



## PLS System Meeting – Summary June 21, 2013 @ Pioneer Library System

Susan Reding, **ARC**; Nancy Burns, **ATT**; Jeanna Ruter, **AVO**; Laurie Newell, **BLO**; Diana Thorn, **BRI**; Jenny Goodemote, Ron Kirsop, Mary Ferris, Kelley Blue; **CAN**; Teresa Dearing, **DAN**; Beth Horn, Chris Finger, Kelsy Hibbard-Baker, **GPL**; Wendy Krause, **HPL**; Theresa Streb, Leona Lauster, **LYO**; Darlene Virkler, **MAC**; Krystina Hardter, Peg Pelletier, **NEW**; Sandra Hylan, **ONT**; Patricia Baynes, **PAL**; Leah Hamilton, **PHE**; Marcy Gay, **RC**; Stacey Wicksall, Amy Aderman, **RJ**; Donna Rose, **ROS**; Carol Garland, **SOD**; Sarah Matthews, **WADS**; Jeff Davignon, **WAL**; Lisa Gricius, **WAR**; Kim Iraci, **WIL**; Dottie, **WOL**; Cassie Guthrie, Betsy Morris, Pat Finnerty, Bob Wicksall, Aaron Zsembery, Lindsay Stratton, , Jeanne Hayes, **PLS**.

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### **Birds of a Feather: 3D Printing – Jeff Davignon; 20 attendees**

**TWiki:** <http://plum.pls-net.org/twiki/bin/viewauth/Members/Meetings/SystemMeeting20130621>

### **Announcements**

Cassie (PLS):

- Pathfinder – submission deadline for short caption and photo - due Aug 30
- No July system meeting, and August meeting has been changed to the 23<sup>rd</sup> (no OWWLUG that day)
- Annual Dinner is Oct 9 at Valley Oak Event Center, and Jerry Nichols is the keynote speaker

Betsy (PLS):

- Reminder that webinars shown at PLS are often available as archived and can be found on the TWiki: <http://plum.pls-net.org/twiki/bin/view/Members/WebinarArchives>
- July 1 NOVEL changes--adding Proquest Gannett Newstand Complete, which has the Democrat & Chronicle. Kids InfoBits and eLibrary Elementary will replace the Ebsco Kids & Primary Search products.

Pat (PLS): OWWL2go selectors added a 1-year subscription to Disney's Online Books. It is made to launch on computers, can't be downloaded. There are 661 always available titles in the collection, so multiple patrons can check out at the same time. Some books have interactive trivia, some read to you. Possible story hour use?

Lindsay (PLS):

- Digital Literacy training has been scheduled in October. NYLA trainer coming to PLS, but you need to [register with NYLA](#).
- Syracuse University has a free online course available to anyone, directors, staff, trustees, etc. David Lankes and others. Runs July 8 – August 4. It can be taken as a free course, for CEUs and/or credit for a fee. The CEU option provides units for the continuing education requirement for those who received their MLS degree after 2010.

Bob (PLS): Lindsay has identified patterns in TWiki searches. There are 3 search boxes and each used different parameters for searching - Was searching by exact word and/or searching one web. Bob has fixed and searches are now set up for a key word search and will search appropriate webs. The fixes should help - don't give up on the TWiki.

Aaron (PLS): There has been a rash of emails claiming to be from pls-net.org and containing a link. DO NOT use the links. If you hover your cursor over the senders name and it shows up different from what is written, it is spam. Right click on sender and open original message. Copy message and send to Aaron and he will let Time Warner know.

### **Sharing**

Chris (GPL): Central Library Reference can do training on the databases mentioned earlier by Betsy & Pat – Gannett News Stand, Disney Online, etc. Give Chris a call.

Beth (GPL): Geneva is 1 of 10 libraries chosen statewide as an official Summer Reading launch site. Dignitaries from the State Library, Assemblyman Kolb, the President of Hobart & William Smith Colleges, Geneva School Superintendent, etc. will be at the launch next Friday, June 28. Jeff will bring and demo the 3D Printer that he showed at today's Birds session.

Wendy (HPL):

- Honeoye's Summer Performances at the Lake will begin soon, its 13<sup>th</sup> year. Wendy gave out some "tear and take" tablets (printed at Daily Messenger/Messenger Post, Canandaigua) with the Summer Performances schedule listed.
- Honeoye Library Open House will be next Saturday, June 29. Assemblyman Kolb will be there. Although Honeoye's parking lot was expanded, many people are expected, and there is parking at the Town Hall. Wendy used National Business Furniture for purchasing their new furniture and highly recommends them.

Patricia (PAL):

- Five Palmyra volunteers were honored this year at an inaugural reception awarding the Dixie Prittie Award. Dixie was a much valued volunteer who passed away a few years ago. The catered luncheon was attended by ~150 people, including Assemblyman Bob Oaks, who presented a legislative citation, and Dixie's 2 sons who came from Idaho and Connecticut.
- Palmyra held a Farm CSA (Community Sustainable Agriculture) Fair. Seven farmers set up tables and told about what they offered—vegetables, cheese, etc. A local reporter wrote a nice piece that included the line "Palmyra Community Library isn't always about books, but is always about community."

Pat (PLS): 20 libraries have signed up for Geek the Library. Two recent events were held – Bristol and Geneva.

Diana (BRI): At the town festival, Bristol Fun Days, Diana & a staff member set up a table, engaged and had conversations with festival goers, and handed out sticky notes that people wrote what they "geeked". This program helps to let people know that the library supports whatever you geek.

Beth (GPL): Geneva set up a table at the local Farmer's Market with signs and brochures and had lots of interest. *What do you Geek?* Is an easy concept to understand (Beth's son geeks space and cheez-its). Some library volunteers stopped by and heard what people talked about—it even opened their eyes to all that the library does.

Pat (PLS): Ontario County Libraries are doing the fair together.

Lisa (WAR): On June 22, Assemblyman DiPietro will be at the library for their Pajama Jam Storytime.

Betsy (PLS): Time to think about applying for this year's Construction Grants. The Portal is open and you need a registration ID and password. Any questions? Please call Betsy or Cindy for help. Be sure to thank your state representatives for these grants.

Jenny (CAN): Wood's construction project is underway, the new garage is up, and construction vehicles are parked in the back lot.

Chris Finger (GPL): Emerging Trends Group 1<sup>st</sup> meeting was 6/18 in Canandaigua, about 12 attended. (The genesis of the group began in May 2012 when Bob, Ron, and Chris attended a Tech Summit at RRLC.) The group discusses new trends in the library world, programming ideas, bringing in people to teach; is a chance to network collaboratively, etc. Topics run the gamut and it is not overly technical. Next meeting in August. Send Ron or Chris and email if you'd like to join!

Library Feud (battling Family Feud style) – a collaborative project of Wood and Geneva libraries, Friday at Wood, 6pm, Cassie is Master of Ceremony. Take the survey on Geneva's site that will be the pool of answers that contestants will try and match. Event is open to the public.

## It Could Never Happen to Me: Disaster Planning for Your Library

*Speaker:* Jenny Goodemote & Ron Kirsop, Wood Library and Leah Hamilton, Phelps Community Memorial Library

*Facilitator:* Pat Finnerty

*Handout:* Your Library Disaster Recovery Manual ([see system meeting page under program materials](#))

### Highlights:

Everyone needs a disaster kit, a plan, and know potentials for disaster in your area

Pat asked “what disasters might your library face?”

Broken water pipe	Sewage back up	Fire
Mold	Vandalism	Chemical spills – transportation
Car on library’s porch	Armed attack	Fallen trees
Infestations	Floods	Medical emergencies
Collapsed/leaky roof	Power	Smells
Gas leak		

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Jenny and Ron talked about their experience with the February 2013 water damage incident at Wood Library. Photos of the scene were shown.

- Having list of names and phone numbers to call when there is a disaster, this needs to be part of your plan
- Fire company was called and they shut off the water, sprinkler system, and electricity
- Have a camera, great for documenting for insurance company. Insurance will also take their own, but in the case of water pooling/ leaking, it may dissipate before insurance rep arrives.
- Insurance rep recommended ServPro. The company knows how to properly gather and box books to send to the document reprocessor. ServPro used high powered fans to quickly dry areas. High humidity from excess water is potential mold problem.
- Wood’s damaged books were freeze dried (hi-tech instant freezer)
- Wood Library is still dealing with aftermath of February damage. Just got the books back from freeze-dried facility in June. Paid utility bills and sent them to insurance for reimbursement. Water bill was very high and electric bill was up (fans).
- After clean up and days closed for clean-up, the library opened with limited access.
  - Stationed a greeter at the door, as some patrons did not know what had occurred
  - Before opening, Jenny had a staff meeting to be sure all staff was up-to-date
- Be sure and save any materials/parts that are suspected in possibly being the cause of disaster. Insurance company may want to contact others, such as former contractors/repair people.
- Wood trustees were kept informed and board president was there most days helping and providing food, snacks, and drinks for staff.
- Jenny called staff, who were supposed to work that week, to tell them not to report. She was not able to call entire staff.
- All staff need to know where things are, i.e. shut-off valves, heat/ac, water heater, etc.
- Library now has decals indicating where sprinkler room is. If knowledgeable staff person is not around when disaster occurs, the fire department can quickly find the areas they need to access.

- Damage could have been a lot worse, but for the quick thinking of library staff. Jenny was out of town when disaster occurred and staff went into action and kept her informed until she could get there.
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Leah did a PowerPoint presentation illustrating what is needed in a good disaster plan. Her handout provides a template for developing a disaster plan.

- A disaster plan needs to be useful and have a team to implement.
- Define the team's responsibilities
- Have phone numbers: work/home/cell
- Update plan annually
- Have Table of Contents
- Have a separate page covering each emergency addressed
- Train and re-train
- Make copies so all staff can have one at home
- Know what mold looks like, it can appear to be dust
- Be sure to designate a *flight site*, a place to congregate outside the building. If staff just leave, you may or may not know who is left in the building.
- Plan needs to include steps to recovery
- Have a kit of disaster supplies, including camera
- Include floor plans in your plan and keep a set in a location outside of the library
- In the event of disaster, document everything