

## **Southern Tier Library System Directors Advisory Council**

**Minutes Wednesday January 30, 2019**

**Fred & Harriet Taylor Memorial Library, Hammondsport**

9:30 am

**Attendance:** Pauline Emery, Angela Gonzalez, Lorraine Nelson, Roxanne Leyes, Brain Hildreth, Erika Jenns,

**GoToMeeting Attendance:** Melanie Miller, Karen Mckerlie, Mandy Fleming, Gayle Greuber, Lorie Brown, Karen Smith, Larissa Wagner, Stephen Salino, Tina Dalton, Ron Shaw, Owen Frank

- **Call to order 9:30**

- **Discussion and Approval of 11-28-18 Minutes** – accepted with the update of Roxanne’s actual last name—1<sup>st</sup> -Lorraine Nelson, 2<sup>nd</sup> Pauline Emery

### BUSINESS

- **Evaluate 2018 Initiatives**

- o **Mentoring Program-** It was felt that the Formal Mentoring process was not being utilized but informal mentoring, partnerships, collaborations and closer relationships were growing.

- o **Marketing –**

- The stickers were successful in that they allowed for patron and staff discussion about all the wonderful things you can do with your library card within our system.

- The Library Tours were very popular and it was felt they should continue. Timing of those tours was discussed. Each tour attracted a healthy amount of attendance. The tours consisted of directors or staff meet-ups at a few regionally close libraries. The Director of that library would give a tour and talk about their services and their community. Then participants would have lunch together (thank you STLS for the lunches!)

- o **Reciprocal Borrowing-** Twenty plus libraries are partnering with this programming. Many libraries have seen an increase in circulation and reserve wait times have decreased. Some concerns were expressed about seeing more items going out from their libraries compared to reserves coming in. A discussion was had around marketing to your patrons reserve service for

new titles. Some libraries have put up displays or copied pictures of book covers with “Ask us how to reserve this book.”

- **Plans for 2019**

- o **Ideas on initiatives**

- o **Areas of focus:** Help to establish county/area director’s associations

- o Increasing county library cohort collaborations and communication was a common initiative. Steuben County would benefit from this due to having Steuben County Cost Share funding; Yates is another county that would benefit. A few ways to engage were discussed for all potential future County collaboratives.

- 1. One-on-ones- Directors could go to member libraries within their county and get to know the directors and invite them to a more formal meeting.

- 2. Offer an incentive like Brunch or Lunch to discuss a county collaborative.

- o Allegany County has been very successful with this concept. It has allowed them to collaborate on things like grant funding, program partnerships, mentoring, job fairs, and literacy initiatives. In other words their partnership ROCKS and they see community impacts!

- o **Areas of focus**

- o Help to establish county/area director’s associations

- **Old Business**

- o **Fine and fee forgiveness-** Brian Hildreth will be sending a system wide draft policy regarding statutes of limitation in regard to fines and fees. This policy would align with New York State law. Legally Library’s cannot collect on fines and fees that date back six years. Also age stipulations regarding patron’s credit reports will be covered in the policy. This will apply to libraries that use a collection service. Most services are aware and follow the legal guidelines but this policy will outline state rules. Discussion was had around how this would need to be instated into practice and how it would be handled in regard to patron accounts- More discussion to follow.

- o **Open seat for Member At-Large** – A seat is still open- Please contact Nic Gunning if you are interested [gunning@stls.org](mailto:gunning@stls.org)

- o **Locations for future meetings** – the next meeting will be **9:30 Wed. March 27<sup>th</sup> at the Wellsville Library-** If you are interested in being a future meeting location for a DAC meeting contact Nic Gunning ([gunning@stls.org](mailto:gunning@stls.org))

- New Business – No new business

- **Central Library Report** – Ron Shaw stated that massive weeding took place a CCLD 10,000 books were weeded using standard criteria- this has allowed for room and assessment of the collection and will allow for updated nonfiction in the future. CCLD's Teen space is gearing up for its opening. The Reference service has seen similar use as in the past. (ask Ron if he wants to include his report)

- **STLS Director's Report-**

- Cataloging Backlog Update – Brian addressed the cataloging backlog. STLS has caught up considering they were behind 3 months now they feel they are closer to 7 weeks behind. They have worked hard to catch up. Below are reasons the delay.

1. Entire system transition to either in-house processing and cataloging or vendor processing and cataloging.
2. Currently have 1 FT and 2 PT employees able to work on all the items remaining including the help desk. These individuals have also been visiting member libraries providing training to transition to no in-house processing, so cataloging turnaround time has slowed.
3. Retirements, vacations, vacancies all at the same time
4. STLS is confident this will improve and turnaround time will be much better for members and patrons.

Keeping all this in mind please be patient and know that STLS is aware and working hard.

- **STLS Division of IT Hiring** – Brian stated that they have an open IT position and will be hiring a procurement employee that will help with computer set ups and trouble shooting.

- **Sexual Harassment Prevention Training/Policy Update-** Brian reminded us that all libraries have until Oct. 2019 to get all their staff, boards and volunteers anti -sexual harassment training. New York State offers online training. STLS will provide more guidance for libraries in the coming weeks about how to train staff, trustees and volunteers in-house.

- **2019 State Aid Advocacy for STLS & Members** – The Governor has proposed a 5% cut in system funding and half a million cut to construction aid a comprehensive overview can be found on NYLA's site

[https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=12&menukey=no\\_menucms](https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=12&menukey=no_menucms)

Please consider going to Library Advocacy Day Feb. 27<sup>th</sup>- sign ups can be found on the STLS website.

- **General Updates**

- o From STLS Consultants – nothing to add

o From Directors- quick general discussion was had regarding attracting library supportive board members.

- Adjournment

2019 Meetings: Bi-monthly, last Wednesdays, 9:30 am

Locations