



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Sarah Clark

Vice Chair: Mindy Fowler

Secretary: Sara Hopkins

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

Directors' Association

Date: September 8, 2023

Others in Attendance: J. Favreau; J. Wines; M. Fellows; Nureet Carmel

**Virtual meeting called to order by S. Clark at 10:04AM.**

**Minutes**

**MOTION:** L. Cernik moved to accept the July 7, 2023 minutes. M. Tacke seconded. Unanimous.

**Updates from UHLS**

*Tim*

- 2024 Construction Aid Applications – As of this morning, 11 projects have been submitted for funding consideration. The Services Committee will be meeting next week prior to the board meeting on Wednesday to make a recommendation – it is likely that everyone will receive almost the full amount that they’re eligible for. If you haven’t already heard, the City of Cohoes is in the works to purchase the former Cohoes Savings Bank to relocate the library out of the church. It’s an ideal location on Remsen Street. COHS has two outstanding grants from ‘21 and ‘22 for work in the church. There has been a lot of back and forth communication with DLD and unfortunately COHS had to give back last year’s money (over \$100k) because it can’t go to the church and they don’t own the bank yet. Disappointing news but the state is following the rules.
- League of Women Voters of Albany County – They recently reached out to UHLS, curious about how libraries are funded. He and Judith spent some time putting a presentation together and will present it in October.
- Challenges Training Series – “Media Training for Library Challenge Situations” is coming up on Sept. 19 here at UHLS. Christine Carpenter is the presenter. On Sept. 26 “Intellectual Freedom Policies Q&A” will be presented virtually. The next DA meeting will be held at 9AM (changed from 10AM) and immediately following that meeting will be the” Train the Trainer for Challenges” program. This is open to directors and department heads.
- NYLA – is happening in Saratoga this year. There will be pre-approved trustee training opportunities happening throughout the program.

*Mary*

A heartfelt THANK YOU to every one of you and your staff members who made the Expedition what it was. Final numbers: 40,099 participants and 918 finishers! If you haven’t heard already, we are throwing a party Wednesday, September 13 from 4-7PM at the Pruyn House - thank you COLN for offering the space to us for free. There will be an ice breaker scavenger hunt so please bring your stamps. The website has a preliminary schedule – pigs to pet, a food truck, bingo, 800 cider donuts, NYLA will be there with a set up regarding intellectual freedom, etc.

*Judith*

A couple of people have asked how they can control the cost of Hoopla, so she’ll do a brief overview of the 3 basic modes of controlling cost: 1. Set a monthly price cap – Hoopla will divide your budget evenly throughout the month so that the library doesn’t run out of funds prior to the new month resetting. 2. A member library can set or cap price points – patrons won’t be able to see anything above the price cap. 3. cap total number of borrows per patron – it’s

currently set at 5. L. Sweet asked if there was a way to see who's borrowing? No – but you can announce publicly that the library will be shifting models.

The Great Giveback – this year she'd like to have a system wide option to participate in. In coordination with the Food Pantries for the Capital Region, she'd like to offer a simple food drive. Put out a box anytime in October (the GGB is officially the 3<sup>rd</sup> Saturday) and be seen giving back to the community. This email will go out next week.

Maria Buhl of GUIL has a contact at the TU, who would like to run a story sharing what the member libraries are doing this autumn. Please send a short paragraph to Judith ASAP (this free publicity will run late September).

Outreach mini grant applications are due to her at the end of the month, reach out if you have any questions.

### *Jona*

The UHLS Narrative Annual Report is now in your hands if you're attending this meeting. Others will go into the bins this afternoon and you'll receive those first thing next week. Two minor changes in the charts – Operating Expenses title change and a unique borrowers column was added. J. Wines will send out data re: unique borrowers from the last two years for comparison.

### **Old Business**

#### **New Business**

Addressing hiring/staffing challenges: J. Wines received an email from a director expressing that it's been hard to hire librarians (L1) and asked for a forum or way to discuss these difficulties and ways to attract and retain librarians. There was much discussion among directors who too are sharing these struggles and asked if we had any formalized outreach to UAlbany – no but it's something we could return to. Nureet Carmel, an intern of MEND, is a current student and may have suggestion about how to reach other “almost” graduates.

Employee ethics statement – L. Neuman asked if anyone has an ethics code that their employees sign in regards to borrowing materials that could be shared. She's noticed employees of the member libraries sometimes keep stuff too long, oftentimes brand new items, with fines being waived. A. Nicolay said that APL does have a policy, she just needs to find it. It could be something that's built into the confidentiality of patron records, training this is an opportunity that you have to use responsibly. L. Sweet also noted that you could make a phone call to your fellow director / boss of the employee. No one should be afraid to call their colleagues.

### **Committee Reports**

UHLS Board & Finance Committee – J. Burke noted we did not meet in August but we will have a short meeting next week prior to the Expedition Party.

UHLS Administration Committee – no meeting

UHLS Services Committee – S. Clark noted there was no meeting but they will be meeting next week for Construction Aid applications review.

Equity Committee – A. Nicolay reported that they did meet on 8/15. There was a lot of feedback on the survey that they sent out earlier this summer – thank you to the directors who took the time to help them by providing the detailed feedback. They have several next steps that their working on – the organizational commitment draft is in the works. The challenge will probably be self-reported. The training will not be recorded, but they will make sure they have robust resources with timelines assigned, giving directors a time commitment idea. They’re discussing ways to keep the challenge on our radars without being annoying and/or making one feel guilty. They are now aiming to release between now and January.

Automation Advisory Committee – J. Chirgwin updated via the chat that the committee is looking into option for verifying addresses, improving the online registration process and discussing the possibility of a permanent “online only” card that can be connected to the patron’s verified residency. They are looking into what NYC public library is doing.

Central Library Advisory Committee – There was no meeting but they will be meeting soon. J. Wines sent out an email re: budget requests and suggestions a week or so ago, if you have any suggestions, please send them for consideration.

eContent Advisory Committee – G. Kirkpatrick emailed a contributions spreadsheet this morning. Looks good – spend the money! A director asked: if a comic book is created during a library program, could it be added to the digital collection? After much discussion, it sounds like it’s already happening at a handful of other member libraries. During the discussion, S. Hopkins mentioned helping two local authors get their books digitized using a service (Smashwords may have been the vendor). A. Nicolay is also in support of adding local authors to our collection, as it’s an opportunity to amplify voices in our community.

G. Kirkpatrick mentioned that we’re still a net loaner in our RLA agreement. The systems in the RLA with us are marketing this service a lot to their patrons and we should be doing the same. J. Wines noted that we are no longer purchasing bib records that we can get for free from OverDrive, that will save us some money each year. Hopefully this will also help the diminishing holds from disappearing.

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

A. Powarzynski shared that someone who visited on the Expedition came back to donate two sewing machines! We’re very appreciative of her generosity and they’ll be put to use soon. She’s noticed a couple of items have gone missing in between libraries and doesn’t know where they went or who to reach out to. J. Wines mentioned that if it’s a trend, let Anne know and she’ll discuss concerns with Arnoff, our delivery company. A. Powarzynski shared that the most recent item was a museum pass but it may be stuck in a book – the group agreed that maybe the pass should be loaned in a plastic case.

W. Gitman is officially the director at WTVT!

The APL board will be discussing a new proposed hours plan at next week’s meeting. A. Nicolay has proposed to consolidate hours to better serve the community and have branches fully staffed. Also, she wrote a letter in support of a Dolly (Parton) Library in the area.

DA Meeting 09/08/2023

The GUIL board recently approved a cut back of their hours – they'll now be closing at 8PM instead of 9PM. The café is finally open! The hours are 8:30-4PM during the week and 9-2PM on Saturdays. Stop in to check it out!

The long range plan for ALTM was just accepted in August and J. Burke is looking forward to the conversations and plans that they have for the future of the library.

GUIL just hired a new assistant director: Nate Hayer to work alongside Natalie Hurteau. Welcome Nate!

**11:48AM meeting adjourned.**

Next meeting to be held in person/hybrid on Friday, October 6 at 9AM.