



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		PTRB – Anita Wilson
X	BRLN – Sara Rogers	X	POES – Donna Riley
X	BERN – Kathy Stempel	X	RCSC – Lisa Neuman
X	BETH – Geoff Kirkpatrick	X	RENS - Jane Chirgwin
	BRUN – Sara Hopkins	X	RVLL – Patrick Wynne
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	X	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: January 6, 2023

Others in Attendance: J. Favreau; J. Thornton; J. Wines

Virtual meeting called to order by S. Clark at 10AM.

Minutes

MOTION: G. Kirkpatrick moved to accept the December 2, 2022 minutes. J. Burke seconded. Unanimous.

Updates from UHLS

Tim

- UHLAN Agreement: Unfortunately the document that he sent out previously that has been signed by the majority of you has a typo – it looks like a four year agreement based on the dates provided, however it is a 3 year term per usual. He will send an amended copy when it's signed by our board president and mailed back to you.
- As of January 1, the 2 hours of trustee training requirement has taken effect. A new page has been added to the UHLS website with further information and training that counts toward this standard. E. Neale asked if teaching counted. She has an attorney on a school board that teaches regularly – T. Burke is going to bet they say no, but send him a quick message and he'll ask DLD. The NYS required Sexual harassment prevention training does NOT count as training, as it is required under a separate law. A. Nicolay asked if training was calculated individually or for the whole board – individually.
- Library Advocacy Day will be Tuesday, February 28th – we are going to try and have in-person meetings this year. More information to come as the day gets closer.

Jona

I'll be emailing out a link to the 2022/2023 salary survey shortly – the more member libraries that participate, the better! For those of you who were anticipating special legislative checks in 2022, they are a top priority next week for me. You'll be receiving those checks by Friday. The DLD annual report is coming up! If you've never seen / done / heard of this report, you should reach out to me so that we can work on it together.

Judith

Notary public certification is coming back! UHLS will cover the expense, however this time around we will reimburse you once the certificate is in hand. Depending on the amount of interest, the course may be held at UHLS. "I work in the library but" webinar is happening on the 27th this month. There's a minimum standard on the DLD annual report re: staff technology training. She will be sending out a survey soon to see what training your staff needs or would like, and will be aiming to meet those needs throughout the year.

Joe

J. Dugas Hughes thanked UHLS and the Automation Department for their work in December to go fine free – happened without a glitch.

Old Business

AAC Recommendations: J. Dugas Hughes reported that the AAC met again following the last meeting, and there were some changes as outlined in the documents that were presented to the DA via email prior to this meeting.

MOTION: J. Burke moved to accept the library card registration procedures as recommended by the AAC. C. Gibeau seconded. Unanimous.

MOTION: A. Nicolay moved to accept the loan period standardization process as recommended by the AAC. E. Neale seconded. E. Neale asked what the expectation was on how quickly everything had to be changed over. J. Dugas Hughes stated that the goal is to be standardized, we'd like to do it as a community as fast as possible, but there is not hard deadline. J. Thornton will need to hear from each individual libraries when they are ready to make any changes. Not making global changes. Unanimous.

New Business

UHLS Library Salary Survey – A. Nicolay thanked UHLS for initiating this survey as we try to address inflation etc. S. Clark shared with the group the [Library Journal issue](#) that included national salary information. She suggested having a discussion on how we pay our employees and minimum wage conversations – many directors were interested. LILRC is hosting [a webinar](#) on this topic. J. Chirgwin thanked everyone who responded to her minimum wage question earlier in the week via email.

Committee Reports

UHLS Board & Finance Committee – J. Burke there was no meeting in December – meeting next week

UHLS Administration Committee – no meeting

UHLS Services Committee – no meeting

Equity Committee – J. Wines looking to create a tool for the member libraries to use to help them become more equitable; she'll be setting up a focus group soon.

Automation Advisory Committee – J. Dugas Hughes reported that there's one at large seat open. Some terms are coming to an end in July, so start thinking about if you'd like to be involved – chair position too! Next thing they'll be discussing is the driver's license field on the registration card.

Central Library Advisory Committee – no report

eContent Advisory Committee – G. Kirkpatrick distributed the contribution spreadsheet for the year via email earlier this week. UHLS is going to reach out to those member libraries that didn't reach their minimum spending amount.

Open Forum / Library Status Updates

J. Chirgwin shared that RENS will be hosting a program 1/26 at 6PM called “Meet Your Muslim Neighbors.” A family came in and asked to present this program because they oftentimes feel misunderstood because of the way they are dressed. Community members will be encouraged to ask any question.

J. Burke asked the group what kind of year everyone had. How are we all feeling in terms of library activity coming out of the pandemic? G. Kirkpatrick reported that BETH has almost had a return to normalcy: circulation is almost pre-pandemic but door count is down 66% and eContent has dropped. J. Wines has created a spreadsheet with all of the data from last year's DLD annual report. She's also making a spreadsheet based on voting / elections. We are looking to keep track of more information moving forward.

A. Nicolay asked what everyone does with all of the old billed items that are sitting on record. J. Thornton responded that cataloging will have a recommendation for the directors soon. This is a manual process for directors, and items would have to manually unsuppressed if returned.

K. Stempel asked what the libraries should do once an item has been billed. J. Thornton explained that once you get an email from the Automation Department, you can call the patron and/or print off the letter and mail it to them. S. Rogers asked about replacement fees as well – it's the responsibility of the owning library to do the collections. M. Tacke noted that she will call the owning library, and if it's old, it's oftentimes removed. L. Neuman brought up on order records – J. Thornton will bring that up to cataloging as well.

11AM meeting adjourned.

Next meeting to be held IN PERSON at UHLS with a hybrid option available Friday, February 3 at 10AM.