay out of it and shop on Amazon, it's just as cheap.
- BERN: Preparing to send out their first snail mail newsletter but is being told they need to register with the PO. K. Roppolo suggested contacting the town to see if you can use their number.
- VAFL: The new addition is open! They are also live as a passport processing facility!
- PTRB: Local judge asked if they will take an offender in for community service – has anyone ever done that. Yes, it's up to the library to make that decision. GUIL has had them do landscaping work in the past.

The next meeting will be Friday, March 6, 2020 at 9AM.

MOTION: M. Tacke motioned to adjourn. E. Neale seconded. Unanimous.

Meeting adjourned at 10:56AM.