



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Sarah Clark

Vice Chair: Mindy Fowler

Secretary: Sara Hopkins

O	APLM – Andrea Nicolay	O	NGRN – Mary Klimack
IP	ALTM - Joseph Burke	O	PTRB – Anita Wilson
O	BRLN – Sara Rogers	O	POES – Donna Riley
O	BERN – Kathy Stempel	IP	RCSC – Lisa Neuman
IP	BETH – Geoff Kirkpatrick	IP	RENS - Jane Chirgwin
O	BRUN – Sara Hopkins	O	RVLL – Patrick Wynne
IP	CAST – Melissa Tacke	IP	SNLK - Melinda Fowler
O	COHS – Ray LeMay	IP	SCHG - Nick Matulis
IP	COLN – Elissa Valente	O	STEP - Kim Roppolo
IP	EGRN - Jill Dugas Hughes	O	TROY - Paul Hicok
O	GRAF – Leanna Sweet	O	VAFL - Kelly Akin
IP	GUIL – Natalie Hurteau	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: March 1, 2024

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

**Hybrid meeting called to order by S. Clark at 10:05AM.**

**Minutes**

**MOTION:** M. Tacke moved to accept the February 2, 2024 minutes.  
G. Kirkpatrick seconded. Unanimous.

**Updates from UHLS**

*Tim*

- Today is Rawdon and Amy's last day. Thank you to everyone who stopped by on Wednesday for Rawdon's retirement gathering. At the event, we announced that UHLS decided not to replace Rawdon's position but instead hired an outside consultant. LCR Consulting is owned by Rawdon! His cell phone number that you've used for years has been disconnected. If you have a technology need, please contact UHLS. We have an ad out for Amy's position and did Zoom interviews this week with a number of candidates. In-person interviews are next week, so hopefully we'll be back to a full staff soon.
- UHLS has been reviewing the current ILL process. It's a legacy system that's been built up over the years and we'll be in touch soon should procedures need to change.
- League of Women Voters of Albany County – over the past year, they've asked how public libraries are funded and UHLS has presented that information to them. They are a great partner, especially for those of you who are looking to go out for a vote, so we will keep in contact with them.
- J. Wines is looking into Swank, the movie licensing service, to see if we could receive a system discount. Ten libraries currently use this service. L. Sweet asked if this can be used for offsite movie showings – no. A. Wilson asked if it's an annual fee or per use – annual. More information to follow.
- For Mary – deadline for the SAILS grant is today – but if you're still thinking about it, please just let her know today and you can have an extension. We'll be a little short staffed, some patience with rotating collections will be appreciated. YSAC Friday March 12 at 10AM

*Judith*

There were 12 libraries showing interest in the Memory Project. She'll be confirming participation over the next week or two.

She's been exploring and testing the Books by Mail project. AAC will be meeting this Tuesday in person to discuss the details. Essentially this project mails large print materials for free through the USPS. The hope is that the majority of the member libraries will run this project in-house, but if you don't have the capacity, let us know and UHLS may be able to offer those services. Keep an eye out for a mid-April rollout.

On March 20<sup>th</sup> she's hosting a field trip to the NYSL to learn more about Talking Book and Braille Library at 2:10PM.

UHLS has partnered up with SALS to offer a 3-part series of workshops, with the first happening this month on March 13: Diffusing Conflict Before It Flares Up. The second is April 24.

*Jona*

Today is the due date for the DLD annual report. Twenty-one reports have been submitted – thank you to everyone who worked hard to meet this deadline. She’s optimistic we’ll have everyone submitted early next week at the latest.

With annual reports behind us, she’ll be emailing out the 2023/2024 salary & benefits survey for completion. Please take the time to input your information – the survey is only as good as the results submitted.

*Joe*

With Rawdon’s retirement, please submit all of your technical needs and questions to [support@uhls.org](mailto:support@uhls.org) – please do not reduce your expectations from UHLS, we’re going to provide the same service as always. LCR Consulting may only have 7 hours of contracted hours per week, but UHLS has budgeted more in just in case.

## **Old Business**

### **New Business**

J. Chrigwin raised a Hoopla question following an AAC meeting: online temporary users get instant access to OverDrive and Hoopla. Some of those temporary card holders aren’t part of our system. Do we want instant access to Hoopla or only give access to verified users? J. Thornton explained that R. Carle has been reviewing these requests on a daily basis and has been deleting any temporary requests that are clearly bogus or out of our service area. J. Wines noted that these instances are being charged to a pool that is being spread amongst all Hoopla users quarterly. A. Nicolay asked if we have reason to believe this is being abused. No – about 350 users each year with the UHLS code.

G. Kirkpatrick explained that when a lost item belonging to another member library is paid for, they currently fill out a form and the business office cuts a check to the owning library. Is this reciprocal or should they stop reimbursements? Consensus from the group was that yes, the owning libraries are being paid. Many are even suggesting that payments only be taken online so that there’s one less step in-house. M. Fowler asked if there was a monthly report they could have to know if they owe someone money – J. Thornton confirmed that this was a report he could create.

S. Clark shared that her Friends of the Library group are hesitant to add a button on the friends of the library’s website for online donations – is this something that most are utilizing? Yes! Can be added directly to the Friends’ website or on the Library’s website, but clearly indicating that it’s a donation to the Friends group.

## **Committee Reports**

UHLS Board & Finance Committee – Usual meeting per J. Burke.

UHLS Administration Committee – no meeting

UHLS Services Committee – no meeting

Equity Committee – A. Nicolay would like to shout out to all the member libraries who have joined the Equity Challenge: BETH, BRUN, COHS, RCS, and VOOR. Emails have gone out to all of the lists, with an April 1 deadline to join. The next committee meeting is March 14<sup>th</sup>.

Automation Advisory Committee – J. Chirgwin shared that she's learned more about AI thanks to the recent CDLC session. CDLC has started their own AI committee, check it out on their website. The AAC is re-writing policy recommendations for the online registrations – more to come soon.

Central Library Advisory Committee – no report

eContent Advisory Committee – G. Kirkpatrick noted there was no meeting but please continue to spend, spend, spend! He distributed the spending chart both digitally and physically to those attending in person.

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

In the past, COLN has partnered with SUNY Albany social workers and it was very beneficial. Their social worker is wrapping up at the end of April and SUNY Albany has opened applications for next year. E. Valente expressed that this has been a wonderful partnership and they are working on digitizing a wonderful binder of resources.

Spotlight News is looking to interview directors regarding banned books and what our experience has been.

N. Matulis shared that this Saturday at 4PM extradio.com is year 6 of Let's Make a Song! livestream. He'll email out the link after once it's available.

Open mic tonight at 6PM at BERN.

W. Gitman would like to know how many libraries have tax forms and how do you get them? She asked the IRS and they said no. N. Matulis shared that SCHG prints the instructions to keep in house. E. Valente shared that COLN has some and she'll send her ordering information for the state forms.

The SNLK Friends are hosting a spelling bee this year: March 22<sup>nd</sup> 7PM. M. Fowler will share a flyer via email if you'd like to attend or share with your patrons.

N. Hurteau would like to thank everyone for all of their support this last week, especially G. Kirkpatrick who volunteered a lot of time to help GUIL.

**A. Wilson motioned to adjourn. G. Kirkpatrick seconded. 11:28AM meeting adjourned.**

Next meeting to be held in person at UHLS with a hybrid option available Friday, April 5 at 10AM.