

## ULSTER COUNTY LIBRARY ASSOCIATION

March 23, 2017

**DIRECTORS PRESENT:** Tracy Priest (Town of Ulster), Julie Kelsall-Dempsey (Highland), John Georghiou (Plattekill), Jessica Kerr (Woodstock), Brooke Dittmar (Town of Esopus), Caitlin Decker (Hurley), Christina Jennerich (Marlboro), Margie Menard (Kingston), Kara Lustiber (West Hurley), John Georghiou (Plattekill), John Giralco (Elting New Paltz), Katie Scott-Childress (Olive), Liz Potter (Phoenicia), Lois Skelly (Milton), Pam Stocking (Ellenville), Jody Ford (Stone Ridge)

**OTHERS PRESENT:** Lynne Ridgeway (UCLA Board Member), Tom Sloan (Executive Director, MHLS)

The meeting of the Ulster County Library Association was called to order by Margie Menard at 10:00am at the Elting Library.

**Minutes:** John Georghiou made a motion to approve the January minutes, 2<sup>nd</sup>. Approved with two abstentions.

Brooke Dittmar made a motion to approve the February minutes, 2<sup>nd</sup>. Approved.

**Tom Sloan Presentation:** PULISDO has created a draft for the NY State Minimum Standards (attached). The Mid-Hudson Library System will send out a survey and urges directors to respond.

**eBook Committee Report:** (Report attached). The committee reported that most of the MHLS libraries in Ulster County either purchase Overdrive materials directly or contribute to MHLS or UCLA.

As of the date of the report, there are a total of 229 metered titles from UCLA libraries with holds on them (\$4894.24 in total). Of these, \$775.83 have multiple holds.

Margie Menard moved that the UCLA purchase \$1500 of expired metered holds, 2<sup>nd</sup>. Motion carried with one opposition. After the purchase has been made, Merribeth Advocate will be contacted to send out lists to the UCLA libraries on any items with holds requested by their patrons.

**Selection Committee:** After discussion, the group decided to support the committee's original decision not to renew IndieFlix despite the drop in price from \$8000 to \$5000.

**County Legislative Programs Committee:** The committee will meet on March 13<sup>th</sup> at 5pm.

**Map Project:** Tracy Priest reported that the artist will finish the map tomorrow. The draft map will be sent around one last time. It will be printed with color on both sides. The committee will have a final proof at the April meeting.

**Policy Map:** Kerstin Cruger and Rebekkah Smith Aldrich will be invited to the April UCLA meeting to review how this demographic report can be used by local libraries.

**New Business**

**MHLS Board:** The September 13<sup>th</sup> MHLS board meeting will be held at the Kingston Library. If you would like to participate in a presentation to the board, please contact Margie Menard.

Julie Kelsall-Dempsey made a motion to adjourn at 11:57 am, 2<sup>nd</sup>. Approved.

Respectfully submitted,

Kara Lustiber

Secretary



**Minimum Standards Subcommittee:**  
**NY Public Library Minimum Standards Current Text with Proposed Revision**

**#1 By-Laws:** *is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees*

**Proposed Revised Standard:** *is governed by board-approved written bylaws which define the structure and governing functions of the library board of trustees; reviewed and re-approved at least once every 3 years or as required by changes in law*

**Reason:** Bylaws are legal governing documents that should not be considered static, but should evolve with regular careful consideration; the proposed revision reinforces the critical function of the Library Board of Trustees to regularly review and revise their Bylaws.

**#2 Long-Range Plan:** *has a board-approved, written long-range plan of service*

**Proposed Revised Standard:** *the library board and staff develop a board-approved, written plan of service that covers a three to five-year period*

**Reason:** Provides clarity on duration of the plan, and updates language for consistency and current practice

**#3 Annual Report to the Community:** *presents an annual report to the community on the library's progress in meeting its goals and objectives*

**Proposed Revised Standard:** *Provides a board-approved, written annual report to the community on the library's progress in meeting its mission, goals and objectives.*

**Reason:** Emphasizes outreach and accessibility

**#4 Policies:** *has board-approved written policies for the operation of the library*

**Proposed Revised Standard:** *has board-approved written policies for the operation of the library; reviewed at least every 3 years or as required by law or changes in law*

**Reason:** It is important that policies need be reviewed regularly and updated as necessary.

**#5 Written Budget:** *presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service*

**Proposed Revised Standard:** *prepares a board-approved, written budget that is provided annually to appropriate funding entities, which would enable the library to meet or exceed these standards and to carry out its plan of service*

**Reason:** Clarifies language for consistency and highlights the board's role, while leaving the means of communicating the budget to the library's discretion. Public library votes, for example, already provide a budget to the public and would satisfy the revised standard.

**#6 Evaluation of Collections and Services:** *periodically evaluates the effectiveness of the library's collection and services in meeting community needs*

**Proposed Revised Standard:** *periodically evaluates the effectiveness of the library's programs, services and collections in meeting community needs in the context of the library's plan of service*

**Reason:** Evaluating the libraries programs is also critical, and all evaluation should be done in the wider context of the libraries plan of service.

**#7 Hours:** *is open the following scheduled hours:*

<u>Population Minimum Weekly Hours Open</u>					
Up to 500	12	5,000-14,999	35	100,000 and above	60
500-2499	20	15,000-24,999	40		
2,500-4,999	25	25,000-99,999	55		

**Proposed Revised Standard:** N/A [No change is recommended at this time]

## UCLA Agenda Thursday March 23rd 2017 @Elting Library / New Paltz

- Tom Sloan--Public Library Standards Revision
- Kara Lustiber--Overdrive expired titles
- Ulster County appointment to System Services Advisory Committee
- Publicity Committee
- Selection Committee
- March 13th Legislative Programs Committee @ 5:00 PM—appropriation approved
- The System Services Advisory Committee has recommended that Kerstin Cruger, MHLS Marketing & Program Assistant, and Rebekkah Smith Aldrich offer to attend an upcoming Ulster County Directors meeting to discuss the new custom demographic reports we have created for each MHLS member library using Policy Map and provide an updated county-level demographic report to aid in discussions about how this data can be used for decision-making and advocacy at both the library and county level.  
APRIL OR JUNE UCLA MEETING?
- Annual meeting

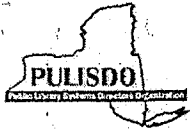
### OLD BUSINESS

Based on the recommendation of the Trustee Services Committee, the Board has agreed to have a presentation (15-20 minutes) on the libraries in each county to “better understand the structure of and issues facing libraries in each county.”

Sept 13 – Ulster (Board meeting held at Kingston)

Each county presentation will follow the Agenda outlined below:

- (a) Overview of map/geography/demographics - Rebekkah
- (b) Overview of governance – Rebekkah
- (c) Overview of library statistics – Tom
- (d) Hot topics/issues – County Representative



**Minimum Standards Subcommittee:**

**NY Public Library Minimum Standards Current Text with Proposed Revision**

**#8 Facilities:** *maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom*

**Proposed Revised Standard:** *maintains a facility that meets community needs, including adequate space, lighting, shelving, seating, wiring infrastructure, public restrooms*

**Reason:** Adds "wiring" to address the age of many library buildings in NYS and the need to provide the infrastructure to support devices and broadband wiring; removes "broadband" as it is covered in Standard #9; clarifies that restrooms need to be for public use.

**#9 Equipment and Connections:** *provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information*

**Proposed Revised Standard:** *provides an automated circulation system that facilitates integrated online access to the local library collection and other library catalogs; provides equipment, technology and high-speed broadband meeting community needs and facilitating access to information*

**Reason:** All community members deserve access to high quality technology services and an online catalog; improves privacy, efficiency, and resource sharing; language is less prescriptive so it will not be outdated soon, and to allow for unique local community needs.

**#10 Library Information:** *distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.*

**Proposed Revised Standard:** *provides access to current library information in print and online, facilitating the understanding of library services, operations, and governance. (Information provided online will include items referenced under standards 1 through 5)*

**Reason:** Community members should have easy online access to basic library information, including governance of the library and information that confirms compliance with Standards 1-5.

\*Note: the proposed #10 combines the current #10 with a previously proposed #11 which addressed the library's online presence

**#11 Online Presence [Combined with #10]**

**#12 Paid Director:** *employs a paid director in accordance with the provisions of Section 90.8 of this Part.*

**Proposed Revised Standard:** N/A [No recommendation at this time]

**#13 \*NEW\* Technology Training:** *all public service staff must complete a minimum of eight hours of technology training annually*

**Reason:** Technology skills are critical to the efficient functioning of a modern library and the ability to assist community members; an average of 2 hours a quarters is minimal for staff who work with the public

**#14 \*NEW\* Trustee Education:** *All library board members, including ex-officio board members, must complete at least three hours of trustee education annually*

**Reason:** Trustees play an important legal and governance role; three hours a year is minimal for an educated trustee to learn the basics and continue their education.



**Minimum Standards Subcommittee:**

**NY Public Library Minimum Standards Current Text with Proposed Revision**

**#15 \*NEW\* Programming:** *provides children, teens and adults library programs meeting community needs as outlined in the library's plan of service*

**Reason:** Programming for all ages is critical for serving the community; emphasizes that programming should be based on the local community's needs and the wider context of the plan-of service

**#16 \*NEW\* Collaborations and partnerships:** *collaborates or partners with educational, cultural or community organization*

**Reason:** All libraries are a part of a community, and the success of that community requires that organizations work together to meet the needs and aspirations of community members through such things as: community engagement, economic development, literacy initiatives, promotion of cultural understanding, and/or protection of a local historical or cultural treasure.

**#17 \*NEW\* System Membership:** *is a member in good standing of the public library system established under the provisions of Education Law 272 to serve the county in which the library is located.*

**#18 Financial Audits:** [No longer being considered]

**#19 \*NEW\* Professional Development:** *All librarians who hold a NYS public library certificate and library directors and library managers pursuant to §90.8 will complete at least 60 hours of professional development every 5 years*

**Reason:** Managing a modern library requires keeping up with trends and issues to better serve the community, regardless the location or size of the community; aligns pre-2010 certified public librarians with current professional development requirements for more recently certified librarians.

Library Name	Requests	2016 OverDrive Ordering Expenditures from library own ordering/funds	2016 OverDrive Funds sent to MHLS for ordering	2016 Funds Sent to UCLA	2016 OverDrive Total Expenditures
Town of Esopus Library	\$223.95	\$341.00			\$564.95
Highland Public Library		\$1,102.00			\$1,102.00
Hurley Public Library	\$199.94			\$540.82	\$740.76
Kingston Library	\$293.18		\$2,000.00		\$2,293.18
Marlboro Free Library		\$1,182.00		\$3,194.93	\$4,376.93
Sara Hull Hallock Free Library		\$290.00			\$290.00
Elting Memorial Library	\$345.16				\$345.16
Phoenicia Library	\$123.97	\$388.00			\$511.97
Morton Memorial Library	\$22.10				\$22.10
Plattekill Library	\$343.97				\$343.97
Rosendale Library	\$1,871.38			\$971.35	\$2,842.73
Saugerties Public Library		\$1,929.00			\$1,929.00
Stone Ridge Library		\$77.00		\$875.05	\$952.05
Town of Ulster Public Library	\$776.49			\$1,496.04	\$2,272.53
West Hurley Public Library	\$361.17	\$1,255.00			\$1,616.17
Olive Free Library Association		\$24.00		\$150.00	\$174.00
Woodstock Public Library District	\$124.98	\$1,114.00			\$1,238.98
Ulster County Funds	219.77	\$10,882.00			\$11,101.77
<b>TOTAL</b>	<b>\$4,906.06</b>	<b>\$18,584.00</b>	<b>\$2,000.00</b>	<b>\$7,228.19</b>	<b>\$32,718.25</b>

There are a total of 229 metered titles from UCLA libraries with holds on them

\$775.83 in titles that have more than one hold.

4894.24 in total

I recommend that we put \$1500 towards replacing these titles.