

## Director's Advisory Council Meeting

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**Southern Tier Library System  
Directors Advisory Council  
Wednesday, March 29, 2023  
GoToMeeting  
9:30 am**

**GoToMeeting Attendance:** Pauline Emery (Corning), Brian Hildreth (STLS), Kelly Povero (Watkins Glen), Emily Smith (Montour Falls), Keturah Cappadonia (STLS), Lorie Brown (STLS), Karen Smith (Whitesville), Karin Thomas (Odessa), Owen Frank (CCLD), Mandy Fleming (STLS), LeighAnn Rumsey (Bath), Sally Jacoby-Murphy (Hammondsport), Erika Jenns (STLS), Karen Fay (Addison), Denise Chilson (Hornell), Wilsinia Ocasio (Prattsburgh), Angela Gonzalez (Penn Yan)

- **Call to order-** Meeting called to order at 9:31am.
- **Guest: Cartridge Guy Recycling Richard Barone:** work with libraries to recycle toner and ink cartridges, old phones, computers, etc. They recycle or sell old items and give 40% back to libraries. They place a box at the library and will empty box every 2-3 months or call them if the box is full. They will remove anything in the box. Rick said that libraries can make money from the boxes, and its very little impact on director time. David shared that they wipe data from phones so no personal information is recoverable. If the device cannot be wiped, it cannot be sold and must be recycled. Kelly will make sure brochures are sent around to all libraries. To contact Rick: [rbarone52@gmail.com](mailto:rbarone52@gmail.com) or 716-998-0264.
  - Sally shared that she has had a good experience working with Richard Barone.
  - Melanie shared that she did not had a good experience. Maintaining the box took a lot of staff time, and Rick did not remove all items.
  - Wilsinia shared that their board of trustees unanimously agreed to cut ties with Rick after several checks bounced.
- **Discussion and Approval of January Minutes** Motion to approve by Pauline; seconded by Emily.

### BUSINESS

- **Old Business**
  - Updates from Committees:
    - Circulation Management- Mandy Fleming
      - Recommendation to the DAC that unfilled holds are removed from WorkFlows on an annual basis. During the COVID shutdown, holds were removed, but there currently is no system in place for removing unfilled holds.
      - Patrons and libraries currently are not notified of unfillable holds, and this is something the Circ Committee is working on.
      - Motion to Approve by Emily; Owen Seconded; all in favor
      - Second item is that holds on items that have been discarded, Mandy contacts the library to let them know so the item can be

replaced, the hold can be moved to a different item, or filled through ILL. There is not a similar system for holds on items that are missing or lost. The Circ Committee recommends sending each library a report of their holds on items that are missing or lost and to the hold pick up library so that the libraries can reach out to the patrons to see if they still want that item. If they do, the library can purchase or get the item through ILL.

- The Circ Committee also discussed providing guidance on the Notes and Comments fields. If a patron provides pronouns, place these in the notes field. The Committee recommends that Notes be used for public facing info; and Comments be used for more internal information. However, if a patron requests their record information, both of these things are visible to the patron. Please date, initial, and include the library in any notes or comments you make.
- Another reminder you can only enforce barred/banned patrons at your own library.
- Lorie and Mandy are working on a 1 page document regarding deliveries. Once the delivery drivers provide feedback, they will send it to the DAC for review.
- Information Literacy- Emily Smith
  - Emily has just taken over as chair of this committee. They are looking for volunteers. Please contact Emily if you are interested.
  - There is an info lit listserve that Brian will share with Emily so she may be reaching out to former members.
- Diversity & Equity – Sally Jacoby Murphy
  - Book club will be April 25. We will be reading *The Light We Carry* by Michelle Obama. Kelly Povero is leading this discussion. Book club is open to staff/trustees/ patrons that may want to participate.
  - Brian shared that there is an EDISJ workshop for directors and trustees coming up in April 5 beginning at 4:00pm. This is a panel discussion format.
- Strategic Planning- Kelly Povero
  - Committee members worked on a SWOT analysis for the DAC. She shared this information.
  - The second meeting has not been scheduled yet.
- Vacant: DAC representative 0-1,999 population
  - We are still looking for a representative for this population group. If you are interested, or know of someone who might be interested, please reach out to Tina.
- Mentor Program: This was originally started in 2017 as a way of helping new directors find other directors they could reach out to with help on different topics (i.e., strategic planning, programming, policies, etc). Tina and Brian have reviewed the original documents from 2017, but most directors are no longer here. They are working on creating a new Google form to share with directors and staff to get the mentoring program up and running again.

- **New Business**

- Lucky Day Collection: Similar to Lucky Day on Libby, this is a small collection of really popular items that are available in the library only. No holds are allowed on these items, and they are for a short check out period.
  - Mandy would like 1 library to pilot this program and the DAC to agree on a circ rule for these items that includes the number of days for check out, no fines, no renewals, and item limit.
  - She will create a new item type “Lucky Day” and location.
  - Libraries can opt-in to do this program. This will not affect reciprocal borrowing. Libraries that choose to have a Lucky Day Collection would purchase 2 copies of highly popular items. 1 copy would be in the general collection and holdable.
  - Questions were raised over visibility in STARCcat. It was discussed that these items should be shadowed in STARCcat to avoid any confusion on why they aren’t filling holds.
- Strategic Planning Cohort: A group of directors currently doing strategic planning, have recently gone through the process, or plan to in the near future are working on creating a shared drive of resources.
- **Central Library Report- Owen**
  - Between January and March, 126 e-Desk questions have been received. Currently, there is no way of knowing where these inquiries were received geographically. They are hoping to change that.
  - 54 print items (reference and adult non-fiction) have been added; and over 70 more items will be coming soon.
  - Paul Chapman has been offered the position of Director, with a tentative start date of April 24.
- **STLS Director’s Report- Brian**
  - ARC and ARPA Funds: all ARC funds have been spent; STLS is working to determine reimbursements to libraries that received ARPA funding. Disbursements should be out in April.
  - Advocacy: This is the final week of state budget negotiations.
    - The Assembly has presented their one-house budget and it gives a 5% increase to library aid, and an \$500,000 in construction aid over last year’s funding.
    - The Senate proposed a 3.5% increase in library aid, and an additional \$250,000 to construction aid.
    - Brian shared that he predicts that we will see flat funding for libraries.
    - To that end, Brian encouraged library staff, directors, and trustees to send emails to representatives. One thing that they heard from representatives during advocacy day is that libraries are great at advocating at the beginning and middle of budget cycles, but fall off during negotiations. It’s important to continue advocating over the next couple of days as negotiations proceed.
  - STLS Spring Continuing Education Conference
    - The spring CE in partnership with CCLD will be held in-person at Corning Community College’s Houghton Library on June 9
    - Registrations will be open this week
    - It is open to library staff and trustees. (Trustees who attend will meet their training requirements for the year).
    - Brian shared that CCLD and Corning are using this opportunity as a full day of continuing education for their staff and will be closed that day. He encourages more libraries to do the same.

- **General Updates**
  - From STLS Consultants
    - Lorie: Eclipse programming with StarNet Libraries will take place at STLS on April 24. You can still sign up to be on the wait list. There will also be info at the Spring CE on June 9.
      - There will be a Summer Learning Workshop at STLS coming up so be on the lookout for that.
    - Keturah shared that there is a new edition of a resource directory that will be coming to libraries via delivery. There is also a digital version on the STLS website.
    - Mandy shared that she will be hosting a question/ answer session on Claims Returned on April 4 at 10am.
  - From Directors
    - Pauline shared that the April 2023 issue of Library Journal includes articles on censorship and book challenges. The article includes information on how to respond quickly, how to hold a press conference if needed. She would like directors and consultants to create a resource of statements that can be used quickly to respond to any challenges.
      - Brian shared that while public libraries have not been targeted yet, several school districts in the Southern Tier region have. Consistency is important when dealing with challenges.
      - Work with staff on how to handle book challenges, preparing the request for reconsideration of library materials forms. Work with boards on how to receive those requests. Practice these things, too.
      - Review your collection management policies and request for reconsideration of library materials with staff and boards.
    - Brian shared that STLS IT is hoping to resolve the issue with the email server by the end of the week. They ask that we remain patient. They are hoping to provide another update today.
      - Ken asked as reminder that we not use email as a storage facility. If you have links, PDFs, or other attachments you want to keep, please download them and save them to your computer/cloud.
- **Adjournment- Meeting adjourned at 10:32**

*Next Meeting: May 31 at Hornell Public Library*