

Sullivan Public Library Alliance
Minutes - April 13, 2018
Approved June 8, 2018

Attendance:

Mary Paige Lang-Clouse – Monticello
Patty Kennedy – Eldred
Audra Everett – Western Sullivan
Marjorie Linko – Liberty

Peggy Johansen – Mamakating
Kelly Wells - Fallsburg
Henry Barish – Livingston Manor
Grace Riario – RCLS

M. Lang-Clouse called the meeting to order at 9:38am at the E.B. Crawford Public Library.

Business Meeting:

Approval of Minutes

A. Everett made a motion to approve the minutes from 3/23/18. P. Kennedy seconded. All in favor.

Treasurer's Report

P. Johansen made a motion to approve the Treasurer's Report prepared 4/12/18. K. Wells seconded. All in favor.

Consultant's Report:

G. Riario reported that she is not being sent enough copies of La Voz magazine – we were supposed to be getting 60 copies, she's only been receiving 40. Also, the way they are sent there's usually at least 2 copies, if not more, which are unusable.

Discussion and agreement to drop the number of subscriptions to La Voz magazine from 3 to 2 subscriptions (40 copies total). The breakdown will be distributed as follows:

Eldred – 2, Fallsburg – 6, Grahamsville – 3, Liberty – 5, Livingston Manor – 3, Mamakating – 3, Monticello – 6, Roscoe – 6, WSPL – 6.

M. Lang-Clouse will email someone at La Voz to see if they can improve the packaging of the magazines before we send our renewal.

G. Riario reminded everyone that she is willing to translate library events into Spanish, if needed. Discussion about including a line that programs are presented in English to avoid confusion when advertising in Spanish.

G. Riario gave an update on the Hurleyville Makers Lab. Calendar improvements are now live on their website – have to click on 'register now' for the library workshop option. **If a library staff member registers for a class but does NOT show up, Grace will be charging the library for the cost of the class as billed by the makers lab.**

G. Riario discussed the RCLS Legislative Breakfast. Save-the-date cards will be sent with RCLS trustees as they visit library boards again. Call Dan Hulse about any library champions that you would like to have speak.

M. Lang-Clouse asked about inviting the Sullivan County Visitor's Association to set up a table at the breakfast to promote Sullivan County in general. Grace said it sounds like a good idea and there will be plenty of table room inside. M. Lang-Clouse will reach out the SCVA about it - *be sure to register them if they attend.*

G. Riario reported that there will be 1 vacancy from Sullivan County and 1 vacancy from Ulster County coming up on the RCLS board.

G. Riario asked that if anyone is interested in assisting her with coming up with the guidelines for the minimum standards, to please email her. Minimum standards will be increasing from 9 that libraries currently have to meet, to 14. The standards are due to become effective in 2021. Grace will be working on the guidelines for the following standards: libraries needing to have ILS and have technology in building, written bylaws that are reviewed every 5 years, long range plan being community based, and programming to address community needs.

G. Riario discussed a regulation being worked on in regards to Trustee education. She would like to have a constructive conversation with trustees about the regulation. Hoping to have focus groups in June/July. Would like to have 15 trustees make up the group. Please discuss with those trustees you feel could add to the conversation. Wants to be sure that the language that goes along with the regulation is understood by trustees.

G. Riario reminded everyone that the Oath of Office for trustees must be completed within 30 days of them being ELECTED. Be sure to keep a copy of their oath of office for library records as well. Should be filed with the Town Clerk/County Clerk.

Old Business:

3D Printer Classes

Discussion of money left for workshops. P. Johansen mentioned she's paying \$50/workshop out of her library's budget for the high school student (previously discussed) to teach. He just asked that he be guaranteed 2 workshops/day to make the trip worth it. P. Johansen believes the workshops will run 2 hours each. M. Lang-Clouse mentioned that she plans to offer \$75/workshop out of the workshop funds she has left through SUPLA.

M. Lang-Clouse stated that she's working on getting a checklist together for the 3D Printers for when libraries borrow them. Should be easier to keep track of everything that's supposed to go with them when picking up and returning.

M. Linko mentioned that an update for the virus software on the Ultimaker laptop is needed. Discussion that both laptops should be looked at for this – the virus software offers a free update. M. Linko stated that the laptop ran very slow. M. Lang-Clouse will have Connor look at both laptops.

P. Johansen discussed a problem with the Makerbot – the nozzle was clogged which appears to be a common problem with that model. There are YouTube videos available to learn how to unclog it.

H. Barish questioned whether the 3D Printers were just for showing off to patrons, or if/how we would allow people to use them. P. Johansen offered to email her own library's 3D Printer policy, which includes cost of printing, as well as the order sheet they use.

Discussion about various prints saved for each printer – 'READ' keychains saved on Ultimaker, cellphone holder saved on Makerbot. Discussion about proper care and use of filaments - *as a note* cut Ultimaker filament on an angle, cut Makerbot filament straight across. Be sure to store new filaments in Ziploc bags to cut down on moisture – possible reason for so many problems with some of the Ultimaker filaments/prints.

SUPLA Logo

P. Kennedy emailed the teacher at ECS – it's up to us what we want to do – can take design and redo it ourselves if we would like. Subcommittee was formed consisting of Marjorie Linko, Patty Kennedy, and Danielle DiStefano to use inspiration from the class logos to create a SUPLA logo.

P. Johansen made a motion to give the Eldred art class that submitted designs up to \$50 to be used for an 'Appreciation Party' to thank the class for the inspiration in creating a SUPLA logo. M. Linko seconded. All in favor.

Project ideas for 2018 Legislative funding/grant

Homebound Delivery

Can apply for the Outreach Grant for the \$1,000.00 which will cover the costs of the bags – Grace would like for us to submit our application by the end of May so it can be presented to her committee the beginning of June. This would be so we could use the outreach money from last year that no one applied for. We can apply in October if we need to – but it would be for money in 2019, not for money now.

Discussion about applying to the County for approximately \$9,000.00 to cover the estimated cost of postage for this project. We also need zip ties to keep the bags closed, cards to place in the pockets of the bags. Discussion about postage meters.

M. Lang-Clouse will bring the application to the May SUPLA meeting. We need to include general information about the bags (from a general order form). Also suggested to write the cards into the outreach grant for the pockets of the bags.

Documents pertaining to Homebound Delivery (policies, procedures, etc.) will be added to GoogleDocs and shared with everyone (including Grace) to be edited.

Book Festival

Committee decided best to not go with the May date that had been discussed – would be too many conflicts with other local book fests. Focus will be for a Children's Book

Festival on a Saturday TBD. Next committee meeting will be May 9th 9:30am-11am at Monticello if someone else would like to join.

County Battle of the Books

New date will be the evening of Friday June 8th at 6pm. There are 4 definite teams – Mamakating, EBCPL, WSPL, & DPL.

Making Changes to DVD Fine Levels based on ANSER Recommendations

Discussion about changes. Liberty just adjusted theirs, others are planning on changing in the near future as well.

Sullivan County Democrat 'Library Corner' Column

Discussion about sending the article around to everyone when submitting articles – help avoid overlap/repetition.

SCVA – Finalizing Brochure for reprinting

Discussion about seeing if they can print ½ the amount first, then print the rest after WSPL changes their hours.

New Business:

Group Home Residents Policy

Discussion about libraries' policies, if any, for residents of various group homes in our areas.

Temporary Card Discussion

Discussion about temporary card holders and policies. K. Wells mentioned that with the change over to items following 'check-out' library rules as opposed to 'item-owning' library rules, Direct Access rules will be able to be enforced (ex. Fallsburg temp. card holder will now be blocked from checking items out from other libraries).

E-pool Discussion

M. Lang-Clouse mentioned her attendance at a meeting for e-content buyers earlier in the week. Brief discussion about e-books/overdrive, etc.

Next Meeting:

May 11, 2018 @ 9:30am – EBCPL in Monticello

K. Wells motioned to adjourn the meeting at 12:22pm. A. Everett seconded. All in favor.