

Central Library / Collection Development Advisory Committee meeting

April 20, 2010

- Committee members attending:
 - Columbia County - Sally Alderdice
 - Dutchess County - Greg Callahan
 - Greene County - Linda Deubert
 - Putnam County - Kathleen McLaughlin
 - Ulster County - John Giralico, Margie Menard
 - Staff: Josh Cohen, Tom Lawrence, Sue Hermans, Lauren Muffs
- Others attending: Merribeth Advocate

Minutes approved by S. Alderdice, seconded by G. Callahan. Motion carried. Action items updates were sent to the committee for review prior to the meeting.

Pathfinders: CL staff is making updates and expect to be done by May 15. Upon revision, S. Hermans will send links to put on Midhudson.org, will advertise them on the list serves and put info into the Bulletin. (*see Action 1*)

CLDA & CBA overview:

- CLDA: Current focus is on projects that support adult reference topics.
- CBA: circulating non-fiction to refresh macro collection. In 2011 discussion of CBA funds will be part of this committees work.

Budget 2010: Was reviewed by the committee. Approved by J. Giralico, seconded by G. Callahan. Approved unanimously by committee.

Member survey of Central Library services:

- Draft was reviewed by the committee. Committee will send changes to T. Lawrence by April 30 (*see Action 2*). T. Lawrence, M. Advocate & J. Cohen will meet to develop final draft for next committee meeting. (*see Action 3*). When finalized, one print copy will be sent to each library director for them to discuss with staff, then library director will submit it online through SurveyMonkey for coalition.

Competency Evaluation / Development Plan 2010:

- An evaluation of reference competencies will be administered two times in 2010 (pre and post Central Library training), based on the training topics.

Databases:

- Committee agreed that with co-purchased databases, if there is a price reduction it reduces the member dollar amount and the CLDA dollar amount remains the same.
- Consensus of committee is that extra CLDA funds will be applied to buying additional OverDrive titles.
- Totals by Year Chart: Review Valatie, North Chatham & Kinderhook population numbers for accuracy (*see Action 4*). Make note in DA report about the amount saved members (\$19,665.83) from 2010 original to 2010 revised (*see Action 5*).

OverDrive:

- Statistics of use were reviewed.

- Link OverDrive use statistics to WAM statistics page:
http://midhudson.org/collection/overdrive/by_library.xls (see Action 6).
- Adding e-books to OverDrive was discussed. Consensus of committee is that the technology is not really there now for the library model, but will reevaluate it in the future. M. Advocate will send out a list of free e-book resources (see Action 7).
- Tutoring Software was discussed by the committee, but consensus was not to consider adding it at this time.

2010 Training:

- Training will be targeted to staff that work with patrons. Goal of training is to staff ability to say “I know where to find it the answer”.
- Committee reviewed a list of potential training topics and agreed to expand the delivery of Central Library training to include Online (self-paced, 10 minutes or less through SurveyMonkey and/or Breeze) in addition to trainings scheduled in County locations and available On-Demand in libraries upon request.
- 2010 schedule for county locations: (see Action 8)
 - June: Surprise & Delight Customers: including customer service, dealing with difficult patrons.
 - September: Reference Top Ten Resources: including Chiltons to support the October WOMM topic.
 - October: Working with Genealogists: including Heritage Quest to support the November WOMM topic.
- 2010 topics for Online include:
 - Health reference: ethics and goods resources
 - Finance & tax information: ethics and good resources
 - How to contact legislators
 - How to help with job info

Budget 2011

- Based on committee input, will revise to include in the MHLS BOT packet.

Collection development:

- Topics from ILL: Committee agreed that collecting topics from ILL did not help their collection development process, and will no longer collect them.
- Fiction Last Copy Policy & Procedure: Committee agreed that this was no longer applicable and to eliminate this policy & procedure.

Committee Mission Statement & Suggested Activities - Committee agreed to update as follows:

The mission of the Central Library / Collection Development Advisory Committee is to oversee Central Reference services and to insure that system-wide collections and resources are comprehensive and responsive to patron needs.

Suggested Activities:

- *Review and recommend approval of Central Library Development Aid application & budget*
- *Develop the Central Reference Service Plan*
- *Review and recommend measures to enhance system-wide collection development and resource sharing*
- *Examine system-wide holdings and material needs*

- *Evaluate and recommend electronic resources*
- *Assess website content needs of members, and recommend parameters of resources to meet those needs*
- *Review and recommend measures to enhance the delivery of reference services system-wide*

Actions:

1. S. Hermans will send Pathfinder links to put on Midhudson.org, will advertise them on the list serves and put info into the Bulletin.
2. Committee will send any changes to the draft member survey of Central Library services to T. Lawrence by April 30.
3. T. Lawrence, M. Advocate & J. Cohen will meet to develop final draft of member survey of Central Library for next committee meeting.
4. J. Cohen will review Valatie, North Chatham & Kinderhook population numbers for accuracy in the Totals by Year Chart.
5. Include in May DA report the amount saved members (\$19,665.83) in database costs from 2010 original to 2010 revised.
6. M. Advocate will link OverDrive use statistics to WAM statistics page.
7. M. Advocate will send out a list of free e-book resources.
8. S. Hermans & M. Advocate will develop schedule and content for 2010 county location training.

Upcoming meetings:

- Wednesday, June 16
- Wednesday, August 4
- Thursday, October 21

Merribeth Advocate