



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Sarah Clark

Vice Chair: Mindy Fowler

Secretary: Sara Hopkins

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

Directors' Association

Date: January 5, 2024

Others in Attendance: J. Favreau; J. Thornton; J. Wines; M. Fellows; Sarah Romeo (BETH); Wilsinia Ocasio (GUIL); Tracey Pause (VOOR)

**Virtual meeting called to order by S. Clark at 10:06AM.**

**Welcome Ray LeMay, Interim Director at COHS. And an official welcome to E. Valente at COLN!**

### Minutes

**MOTION:** K. Stempel moved to accept the December 8, 2023 minutes. G. Kirkpatrick seconded. Unanimous.

**Equity Challenge Presentation** *by the Equity Committee: A. Nicolay, M. Fellows, J. Wines, T. Pause, S. Romeo, and W. Ocasio*

There are 8 tracks to complete and the presenters briefly explained each: programming, collection development and purchasing, marketing, outreach, facilities and equipment, organizational culture and leadership, staff learning, board learning and recruitment

Financial support will be offered: \$500 for each track, \$4,000 total – with 3 years to complete. A letter of intent needed by April 1. Link will be shared out with memo of intent following this meeting. The libraries that participate will be acknowledged at the Annual Meeting.

### Updates from UHLS

*Tim*

- T. Burke thanks the Equity Committee for their walk through and would love to have all of our member libraries commit to participating in the Equity Challenge in some capacity.
- Advocacy Day will be on Wednesday, February 7<sup>th</sup>. We are now back to in-person meetings. The schedule should be finalized early next week. The more the merrier! He'd also like to mention the NY4BL PAC fundraiser from 5-7PM at the Hollow the evening before.
- Trustee Training opportunities in 2024 will continued to be offered by UHLS. The quarterly CORE training for new trustees will be offered, board leadership training will also be offered again this spring, which requires the board president and director to attend together. Once a month other sessions will also be offered virtually. He will send out an email soon with all of the offerings and dates.
- UHLS Website: staff is actively working on this project and will be revealed later this year.
- Reminder: the UHLS office now opens at 9AM. This shift shouldn't have any impact on our service to the member libraries.

K. Stempel asked if NovelNY will be eliminated? As of June 2024, it'll no longer be NovelNY. Usage statewide by public systems is relatively low but it is more heavily used by school libraries. J. Burke shared that the Regents has asked for money to back this resource during the upcoming budget cycle, so it may be saved.

*Judith*

Kind with a Spine staff training is coming up, as well as a virtual Gaza discussion that you're

welcome to share with patrons as well. She's currently working on coordinating a books by mail program and will have more information coming from the system soon.

*Mary*

Summer Reading programming coming up!

*Jona*

Earlier this week, she emailed regarding old annual reports archived here at UHLS. If you'd like your share, please let her know.

It's almost NYS annual report time! Portal will hopefully be opening later this month / February 1, but she hasn't received any indication from DLD yet. J. Burke asked about additional questions regarding trustee training – we haven't heard of any changes. Remember, submitting your report on time triggers state funding in a timely manner.

### **Old Business**

#### **New Business**

Trustee Handbooks – T. Burke has been waiting for DLD to digitize this new edition prior to handing the print copies out, as we've had them in hand since NYLA. They were more expensive and we didn't purchase as many – we can try to get one for each trustee. He'll email the group following the meeting, please reply with the total number needed.

#### **Committee Reports**

UHLS Board & Finance Committee – no meeting

UHLS Administration Committee – no meeting

UHLS Services Committee – no meeting

Equity Committee – report given at the beginning of the meeting

Automation Advisory Committee – no representative present

Central Library Advisory Committee – no report

eContent Advisory Committee – G. Kirkpatrick emailed out the spending spreadsheets a few minutes ago. Great job! Minimum spending was set at a 5% increase but we saw a 10% increase, so that's positive! If you have any questions re: Advantage Spending, reach out to J. Wines. Holds intelligence reports is what they'll be working on and provide some training because it's saving time and money. OverDrive magazine checkouts have skyrocketed! J. Wines noted that Anne is still waiting for December's Hoopla report and will share as soon as she gets it. To help control spending for budgeting for Hoopla, the best tactic is to remove the higher priced items.

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

K. Stempel had a question regarding people counters: do you count when people step outside but then come back in? G. Kirkpatrick noted that he wouldn't stress about it. Whatever method you're using, don't change it for state reporting reasoning.

A. Nicolay shared that APL will have 3 board seats available for this Spring's election. Attendance has been really strong on Saturdays since their hours changed.

DA Meeting 01/05/2024

M. Tacke shared that CAST is adding Sunday hours this year! Sundays they will be open from 11-4PM. They reduced their Saturday hours to 11-4 (from 10-4) to keep the two days the same.

S. Clark finds it helpful to hear what everyone is doing re: closing during snow storms. Please continue to share via email.

T. Wiles has a free copy of *Enough* by Cassidy Hutchinson if anyone wants it.

K. Stempel shared that BERN is looking to add a wind phone to their library of things and is looking for a rotary phone. J. Favreau shared that Rawdon may have one, if not, she does.

K. Roppolo warned that check fraud is still out there and that if you are still mailing them in your mailbox, try not to do that anymore. The red flag signals there's money in the mailbox. STEP recently experienced check fraud.

T. Wiles noted that an interview for interim director happened this morning; hopefully an announcement will be made soon.

**11:15AM meeting adjourned.**

Next meeting to be held in person at UHLS with a hybrid option available Friday, February 9 at 10AM.