

*** DRAFT ***

**MHLS Directors' Association
Minutes of Meeting – Thursday, May 2, 2013**

Attendance

Columbia County

Chatham:
Claverack: Alderdice
Germantown:
Hillsdale:
Hudson: Chameides
Kinderhook: Giraldo
Livingston:
New Lebanon:
North Chatham:
Philmont: Garafalo
Valatie: Powhida

Dutchess County

Amenia:
Beacon: Keaton
Beekman: Rodriguez
Clinton:
Dover Plains:
East Fishkill: Goverman
Fishkill: Spann
Hyde Park: Callahan
LaGrange:
Millbrook: Barnard
Millerton: Leo
Pawling:
Pine Plains:
Pleasant Valley:
Poughkeepsie: Lawrence
Red Hook:
Rhinebeck: Cook
Rhinecliff: Meyer
Staatsburg:
Stanford: Christiansen
Tivoli: Corrado
Wappingers:

Greene County

Athens: Snyder
Cairo: Kamecke
Catskill: Ray
Coxsackie:
Greenville:
Haines Falls:
Hunter:
Windham:

MHLS Staff

Advocate
McCarthy
Nyerges
Smith Aldrich

Putnam County

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

Guest(s)

Ulster County

Esopus:
Highland: Kelsall-Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz: Giralico
Phoenicia:
Pine Hill: Slater
Plattekill:
Rosendale:
Saugerties:
Stone Ridge:
Ulster: Johnson
West Hurley:
Olive-West Shokan:
Woodstock:

Call to Order: Chair Rees called the meeting order at 10:00 a.m.

Action Items

Approval of Minutes – April 5, 2013: Giraldo clarified that when Nyerges said There is a 4.9% overall increase in budget, he was referring to the New York State budget. Lawrence moved, Alderdice 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. The attached revised 2013 budget is very much a draft. Nyerges is Meeting with system funding taskforce after DA meeting today to look at it. The revision includes some reflections of DA suggestions, including increased coverage of help desk through creation of a new part-time position. MHLS is also considering reinstatement of mileage reimbursement due to DA interest. The end-of-year transfer to the Members' Capital Fund is also being discussed; could be increased to cover possible new additions to services and technology. Library Grants line in budget includes Central Library Aid and categorical aid as well. This line is down this year, possibly due to Beekman Correctional Facility closing. Nyerges will look into this and report back.
 - ii. There is a draft of the 2014 Members Assessment that rolls in updated 3-year averages for hold received/provided. The \$30,000 cloud fee is rolled into that, showing an immediate reduction in 2014. Lawrence asked when if the "cloud fee" mentioned is the \$30,000? Nyerges said it is. We expect to get a bill in November 2013. Payment cycle is November 1 to October 31. This fee was paid out of General Funds in 2012. When we get the bill in 2013, we had already set aside the money in the Members' Capital Fund and will pull it out and pay that fee this year. In 2014, it is becoming part of the Member's Assessment. MHLS is subsidizing the cloud fee; it will become a permanent part of the budget.
 - iii. Adriance is doing a blood drive here on May 15. Nyerges will email out information.
 - iv. MHLS Annual Meeting is on October 18, 2013. Nyerges is looking for names for possible speakers. David Lanekes from Syracuse has been mentioned. Leo suggested Simone Joyaux. Email Nyerges with other ideas. Meeting will most likely be at FDR Presidential Library and Museum.

b. **Consultants**

i. **Merribeth Advocate:** See report in DA packet. In addition, she reported the following:

1. If you would like a Mango decal, see Advocate. Mango is expanding what their offerings, including ESL classes, with no price increase for this year. Mango will roll out a new product at ALA, called Mango Premiere, offering interactive language learning through foreign films.
2. Advocate is working on getting access to JobNow straightened out; will probably take into next week. Access will be different than when it was offered through the State Library. Patrons will be able to get a library card online to use databases immediately, and then come in to their library to finish the process. Rules, policies, etc., still need to be developed for that online application process.
3. All Directors should consider committee membership. At the end of 2013, half of each committee's terms are up. Need to think about who will take over.
4. MHLS had 100% participation in the workforce survey. 66% of member libraries report that they are the only free access to computers and internet in their communities. Over 83% of member libraries report not yet collaborating with partners outside the system for this work. Advocate will send out information, which can be broken down by county.

ii. **Rebekkah Smith Aldrich:** See report in DA packet. In addition, she reported the following:

1. All libraries should review their workplace safety policy, as they are required to have one. This policy and associated procedures should be Included in your trainings.
2. No word yet on the 2012-2013 Construction Grants cycle. When they are awarded, your Legislators get first dibs on announcing grants. This will be a competitive cycle, with over 20 libraries indicating that they apply for a grant. The application should be out in June. If you haven't had an Energy Efficiency audit, make sure you have a NYSEDA energy audit done as soon as possible.
3. Over 50 people have attended Library Aware trainings so far. There will be another training in May since there were wait-listed people. Kerstin will do one-on-one trainings and there will be MHLS specific webinars offered. Kerstin will also put up a page on the website for Library Aware.
4. Trustee essential workshops are coming up. Goverman asked if there is any possibility of system tours in the future. Smith Aldrich noted that they are combining the tours with new employee orientation.

iii. **Robert Drake:** See report in DA packet. In addition, he reported the following:

1. We are now through the Sierra transition. Please let Tech Support know of any problems. Thank you to intern Matt Reinhart.
2. Giralico asked about buying new computers and which OS to get. Drake reported that Windows 7 is still supported until 2020 and is still predominant, so for now it is advisable to remain with Windows 7. Alderdice says Dell wasn't helpful in purchasing computers with Windows 7, but HP was.

iv. **Eric McCarthy:** See report in DA packet. In addition, he reported the following:

1. TNS button is a help request right now with Innovative.
2. After some testing we have found that the message received when all ports are in use is "No response from server. Please contact Innovative." This is inaccurate and also a ticket with Innovative.
3. All libraries need to put a prefix with Initials. The format should be library initials, followed by personal initials. HAVE TO HAVE PREFIXES, otherwise no one can tell where the item is coming from in In Transit messages. McCarthy will be in touch to fix that for libraries that don't have prefixes yet.
4. Kit Castle is leaving, one of our catalogers. Until MHLS is up to speed, it may take time to get full bib records.
5. If Sierra is running slow, you can turn book cover displays on and off by initials, which can help response speed. Email Tech Support to do this. You can also ask Tech Support to check your installs, which might be causing system slowness.
6. McCarthy will email Directors about Create Lists training for Sierra.

2. **MHLS Board Liaison:** No report. Next meeting is May 8th at Saugerties.

3. **Advisory Committees**

- a. Central Library/Collection Development: No report. Next meeting is June 10th.
- b. Continuing Education/Professional Development: No report. Next meeting is May 20th.
- c. Marketing: The minutes from the last meeting are in the packet. Smith Aldrich will send out info for Indieflix free trial today. Mobile App, Boopsie, was raised at the meeting again. The Committee recommends that MHLS consider this.
- d. Resource Sharing: The minutes from the last meeting are in the packet. Lawrence reminded Directors that new items need to be checked in, not left in processing, so that they will be pulled for holds. Also, a reminder about libraries breaking street date. This is a serious issue, and all libraries need to be in compliance.
- e. System Funding Task Force: Meeting immediately following today's DA meeting.

Information:

1. Rees thanked McCarthy and Drake and all staff for job well done on Sierra transition.
2. Cosgrove has promotional material for Ulster County Libraries from Tutor.com.
3. Nyerges mentioned that Matthew Perry has resigned from the MHLS Board. Jim Tuttle's term will also be ending soon. MHLS is looking for two Columbia County representatives.

Adjournment: Lawrence moved, Kelsall-Dempsey seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. The meeting adjourned at 11:45 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Monday, June 3rd** beginning at 10:00 a.m.

Respectfully submitted,

AnnaLee Giraldo
Kinderhook Memorial Library

2013 Meeting Dates

Monday, June 3rd
Wednesday, July 24th
Monday, September 9th
Friday, October 4th
Wednesday, October 30th
Thursday, November 7th (snow date: 11/8)
Friday, December 6th