

**Southern Tier Library System  
Directors Advisory Council  
Wednesday September 26, 2018**

**Montour Falls Library**

**9:30am**

**Minutes**

**Attendance:**

Angela Gonzales, Penn Yan  
Stephen S., Watkins Glen  
Lorraine Nelson, Howard  
Roxanne, Montour Falls  
Nic Gunning, Wellsville  
Brian Hildreth, STLS  
Erika Jenns, STLS  
Mandy Fleming, STLS  
Keturah Cappadonia, STLS  
Melanie Miller, Alfred  
Phil Trautman, Cohocton  
Margo Gustina, STLS  
Chris Gallman, Angelica

Next meeting will be held Wednesday, Nov. 28<sup>th</sup> at the Dormann Library in Bath, NY.

**Minutes:**

Meeting called to order at 9:32am.  
Minutes from last meeting approved.

**Recap from CreAgent Marketing** – We met with them at the last DAC. They are meeting with STLS staff tomorrow (Thursday, 9/27). Brian will share focus group data with CreAgent.

**System Connection Field Trips** – Some would like Erika to consider hosting these during a different season. Summer is busy, and some staff can't travel during that time. We will avoid winter and consider spring for the next field trip. Feedback on the initiative is positive.

**Library Card Stickers** – This campaign is going well. Overall response is positive. Many libraries have already given away all of their stickers. Contact Erika for more! A caveat - watch out for patrons that think their library cards can be used state wide. Not true – only system wide.

**Reciprocal borrowing** – The program is up to 21 libraries!

Andover, Almond, Canaseraga, Jasper, and Penn Yan were the last 5 to sign on. They will be enrolled next week. Response has been overwhelmingly positive.

Some feedback:

For every book that goes out immediately, they're also getting things in right away – hold shelf is super busy – Nic

Phil – volume is definitely going up on books going out, but patrons are getting what they want faster.

Melanie agrees. She also notices fewer books on new shelf. But, she added new YA to new books shelf to fill space and to increase YA circ. She has also noticed that new books going out are coming back much faster. Patrons are returning sooner than the 4-week time period.

STLS noticed that delivery is impacted – it ebbs and flows, but there is definitely more material moving through the delivery. Larger libraries have more materials leaving their libraries than before. Smaller libraries are receiving materials in a timely manner.

Directors do not report a noticeable difference on their new books shelf – the shelf is not getting cleaned out. So, this program is not impacting on-site browsers.

Take away – holds are being fulfilled much faster.

There is an open seat on the DAC– Melanie Miller has volunteered to fill it.

Lorraine and Stephen moved to confirm Melanie.

Melanie has filled the seat.

**NYS mandated Sexual Harassment Training** – Brian gave out a packet at the meeting; this packet will also come out via email. Sample policy is also included from Dept. of Labor and Dept. of Human Services. Brian will also share the curriculum from the state.

Every NYS employer, private or public, must provide sexual harassment training for all employees including paid and non-paid – even volunteer interns.

What about trustees & volunteers (not interns)? We are waiting to hear back from the state. Everything we send out, will also go to board presidents.

3 components:

1. Work with board to pass anti-sexual harassment policy
2. Complaint form that should be attached as an addendum – form that would be used to file a formal complaint
  - a. STLS recommendation – describe how each person in the organization would file the complaint and who they would file the complaint with
    - i. Think through every person who operates for the library – volunteers, staff, trustees, director. It's not just people on your payroll. Think about everyone who interacts with your library/staff/patrons.
    - ii. If a library uses Job Track, is Job Track responsible for sexual harassment training?

1. Yes. But, you should confirm that Job Track is actually providing training.
3. Training – Should be done by Jan. 1, 2019. This is more of a goal than a mandate. Training has to be done in person. You cannot attend online/remotely.
  - a. STLS will provide a training in early Dec. We hope to get strong participation.
  - b. STLS will provide certification.
  - c. For the STLS workshop, it is recommended that you bring your library's policies to the workshop because this will answer specific questions for you and your employees.
  - d. STLS will offer 2 trainings per year to help with this. We will attempt to offer in locations across system.
  - e. Larger libraries could work with EAP – Employer Assistance Program – or a lawyer to schedule this training for your staff. Library could close for a morning to accommodate this.
  - f. You are tasked with regulating this yourselves. You must track the training for yourself and your staff/volunteers.
  - g. Brian would encourage directors **not** to be the person providing the training. It would be better for the directors to participate in the training themselves. Boards are responsible for making sure the training is offered and that everyone participates.
  - h. Training must be done every 12 months – calendar, fiscal, etc.

**New business:**

**Fines & fees** – How long should we hold onto/pursue fines? Nic is working with Brian on policies for this. Law is 6-year statute of limitation on pursuing fines. Collections should erase this after 6 years because they can't collect after 6 years anyway.

How will we approach a system-wide cleanse of all fines over 6 years old? - Brian & Nic will have something for the next DAC.

**Auto-renewal** – Could we implement auto-renewals (if no holds are placed on the title) that would be accompanied by an email to the patron? This would give patrons more time and less fines.

**Central Library Report** – Ron couldn't be at the meeting. None.

**From Brian:**

Survey on trustee education and regulations will be coming out soon. Regarding a 1-page regulation that requires trustees to participate in 3 hours of training each year.

STLS will send out a survey that we ask directors to ask trustees to complete – short, 5 questions.

This will ask about trustees' desire to participate in trainings. Trustees that already come to STLS stuff would meet the standards – also those that attend webinars/other trainings.

STLS will use the survey data to determine whether or not this is a feasible regulation. We will share this with state to determine whether this legislation should move forward.  
Survey coming out next week.

**STLS has positions open/ing** – IT department is down a person. We are hoping to fill the position by October/early November. We will be adding an additional person charged with procurement & member library assistance.  
We are also posting the Resources Consultant position that will come out next week.

Roxanne – Mentioned the movie I Am Jane Doe – recommends that all directors watch it. The movie is about human trafficking. Schuyler County had a presentation where the film was shown. This impacts all of our communities. It is happening in/around libraries. There are safe houses in our communities – in Painted Post, in Penn Yan.

Margo – IMLS grant – Importance of rural libraries. Studying impact of public libraries on local social well-being when there are no other public service institutions, no other community anchor. Can a rural library have a positive impact on social well-being?  
This study be done over the next 2.5 years. Research will focus on resource impoverished communities and rural/isolated. Geographically isolated, median household income less than \$40,000. No NYS communities qualified because there are no communities where median household income is below \$40,000. However, there might be census tracts in NYS that qualify.

Brian will talk with Mary-Carol at SCRLC to plan a regional public libraries meet-up

NYLA STLS meet-up – likely Thursday night of the conference. We will provide food, not drinks.

STLS NYLA scholarship recipients were notified in July. There are 5 STLS scholarship recipients.

Minutes recorded by: Erika Jenns, STLS Engagement Consultant