



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Sarah Clark

Vice Chair: Mindy Fowler

Secretary: Sara Hopkins

x	APLM – Andrea Nicolay	x	NGRN – Mary Klimack
x	ALTM - Joseph Burke	x	PTRB – Anita Wilson
x	BRLN – Sara Rogers	x	POES - Donna Reily
x	BERN – Kathy Stempel	x	RCSC - Lisa Neuman
	BETH – Geoffrey Kirkpatrick	x	RENS - Jane Chirgwin
x	BRUN – Sara Hopkins	x	RVLL – Patrick Wyne
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	x	TROY - Paul Hicok
x	GRAF – Leanna Sweet	x	VAFL - Kelly Akin
x	GUIL - Tim Wiles		VOOR – Sarah Clark
	HOOF – Danny Yetto		WTVT – vacant
x	MEND - Laura Cernik	x	WSTR - Amy Powarzynski
x	NASS – Tracey Clague	x	UHLS - Tim Burke

Directors' Association

Date: 12/2/22

Others in Attendance: Joe Thornton, [Judith Wines](#), Natalie Hurteau, Mary Fellows

## **UHLS Directors Association**

Friday, December 2, 2022 at 9:30 a.m.

**Virtual Meeting** - Call to Order at 9:34

**Welcome and Introduction:** Patrick Wynne - Rensselaerville

**Minutes** - Motion to approve by Joe Burke, seconded by Amy Powarzynski, unanimous approval.

### **Updates from UHLS**

From Tim:

Reminder about UHLAN agreement, some libraries still need to sign. Tim is available for questions or discussions with trustees if needed. If your board will not be signing off until 2023, please email Tim to let him know.

Tim expects that libraries will see the '22 project construction grant checks before the end of the calendar year for 90% of total award. Library is expected to complete the project before the last 10% check is sent.

State is renewing construction needs assessment for their projected construction needs over the next 5 years. (Jan '23 - Dec '27) UHLS will send out a message and spreadsheet for you to fill in your library's projected needs. Consider what improvements you would like to see to your library building to use as an advocacy tool.

UHLS just got checks in hand for special legislative aid from Sen. Breslin and Assemblymember Ashby. Checks will be cut at UHLS and distributed to libraries who have received these grants. There are no restrictions on these grants and spending can roll over to next year. Be sure to thank the legislator and invite them to some library event to do it in-person if possible.

From Mary:

Library Expedition is coming up for 2023 (April 3 - July 31).

From Joe:

Baker & Taylor has been causing Sierra to be slow.

EGRN is going fine-free and Joe is making changes today.

From Judith:

Adult services is planning a system-wide spelling bee program with a team format.

Cypress resume software is coming back for all libraries.

A UHLS virtual live book club is coming back.

ILL - CDLC has revamped their e-form and a training on the new form is coming up on Dec 14. UHLS made a change to the ILL rules and is now allowing the loan of media and mass market paperbacks.

#### **Old Business:**

None

#### **New Business:**

##### **Format for Future DA Meetings Virtual vs. In-person/Hybrid**

Jill Dugas Hughes proposes meeting in person every other month with all meetings starting at 10am. Melinda Fowler proposes that a hybrid option will also be available. Virtual meetings will also be held at 10am to keep time consistent. January will be a virtual meeting, February will be the first in person meeting. Approved. Discussing the idea of letting different libraries host DA meetings a few times each year because it's always been popular when we did that pre-pandemic.

#### **Committee Reports**

##### **UHLS Board & Finance Committee – J. Burke**

Nothing of note. There were some software glitches that caused the monthly financial reports to be off. The errors have been corrected and the Board will review corrected financials in January. Main work was the board reviewing and approving a balanced 2023 budget for UHLS. The UHLS board decided to join United Against Book Bans. Board members continue to look for ways to connect with member library boards to help demonstrate that they are partners.

##### **UHLS Administration Committee – G. Kirkpatrick**

Did not meet.

##### **UHLS Services Committee – S. Clark (no report)**

Did not meet.

##### **Equity Committee – T. Wiles**

Last learning circle is Tuesday 12/6 at 2pm.

### **Automation Advisory Committee – J. Dugas Hughes**

Welcomed Phil Berardi (BETH) to the committee. One open spot is still available (does not need to be director).

Working on Library Card Registration Procedure and Loan Period Standardization to standardize procedures between member libraries and provide guidance for new library directors. According to Joe T, most libraries are already very close to the loan period standardization recommendations. A Fine-Free Toolkit for Directors has also been put together.

The recommendations for a standard set of loan rules for all member libraries and a standard library card registration process will be sent out again for review. Joe Burke made a motion to vote on recommendations at the January 6 DA meeting. Andrea Nicolay seconded the motion. Unanimously approved. Votes will be held in January. Committee meets Dec 14. Any questions/recommendations need to be sent to the committee before Dec 14.

### **Central Library Advisory Committee – J. Burke**

Did not meet.

### **e-Content Advisory Committee – G. Kirkpatrick**

Central library funds can now be spent on econtent other than adult, nonfiction. The committee has proposed spending 20% on children's/YA econtent, 50% on adult nonfiction, 30% on high-demand holds.

Committee makes a motion to go forward with these percentages. Seconded by Andrea. Unanimously passed.

### **Open Forum**

BRUN - Director's Assistant job opening. Also suggests libraries consider trying a holiday wish tree/wish wall.

COLN - ILL on pause for about a month while staff is being trained on a new digital process.

ALTM - Library Lights fundraiser - it is \$5 to dedicate a light to a loved one. Very successful for ALTM.

Motion to adjourn at 11:11 am made by Jill, Seconded by Jane. Approved by general acclimation.

### **Next Meeting:**

**Friday, January 6, 10 a.m. (NOTE ALL virtual Meeting)**