



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Sarah Clark

Vice Chair: Mindy Fowler

Secretary: Sara Hopkins

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

Directors' Association

Date: December 1, 2023

Others in Attendance: J. Favreau, J. Thornton

Hybrid meeting called to order by S. Clark, Chair, at 10:06AM.

Minutes

MOTION: M. Tacke moved to accept the October 6, 2023 minutes. A. Powarzynski seconded. Unanimous.

Updates from UHLS

Tim

- All of the construction grants that were submitted this fall were funded, not in full, but we are anticipating additional money from NYS to further fund those applications. We're sure that good news is coming!
- UHLS Board met earlier this month and approved a budget for 2024. We were able to present a balanced budget which is always based on flat funding from NYS, but with the gaps from not having two tenants and not expecting additional state funding, it was a very difficult budget process. One of the changes that will take place January 1 approved by the board is that UHLS' regular office hours will now be 9AM-5PM. This shouldn't impact our member libraries as no member library is open prior to 9AM. J. Dugas Hughes asked if this means UHLS employees get a cut in salary – no. Board has prioritized staff salaries should funding be increased in April. We'll also likely be signing with a new realtor later this month.

Judith (delivered by T. Burke)

The Equity Committee will be rolling out the Equity Challenge at the January 5 DA meeting. It is available in draft form and she'll email that out soon. Anne will have YTD spending reports early next week.

She and J. Thornton have had preliminary conversations with Library Market, a vendor providing a sophisticated shared calendar. We'd like to explore the idea of getting all member libraries on the same shared calendar. J. Dugas Hughes asked how this would impact the meeting room reservation capability – J. Wines will look into this further. J. Chirgwin is using Engaged Patrons, which is a free resource.

Old Business

New Business

Committee Reports

UHLS Board & Finance Committee – J. Burke noted that they worked through the Proposed 2024 budget – he'd like to reiterate that the Board appreciates all of the work that goes into crafting the budget. They recognize that some trade-offs have been made in order to keep our service to member libraries. Thank you to the UHLS staff!

UHLS Administration Committee – T. Burke shared for G. Kirkpatrick – The committee met and made three recommendations to the board. The first was the recommended hours change and subsequent change in the definition of full time in the staff manual. The second was a recommendation for individual health care participants to start contributing 25% toward the premium (has always been \$0). Lastly, they updated the job description for Rawdon Cheng's

position, because he will be retiring on March 1, 2024. We will do an open house farewell reception for him in February.

UHLS Services Committee – S. Clark shared that they met to look at the Central Library budget. It was recommended to the Board and it was unanimously approved (and approved by APL Board).

Equity Committee – J. Wines noted that as shared previously, the challenge will be rolled out in January.

Automation Advisory Committee – J. Chirgwin shared with the group prior to the meeting that the committee discussed automating address verification, what standards and procedures to recommend for creating a permanent card remotely, whether temporary barcodes should be kept when changing an online application to a permanent account, and sending out information about the ad hoc report for online applications. J. Thornton suggests the committee investigate how AI can work for (or against) libraries. T. Wiles noted that his YA team found ~50 children's books already in the library written (and illustrated) by AI. He'll forward that email with the list when he finds it.

Central Library Advisory Committee – J. Burke reiterated that the Central Library budget was discussed and proposed and accepted. Not many changes from the previous year with no change in funding but anything extra received will be put toward eContent in hopes of reducing hold times. The budget is up on the UHLS website.

eContent Advisory Committee – no update

Open Forum / Library Status Updates

Wednesday, December 13th at noon – we'd like to have lunch with Evelyn at Swifties. G. Kirkpatrick will send something out later today.

E. Neale shared that as of last night, Elissa's appointment is official with the town board. She's been with the library for a long time and knows a lot of the town's inner workings. She'll be starting on Dec. 22. She and Elissa took a course together about succession planning with LILRIC and it was very beneficial. Keep an eye out on the civil service website for some other staff openings at COLN.

As of today, COLN is live on Hoopla! It has been very challenging for the COLN board to budget for this service. E. Neale is hoping that they'll be able to maintain it. Currently patrons can check out 5 items a month with some specific price points.

E. Neale would like your input: she has a patron who lives in COLN but also owns property in EGRN. He would like two cards to access all of what each library offers. J. Dugas Hughes noted that our practice right now says that you can only have one barcode on your account. T. Wiles shared that GUIL has added a permission to allow ALTM patrons to access. J. Chirgwin shared that it is on the AAC radar and can continue this conversation.

T. Wiles has a course for "preparing a director's manual for when you're leaving" – and will share it with the group.

M. Tacke shared that CAST is hiring for a FT Librarian at a decent starting salary if you know of anyone interested. She will forward it today again, with a Dec. 6 deadline. Please share.

A. Wilson shared that the town did not increase their budget at PTRB.

J. Burke asked the group what proportion of their circulation is digital because they just passed a third. GUIL, EGRN, COLN noted they are almost 50/50 and APL and VOOR are at about 25%. T. Burke said that UHLS can share this percentage monthly moving forward on their current reports. There was a conversation with the AAC with the idea of introducing the digital card and how they could bridge the gap. The cost of authentication is a major roadblock. J. Dugas Hughes said that we have to solve this as a system sooner rather than later. E. Neale noted that we need to commit to a newsletter and email communication so that we are consistently in their thoughts, which is a greater commitment to stay connected to the online users. J. Dugas Hughes noted that we aren't as a system providing equitable service if patrons can't access all digital content.

J. Burke shared that their Library Lights event is coming up – not only is it a great fundraising event, but has a profound significance for acknowledging grief around the holidays.

K. Akin shared that at VAFL they held a Halloween holiday program and had over 500 people in attendance between 5-8PM that evening!

C. Gibeau shared that the new building was purchased by the City about a month ago and see it as an anchor of the downtown revitalization initiative. They are asking for \$2.5million for renovations and in 30-90 days we'll hear back about the NYS funding for the project. The old (church)building has been closed and winterized – we're trying to figure out if we can get in.

M. Metzger shared that APL opens their next art exhibit 6-8PM tonight, in the Pine Hills atrium. Their new hours rolled out last month and it's been well so far with minimal complaints. The largest concern is summer and any reduction of hours. The state (DLD) is now acknowledging that the central library is not one location, but APL as an entity!

J. Dugas Hughes shared that EGRN is hiring two new FT librarian positions.

L. Sweet shared that GRAF sent two soldiers in Poland 6 boxes worth of donations for the holidays.

11:32AM meeting adjourned. E. Neale motion, T. Wiles second.

Next meeting to be held in person/hybrid on Friday, January 5 at 10AM.