

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Friday, December 2, 2011

Attendance

Columbia County

Chatham: Sabin-Kildiss
Claverack:
Germantown:
Hillsdale:
Hudson: Chameides
Kinderhook: Johnson
Livingston:
New Lebanon: Bogino
North Chatham:
Philmont:
Valatie:

Dutchess County

Amenia:
Beacon: Keaton
Beekman: Rodriguez
Clinton: Sennett
Dover Plains:
East Fishkill: Goverman
Fishkill:
Hyde Park:
LaGrange: Karim
Millbrook: Rogers
Millerton:
Pawling:
Pine Plains: Hill
Pleasant Valley: Pulice
Poughkeepsie: Lawrence
Red Hook: Freudenberger
Rhinebeck: Cook
Rhinecliff:
Staatsburg: Rothman
Stanford: Christensen
Tivoli: Corrado
Wappingers: Gonzalez

Greene County

Athens:
Cairo:
Catskill: Ray
Coxsackie: Deubert
Greenville:
Haines Falls:
Hunter:
Windham:

MHLS Staff

Advocate
Aldrich
Nyerges
Shedrick

Putnam County

Brewster:
Carmel:
Cold Spring: Thorpe
Garrison: Donick
Kent: Rees
Mahopac:
Patterson:
Putnam Valley:

Guest(s)

Ulster County

Esopus: Tomaseski
Highland: Kelsall-Dempsey
Hurley:
Kingston:
Marlboro: Cosgrove
Milton:
New Paltz:
Phoenicia: Priest
Pine Hill: Certain
Plattekill:
Rosendale:
Saugerties: Goswami
Stone Ridge:
Ulster: Johnson
West Hurley:
Olive-West Shokan:
Woodstock:

Call to Order: Chair Kelsall called the meeting order at 10:07 a.m.

Action Items

1. **Approval of Minutes – November 9, 2011:** Cook moved, Rodriguez seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.

Reports

1. **MHLS Reports**

- a. **Executive Director:** Nyerges reviewed his printed report distributed prior to the meeting. In addition, he expanded on the following:
 - i. Appendix A (the fee sheet) of the Automation Agreement between MHLS and the member libraries expires on December 31. This will be replaced by the new fee structure adopted by the members in 2010 and billing will be bimonthly and not quarterly, as had been the practice in the past.
 - ii. The final draft of the MHLS budget is in preparation. Any surplus funds from the new member fee will likely be reserved for unplanned Millennium charges due to the migration to Sierra.
 - iii. MHLS has received 2010 Census population figures from DLD; however, the numbers may require further edits before they can be used for local purposes.
- b. **Consultants**
 - i. **Merribeth Advocate:** See report in DA packet. In addition, she reported the following:
 1. OverDrive interface now has a Job Search button that has newly added career and workforce development titles
 2. Thanked Lawrence for the inclusion of handouts from the DA meeting as an attachment to the meeting minutes
 3. Noted that the NYS Digital Literacy Task Force has three MHLS representatives: Advocate, Lawrence, Jarzombek
 - ii. **Rebekkah Smith Aldrich:** See report in DA packet. In addition, she reported the following:

1. It is critical that those who have registered for workshops, especially those that are hands-on, attend as there are waiting lists and it's unfair to hold a seat if you do not plan to come
- iii. **Laurie Shedrick:** See report in DA packet. In addition, she reported the following:
 1. The Millennium tape drive is still not working so local back-ups are not possible; this will be rectified with the installation of a new drive this weekend (December 3 – 4)
 2. Millennium upgrade will happen on December 6 (so long as MHLS is able to perform a local back-up)
 3. As all are aware, Laurie is leaving MHLS for a job with Innovative; expect a fairly smooth transition as most critical tasks have been assigned to current staff during the interim between her departure and the hiring of new staff
 4. Kelsall thanked Laurie for her years of service to MHLS and wished her well on behalf of the entire organization
2. **MHLS Board Liaison:** No report.
3. **Advisory Committees**
 - a. Central Library/Collection Development: No report.
 - b. Continuing Education/Professional Development: No report.
 - c. Marketing: No report.
 - d. Resource Sharing: The Committee met on November 18. The minutes of the meeting are in the DA packet. In the absence of Chair Raff, Pulice reviewed the minutes paying attention to Discussion Items #3, #6, and #10.
 - e. *Ad Hoc* Delivery Service Committee: Lawrence reported on the work of the Committee. The Committee is reviewing data and delivery patterns in preparation for the issuance of an RFP for delivery services (the current contract expires June 30, 2012).

Old Business: None.

New/Proposed Business & Information

1. **No Holds Local Copy Option:** Presentation of agenda attachment. It was suggested that the wording be further clarified to state that any first copy of an item needs to be available for system holds with any additional copies eligible for Local Hold status.
2. **Deceased Patron Records Procedure:** Presentation of agenda attachment.
3. **Mandatory Password Update:** Presentation of agenda attachment.

Adjournment: Cook moved, Gonzalez seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. The meeting adjourned at 11:35 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Thursday, January 5** (snow date: January 6) beginning at 10:00 a.m.

Respectfully submitted.

Tom Lawrence, Secretary
Poughkeepsie Public Library District

2012 Meeting Dates

Thursday, January 5 (snow date: Friday, January 6)
 Tuesday, February 7 (snow date: Thursday, February 9)
 Thursday, March 1 (snow date: Friday, March 2)
 Wednesday, April 4
 Friday, May 1
 Thursday, June 7
 Tuesday, July 10
 Monday, August 6 (if needed)
 Friday, September 7
 Wednesday, October 3
 Thursday, November 1 (snow date: Friday, November 2)
 Friday, December 7