



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Joe Burke

	APLM – Scott Jarzombek		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	X	RVLL – Heidi Carle
X	CAST – Melissa Tacke	X	SNLK - Melinda Fowler
X	COHS – Christiann Gibeau		SCHG - Nick Matulis
X	COLN - Evelyn Neale	X	STEP - Kim Roppolo
X	EGRN - Jill Dugas Hughes		TROY - Paul Hicok
X	GRAF – Leanna Sweet		VAFL - Kelly Akin
X	GUIL - Tim Wiles	X	VOOR – Sarah Clark
X	HOOF – Sara Yetto	X	WTVT – Debbie Scott
X	MEND – Laura Cernik		WSTR – Amy Powarzynski
X	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

Date: June 4, 2021

Others in Attendance: J. Favreau; J. Thornton; Mary Fellows; N. Hurteau

**Virtual meeting called to order by M. Tacke at 9:00AM.**

**Updates from UHLS**

*Tim*

- Please remember to update the spreadsheets online and include a date so we all know when it was last updated.
- Annual Celebration will be held next Wednesday virtually. The link was sent out earlier this week, please share with everyone who'd be interested in attending.
- The Construction Aid portal is expected to be open next Wednesday, June 9. UHLS will have about \$1.08 million to distribute and the 75% eligibility chart will be available next week (20 of 29 libraries are eligible for 75% this year). UHLS will host a virtual Construction Aid 101 course and it will be recorded for those who can't attend...and UHLS is always available to meet with any library board/director (virtually or in-person) to discuss possible projects, the grant process, etc. The timeline we've always followed hasn't changed for this year: bare bones Initial Application is due to UHLS August 2, the completed application is due to UHLS Aug. 30 and the final application is due to DLD on October 6. The state has made significant changes to the 90% eligibility criteria: to be eligible for 90% consideration, 1) the member library has to be eligible for the 75% in UHLS; the % of population for your service area that is below the poverty level has to meet or exceed the state average (and DLD is the only one that can determine that number for each library and the state average), libraries that are likely to meet the state poverty criteria should prepare and attach to their application two narratives explaining how the member library serves an economically *distressed* community and why the library lacks the capacity to fund the project at 75% eligibility. There is legislation in Albany right now that would allow the system to award up to 50% of the total system allocation to 90% award (there is currently a 10% cap in place) but the passage of that for this year is uncertain. Remember that UHLS will assist libraries in any way we can through the process, as we always do and because there is a significantly increased pot of funds, all libraries are encouraged to apply.
- October 1 the UHLS Plan of Service is due to DLD. We will follow the same process and timeline we used in the past.

*Natalie*

- Ancestry is back! Let me know if you encounter any issues. For those who opted in prior to this announcement, Proquest is working on the paperwork to get you back under our umbrella and will prorate your contract. Ancestry at home remote is through September (as of completing the minutes, an announcement was made: through December 2021)
- She is working with Hoopla to determine the list of borrowing parameters that can be set as needed by different libraries, while under the UHLS "umbrella agreement" with Hoopla. When we did the initial Hoopla deal, we asked all participating libraries to keep all the parameters the same, but we are now confident that we can provide more flexibility to each library. Stay tuned for more information. (Update following the meeting: UHLS can change the parameters of participating libraries. Anyone who is interested in making a change should contact Natalie.)
- AS PLS secretary she'd like to remind everyone that NYLA voting is happening June 15 – July 15<sup>th</sup>

*Joe*

- Capira is in beta testing, still waiting for instructions on how to complete the testing – early July is the projected roll-out month

Jona

- If you didn't complete your NYLA membership by the May 31<sup>st</sup> deadline, reach out to me ASAP

### **New Business: Annual Meeting**

1. Election of DA Officers (2-year terms, 7/1/21-6/30/23)

- Chair – Sarah Clark (VOOR)
- Vice-Chair – Mindy Fowler (SNLK)
- Secretary – Sara Hopkins (BRUN)

MOTION: G. Kirkpatrick moved to accept the presented slate of DA Officers, J. Dugas Hughes seconded. Unanimous.

2. Re-Election of DA Representatives (2-year terms, 7/1/21-6/30/23)

- Automation Advisory Committee
  - i. Jill Dugas Hughes (EGRN)
  - ii. Kathy Stempel (BERN)
- e-Content Advisory Committee
  - i. Large Library (Non-APL) – Geoff Kirkpatrick (BETH)
  - ii. Small Library – Kim Roppolo (STEP)
- Services Committee
  - i. Sarah Clark (VOOR)

MOTION: C. Gibeau moved to accept the presented slate of DA Representatives. J. Burke seconded. Unanimous.

3. Election of new DA Representative (2 year term, 7/1/21-6/30/23)

- Central Library Advisory Committee
  - i. Small Rensselaer County Library

M. Tacke noted that there hadn't been any volunteers and the seat needs to be filled. T Clague volunteered!

MOTION: J. Chirgwin moved to nominate T. Clague as the new DA Representative to the Central Library Advisory Committee. J. Wines seconded. Unanimous.

### **Encore – library status wording update.**

M. Tacke shared her screen to show the group the current wording on the Encore homepage. The group agreed that the wording should be changed to direct patrons to the status spreadsheet – J. Thornton will make the change following the meeting.

### **Committee Reports**

*UHLS Board and Finance Committee:* J. Dugas Hughes reported that the board approved the revised budget. She noted that at the beginning of the year, the UHLS staff accepted a major across the board

salary cut in order to keep jobs. This new budget restores those cuts and she thanked the staff for remaining positive and staying to support the member libraries.

*UHLS Administration & Services Committees:* G. Kirkpatrick and S. Clark reported that their committees both met and approved their assigned annual awards, which will be awarded at the Annual Celebration.

*Ad Hoc Pandemic Response Committee:* E. Neale reported that they did not meeting but asked the group if they'd like her to resend the programming survey now that many guidelines have changed – yes! J. Chirgwin asked the group if they could share their signage/wording regarding the requirements of masks in libraries.

*Ad Hoc Systemwide Broadband Committee:* K. Stempel reported that the FCC emergency connectivity fund is going to reimburse individuals \$400 per laptop and \$250 for hotspots. T. Burke noted that Carson Block Consulting has been engaged by the NYS Library to assess library connectivity for people coming in the door; UHLS has been asked to participate in a focus group (Joe and Rawdon will be on the call).

*Antiracism Task Force:* T. Wiles reported that UHLS has requested to become a co-sponsor for the United Way 21 day equity challenge. An email was sent out to all member libraries and ATF encourages all staff, directors and trustees participate and complete the challenge. T. Burke noted that all UHLS staff members are required to participate and will discuss once a week. We are excited for Gretchen Sorin's interview at the Annual Celebration – two other programs are coming up as well. The collections diversity audit is almost complete and is a tool for the library, not the patron.

*Central Library Advisory Council* – did not meet

*eContent Advisory Committee* – J. Wines shared that Westchester is out of the reciprocal lending discussions, but Mid-Hudson and Ramapo Catskill are still in at this point. Overdrive sent out an agreement with language that we were unsure of and we are waiting for clarification. They are also asking that each participating system spend 95% of what we spent back in 2018-2019, as they don't want the committee to spend less money which is a reasonable ask; noting that we asked them to use annual state from a non-pandemic year. The committee will be making a recommendation soon following the diversity audit. They may request that 40% of items added would include BIPOC as well as other aspects of diversity such as LGBTQ, disability, etc. They are currently making carts to see how realistic this is and will reporting back out soon. Spreadsheet sent out yesterday, thank you for spending!

### **Open Forum / Library Status Updates**

T. Burke noted that as of June 1, UHLS changed their staffing plan so that more of us are in on a regular basis. On Wednesdays, the full staff is in! There's been questions regarding meetings in person – he doesn't know if we're ready to open up the rooms but will revisit at the end of the summer. But the offices are open – come on in if you need to clean DVDs or use any of our resources.

E. Neale has been dealing with a difficult patron who has had issues at GUIL and BETH as well – has anyone else been dealing with her? No but T. Wiles and G. Kirkpatrick will stay on at the end of this meeting to discuss next steps.

J. Burke has been receiving emails from people who claim to be patrons who are angry about the mask policy, has anyone else ended up on this harass list? No one else in the group has experienced this.

DA Meeting 06/04/21

J. Chirgwin received a very angry letter regarding the savings they publish on the bottom of the receipts. As a taxpayer, this patron thinks he's already paying for the service/items. Many chimed in encouraging her to thank him for the suggestion and move on -

L. Sweet asked how safe we are security wise following the most recent cyber-attack. After a lengthy discussion, J. Thornton agreed to send out an email with a summary (strong, lengthy passwords, download updates as they become available, create backups, and do not click on any suspicious links). No organization is too small – their main goal is money. UHLS has cyber protection on our plan and III hosts all of our data. Third party providers should have backups of work so if a computer is lost, everything can be downloaded to resume work. Guilderland's technology department sends out phishing emails to staff to train them, he will look into that service to share with all.

Many directors thanked M. Tacke for her service as Chair!

**Meeting adjourned at 10:29AM.**

**Next meeting will be held Friday, July 2 at 9AM.**