



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	X	POES - Margie Morris
X	BERN – Kathy Stempel	X	RCSC - Judith Wines
X	BETH – Geoffrey Kirkpatrick	X	RENS - Jane Chirgwin
X	BRUN – Sara Hopkins		RVLL – Heidi Carle
X	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
	COHS – Hannah Stahl		SCHG - Nick Matulis
	COLN - Evelyn Neale	X	STEP - Kim Roppolo
X	EGRN - Jill Dugas Hughes		TROY - Paul Hicok
	GRAF – Leanna Sweet	X	VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Sarah Clark
	HOOF – Sara Yetto	X	WTVT – Kelly Vadney
	MEND - Lenny Zapala	X	WSTR - Debbie Scott
X	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

Date: July 10, 2020

Others in Attendance: N. Hurteau, J. Thornton, J. Favreau, M. Fellows

DA Friday, 7/10/20 10AM

Meeting called to order at 10:03 by M. Tacke

T. Burke updated the DA on the following:

- Reminder: please keep both reopening spreadsheets up to date.
- UHLS Anti-Racism Statement was approved by the Board this week and has been formally shared with UHLAN users, put on the UHLS website, and placed on social media.
- UHLS Anti-Racism Task Force forum took place earlier this week with almost 50 participants and some great ideas were shared. M. Fellows emailed out a survey and recording of the forum. She's also still looking for nominations for representatives to serve on the task force - Monday is the deadline for submission.
- The UHLS Board also approved a change to the UHLS holiday schedule: Lincoln's birthday is being dropped and Juneteenth will now be added as a floating holiday for UHLS staff.
- Construction Aid update: Board approved criteria for the 90%/10% funding option has been approved. Shared with directors just before this meeting. Reminder: August 1 is the bare bones submission deadline for construction applications this year.
- Email from NYLA was forwarded this week - the open meeting's law revisions for the pandemic were extended out to August 5th.

N. Hurteau sent out an email re: **12 workforce development classes available**. S. Hopkins asked if there were seats unclaimed, can library staff sign up for multiple classes - yes!

J. Favreau update the DA on the following:

- There are a number of outstanding checks uncashed from March - if you received an email from her, please cash or alert her if this check is lost / needs to be voided.
- Today is her last day in the office; she'll be working from home until leave begins. If you have any invoicing questions, please reach out to Anne. If you have any PPE orders, please reach out to Amy. T. Wiles asked if we have access to face shields - aren't in stock at UHLS but do have access to them by our vendor.
- Annual reports: there are 4 libraries that still need to re-submit their reports following DLDs review. Those libraries have already been contacted. Note that the federal deadline is quickly approaching and she'd like to wrap this up before going on leave. Please reach out to her ASAP.

M. Tacke noted that the DA is looking for a representative to sit on the **Anti-Racism Task Force**, anyone interested? T. Wiles volunteered. J. Dugas Hughes doesn't have the time to commit but is offering auxiliary support if needed.

MOTION: G. Kirkpatrick moved to appoint T. Wiles as the DA representative to the UHLS Anti-Racism Task Force. M. Tacke seconded. Unanimous.

J. Wines shared that the **OverDrive holds** are at the highest ever. It's July and everyone has spent their minimum contribution amount for the year; please continue spending! With the new

contributions from the libraries, Hoopla's runout date is now estimated to happen in October, which is the original commitment of 6 months.

S. Clark brought up the **claims return process** during the reopening activities at our libraries. She suggested that everyone agree to extend the item's due date to give library staff additional time to try and find the item. M. Tacke suggested September 1 - no objections from those in attendance. Melissa will send out an email to all directors following this meeting with this as a recommendation.

Reopening Committee: Nothing new to report but the committee members agreed that should another shutdown occur, our member libraries now know they can safely and confidently offer curbside service (unless instructed to shut down completely by the Governor).

Open Forum:

- T. Wiles recently had his architect help them determine capacity limits, however he is unhappy with the number (higher than they're comfortable with). M. Tacke will resend the information from T. Burke's email a couple of weeks ago in the chat.
- M. Tacke asked the group how comfortable they were making patron reservations for Mass Moca museum passes, as per the recent request from the museum. Many libraries are not loaning passes and would not loan if that was a requirement.
- M. Morris asked the group if anyone was looking to change their air filters. J. Wines has had contractors come out - really depends on your current system and their compatibility. T. Wiles noted that while pricey, portable filters are an option.

Next DA meeting is Friday, July 17th