



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

X	APLM – Scott Jarzombek	N	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 – Heidi Carle
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		TROY - Paul Hicok
X	GRAF – Leanna Sweet	X	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
	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

March 6, 2020

9:06 AM - Meeting called to order by M. Tacke, Chair. Welcome to Leanna Sweet at the Grafton Community Library. M. Tacke also welcomed Kathy Stempel and Kelly Akin, who volunteered to test out the GoToMeeting capability.

I. MINUTES

MOTION: L. Zapala moved to accept the Minutes of the February 7, 2020 meeting. N. Matulis seconded. Unanimous.

II. REPORTS

Executive Director's Report – T. Burke reported that UHLS did apply for an Albany County grant to help underwrite our 2020 Census support, but hasn't heard from them. K. Vadney called and was told that on March 10 decisions would be made. Unfortunately Rensselaer County is still developing a plan and process to distribute Census support funds. K. Stempel had someone from the Census at the library last night and they're concerned in the hill towns because the towns aren't getting involved. T. Burke is hoping to get money for more marketing materials which will help promote the Census in all of our serving population areas. UHLS would like every location to have at least one computer dedicated to the Census. UHLS has 12-18 laptops staged and ready to go to libraries for the duration of the Census; Rawdon will send out an email on Monday to let you reserve one. T. Burke reported that UHLS did not meet the March 1 deadline with DLD for submitting member library annual reports. As of this morning, we are still waiting for 4 reports to be completed. H. Stahl asked if we have further information on the new minimum standards. T. Burke said yes, there is some initial information on the DLD website, but UHLS is waiting to push that information out until we get closer to the start date (in 2021). Now that the annual reports are almost completed, the salary survey will be pushed out next week.

UHLS Board and Finance – J. Dugas Hughes reported that everything financially is stable. On the purchase journal, the deposit was made for our Annual Dinner – June 10th – save the date!

Administration Committee – No meeting

Services Committee – No meeting

Automation Advisory Committee – M. Tacke reported that the committee members are working on best practices recommendations for registering a patron and will have them ready for our next meeting.

Central Library Advisory Committee – No meeting

eContent Advisory Committee – No meeting but the spreadsheets are in front of everyone. K. Vadney asked why Advantage Plus spending can't count toward the minimum amount required to be spent. J. Wines explained that if everyone spent just on Advantage Plus, especially the larger member libraries, then the small library's patrons would be put at the bottom of the lists. With this current model, it is equitable for everyone.

Ad Hoc By-Laws Committee – Discussion will happen under New Business

III. OLD BUSINESS

Coordinated WiFi hotspot purchasing – T. Burke and J. Thornton had a meeting with the representative from T-mobile last week; there are no group discounts available. Sprint apparently doesn't have an actual representative for this area and most of us already go through TechSoup, which is already offering a discount on the hotspots. He is still trying to communicate with Verizon (who is also on state contract).

Automatic renewals: As previously discussed, M. Tacke expressed that this change would be easiest if we all did it together vs. doing it individually. Without COLN's perspective in the room, M. Tacke would like to push the conversation to the next meeting. About 12-15 libraries have already reached out to Joe T. to get this turned on. J. Dugas Hughes fears that her patrons are going to be confused if this is piecemealed – we should all have the same renewal rules and move forward collectively. She asked if we could have a group opt in date and allow libraries to opt out. She also asked if everyone opting in will agree to one set of standards. G. Kirkpatrick suggested that the DA vote on this discussion next month.

MOTION: M. Tacke moved to vote on automatic renewals at the April 3rd DA meeting. L. Zapala seconded. Unanimous

IV. NEW BUSINESS

Proposed changes to Directors Association By-Laws: J. Burke noted the suggested changes in red and explained that in order to reduce barriers in participation at DA meetings, the Bylaws Committee is suggesting we allow remote participation.

MOTION: The Ad Hoc By-Laws Committee moved to approve the proposed changes to the UHLS Directors Association By-Laws. L. Zapala seconded. Unanimous.

N. Matulis expressed interest in being the DA representative to the UHLS Board however not for the full 5 year term. What happens if J. Dugas Hughes resigns? T. Burke noted that if the seat is vacated mid-term by the resignation, the DA would hold a vote to fill the position for the remainder of the term.

Member library response to the coronavirus: T. Wiles suggested that our responses should be coordinated with the school districts for continuity. The Guilderland Public Library has a link on their website with their specific plan of action. S. Jarzombek reported that APL has already begun wiping down each item that is returned, they've closed the study rooms and have started phasing out specific types of programming. It was asked if the delivery system has taken any extra precautions. T. Burke noted that the drivers are using gloves but do not have the resources to wipe down every item. He has been in close contact with Arnoff. H. Stahl asked if anyone has heard from their municipality, as she doesn't have cleaning supplies and a very small budget should she find some in stock. J. Chirgwin mentioned DPW is sending over cleaning services on a daily basis now, and suggests going to City Hall wear the supplies are kept and just take them. There was much discussion about how to prevent the spread of the virus. Suggestions included: having patrons stick out cards for scanning, putting away small toys or clean them more often, cancelling food based programs and only offer individually wrapped snacks, and updating hand washing signs regularly.

V. OPEN FORUM

The next meeting will be Friday, April 3, 2020 at 9AM.

MOTION: T. Wiles motioned to adjourn. M. Fowler seconded. Unanimous.

Meeting adjourned at 11:17AM.