



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Sarah Clark

Vice Chair: Mindy Fowler

Secretary: Sara Hopkins

O	APLM – Melanie Metzger		NGRN – Mary Klimack
IP	ALTM - Joseph Burke		PTRB – Anita Wilson
IP	BRLN – Sara Rogers	O	POES – Donna Riley
IP	BERN – Kathy Stempel	IP	RCSC – Lisa Neuman
IP	BETH – Geoff Kirkpatrick	IP	RENS - Jane Chirgwin
IP	BRUN – Sara Hopkins	O	RVLL – Patrick Wynne
IP	CAST – Melissa Tacke	IP	SNLK - Melinda Fowler
O	COHS – Christiann Gibeau		SCHG - Nick Matulis
IP	COLN - Evelyn Neale	IP	STEP - Kim Roppolo
	EGRN - Jill Dugas Hughes		TROY - Paul Hicok
O	GRAF – Leanna Sweet	IP	VAFL - Kelly Akin
O	GUIL - Tim Wiles	IP	VOOR – Sarah Clark
	HOOF – Danny Yetto	IP	WTVT – Whitney Gilman
IP	MEND – Laura Cernik	IP	WSTR – Amy Powarzynski
O	NASS – Tracey Clague	IP	UHLS - Tim Burke

Directors' Association

Date: February 3, 2023

IP = In Person // O = Online

Others in Attendance: J. Favreau; J. Wines

Online: M. Fellows; J. Thornton

**Meeting called to order by S. Clark at 10:03AM.**

**Minutes**

**MOTION:** K. Akin moved to accept the January 6, 2023 minutes. L. Cernik seconded. Unanimous.

**Updates from UHLS**

*Tim*

- Governor Hochul's Executive budget was shared and its back to last year's proposed budget amounts for library funding.
- Tuesday, Feb 28 is Advocacy Day – handed out a draft copy of the meetings – he will set up a Google sheet with a sign up if you'd like to come. Look for that as soon as the final schedule is set.
- Public voting support survey was sent out by J. Wines and is an attempt to collect data to help those who are going out to vote.
- UHLAN Agreement – we haven't received all of them yet, please get those in as soon as possible.
- Trustee training requirement of 2 hours per trustee is in place effective January 1. The questions on the NYS Annual Report have been very vague up to this point but it would be best for libraries to keep track of details (attendees, dates, name of training, duration) just in case it is asked by DLD in 2024.

*Jona*

NYS DLD annual reports opened up this week. Financials from UHLS were put into the bins on Monday, you should have received those by now. J. Thornton will have all of the reports online today. Please reach out to me if you have any questions, I'd love to help you complete this so that we meet our deadline. Please call Tim if you have any questions regarding minimum standards – answering no to any of those questions triggers a variance process. If you're unsure, call Tim.

*Judith*

Correcting a previous email, member libraries are not required to offer 2 hours worth of technology training. The notary class will be held here at UHLS and there are 13 spots still open. "I work in the library but..." had positive feedback by participants and will be offered quarterly until there's no longer interest. Friday the 3<sup>rd</sup> of March at 7PM is a spelling bee here at UHLS as a test run for our spelling bee program with the libraries! No members of the public are invited to this test, this is strictly for staff members and trustees.

*Mary*

The Expedition Committee is very close to sending out teaser graphics once again designed by Ira Marcks. It has become increasingly clear that they aren't being used as they once were, so UHLS will be sunsetting the audiobook rotating collections; an email will follow this meeting with details.

*Joe*

Following the last meeting, 4 libraries asked to have their loan policies changed per the AAC

recommendations, WSTR officially went fine free (!), and NGRN removed driver's licenses from Sierra – he removed over 5k field records.

### **Old Business**

#### **New Business**

Power Outage policy and procedures – T. Wiles is curious what everyone does during a power outage that lasts longer than 30 minutes. BETH doesn't have it in specifically written in the union contract. G. Kirkpatrick shared that if it happens during the day and lasts longer than an hour, he sends staff home. In the evening he sends staff home after 30 minutes. If it happens around lunch, he'll say everyone come back at 2PM, if power comes on great, if not staff go home. M. Metzger shared that APL staff goes to other branches or can use PTO if there is a power outage.

#### **Committee Reports**

UHLS Board & Finance Committee – J. Burke noted that the board was presented with corrected financials – cosmetic error. UHLS board is discussing outreach to the member libraries, still ongoing as to what that might look like.

UHLS Administration Committee – no meeting

UHLS Services Committee – no meeting

Equity Committee – J. Wines reported as there is no DA representative – committee is getting closer to sharing 8 action areas with 10 steps for each library to take. The UHLS sponsored Equity training counts toward the trustee training requirement FYI.

Automation Advisory Committee – no report

Central Library Advisory Committee – no report

eContent Advisory Committee – G. Kirkpatrick passed out the contributions spreadsheet. Lots of people are already spending – great! The committee is meeting next week to consider the request to adding MVLS and SALS to the current OverDrive reciprocal lending agreement. J. Wines met with a hoopla rep. and will have some great buying insight that she'll be sharing soon. The following question was asked: with Libby (app), is there a limit with how many cards can be stacked? J. Wines isn't aware of a cap but does know that independent library cards are treated the same as a RLA.

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

G. Kirkpatrick shared that they use remind.com at BETH to text with the staff as needed. The staff opts in and it's viable. J. Chirgwin uses slack at RENS. J. Burke asked if patrons could sign up for remind.com to hear if the library is closed – possibility, but BETH has never used it for that capacity.

Whitney Gitman introduced herself to the group – she is the interim director at WTVT. She's in her last stretch of MLS degree and has worked with/for a number of the UHLS member libraries.

A. Powarzynski shared that WTSR received a returned audiobook with a note that the disks don't work and should be pulled from the collection. There was also a note in Sierra but she doesn't

know who it came from. T. Burke reminded the group that UHLS does have a disk resurfacer and it works well.

K. Stempel shared that the town gave BERN employees holidays now for staff!

M. Tacke asked if anyone has an attractive, visual way to present their budget. She likes the pie chart graphic but it highlights how much is spent on salaries. G. Kirkpatrick noted that BETH just uses the categories that are on the state report and doesn't break down positions into multiple categories, although we do know there's overlap. T. Wiles reported that they too spend 70-85% on salaries, as most non-profits usually do. J. Wines shared that in the annual report document that she sent with all annual report answers, it does show percentages in regards to salary. T. Wiles admired the work that Anne Pitlyk does monthly presenting stats and would like to learn how to do that – J. Wines notes that she uses PowerPoint.

T. Wiles reported that GUIL is combining the technical services and circulation departments. They will be looking for a fiscal officer as of Feb 17 – it's salaried at 35 hours a week if you know of anyone, please share.

K. Roppolo's husband's book is being honored as an ALSC Noteable Book for Children. If you'd like him to visit your library for a children's program, just reach out – he loves it!

L. Neuman is looking for commercial plumber recommendation, as RCS has a broken sewer pipe. BETH uses Crisafulli Bros. Plumbing.

**11:17AM meeting adjourned.**

Next meeting to be held virtually on Friday, March 3 at 10AM.