

\*\*\* DRAFT \*\*\*

MHLS Directors' Association  
Minutes of Meeting – Thursday, January 5, 2012

Attendance

Columbia County

Chatham: Sabin-Kildiss  
Claverack: Alderice  
Germantown:  
Hillsdale: Briggs  
Hudson: Chameides  
Kinderhook: Johnson  
Livingston:  
New Lebanon:  
North Chatham: Kurashige  
Philmont: Garafolo  
Valatie: Powhida

Dutchess County

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

Greene County

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

MHLS Staff

Advocate  
Aldrich  
Nyerges

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:  
New Paltz: Giralico  
Phoenicia: Priest  
Pine Hill: Certain  
Plattekill:  
Rosendale:  
Saugerties: Goswami  
Stone Ridge:  
Ulster: Johnson  
West Hurley: Lustiber  
Olive-West Shokan:  
Woodstock: Raff

Call to Order: Chair Tom Lawrence called the meeting order at 9:58 a.m.

Action Items

- 1. Approval of Minutes – December 2, 2011:** Steven Cook moved, Sally Alderice seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
- 2. No Holds Local Copy Option:** Gloria Goverman moved, Julie Kelsall-Dempsey seconded and it was **UNANIMOUSLY VOTED** to approve the Resource Sharing Committee recommendation that *libraries allow all subsequent copies (after your first copy) of DVDs, adult fiction and Juvenile fiction to be classified as LOCAL HOLDS (in the call number and the item record) to ensure local taxpayers receive local copies first.* The Resource Standard wording will change immediately, but implementation of the change in the item record (for all libraries except those few testing libraries that Laurie already changed) needs to wait until Laurie Shedrick's position is filled.
- 3. Deceased Patron Record Procedure:** Daniella Pulice moved, Steve Cook seconded and it was **UNANIMOUSLY VOTED** to approve the Resource Sharing Committee recommendation that the following procedure be added to the Resource Sharing Standards:  
*If upon learning of the death of a patron, you notice they have items checked out from another library, follow this procedure: Contact the owning library to see if they plan to take action to collect their items. If they do not, the patron's record can be deleted by the home library. If the owning library wishes to send a billed notice, the home library will add a pop-up message stating that the patron is deceased, the expiration date will be changed, and a stop will be placed on the account.*  
A discussion followed and Jim Cosgrove reminded us all to be sensitive in this situation. A discussion concerning patrons with outstanding items who have moved from the area was remanded to the Resource Sharing Committee for further review.
- 4. Mandatory Password Update:** After some discussion of the December and January Agenda Attachments regarding this item, it was decided to refer it back to the Resource Sharing Committee so that the intent of the committee is clarified before a motion is made. The following Resource Sharing Standard already exists:  
**A. Millennium passwords need to be changed regularly, at least every six months and always when you have had a staff member leave your employment.**

**B. Beginning in February of 2008, each library will maintain at least 3 sets of initials and passwords for Millennium. The passwords will have staggered levels of authority. The highest level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. The Medium level will be used by most staff and the lowest level can be used with pages, volunteers, or new employees to limit access.**

*~Amendment approved at December 7, 2007 DA Meeting*

Merribeth gave a demonstration on changing the login when a different staff member moves onto the circ desk. Libraries that would like to start using individual logins should contact Gerry Formby, but please space your requests over the next few weeks so that he is not overwhelmed.

## Reports

### 1. MHLS Reports

a. **Executive Director - Mike Nyerges:** Mike reviewed his printed report distributed prior to the meeting. In addition, he expanded on the following:

- i. 2012 Officers for the MHLS BOT are: President - Peter Hoffmann, VP – Carol Profera, Treasurer – Roland Patterson and Secretary – Janet Schnitzer; The MHLS BOT meeting has been rescheduled to January 24<sup>th</sup>.
- ii. 17 applicants for the Automation Coordinator position, 3 don't meet the requirements; one is on the borderline so there are 14 qualified applicants. The committee is meeting on January 6<sup>th</sup> to prioritize the applicants.
- iii. Mike again encouraged all directors to review the second draft of the NYS Regents Advisory Council on libraries document: *Creating the Future: A 2020 Vision and Plan for Library Service in NY State* and send in comments.
- iv. Please review the DLD draft census figures which were included with the DA meeting information emailed to the directors on January 3<sup>rd</sup>. Compare these figures with the online census figures for your chartered area and report any discrepancies to MHLS.

### b. Consultants

**Outreach and Education Coordinator - Merribeth Advocate:** Merribeth reviewed her report included in the DA packet. In addition, she expanded on the following:

1. Merribeth asked for comments on Summer Reading Program Funds. All comments from the directors favored continuing the mini grants.
2. Annual Reports – renewal circ numbers for e books and on line renewals are based on the individual library's proportional share of the MHLS total circulation. If you misplaced the SUMMER Reading Program report you can contact Kerstin Cruger for a copy. The report information coincides with the information requested on the annual report.
3. Local History Information – Merribeth will send a survey to the 59 libraries who responded to the initial survey to see who is interested in sharing their information in an article to be published by the NY Genealogical & Biographical Society.
4. OverDrive – 2000ebooks were checked out between Christmas and New Years. Libraries that want to purchase eBooks and audio books for the shared collection can now order directly through a new portal on OverDrive.

**Coordinator for Library Growth & Sustainability - Rebekkah Smith Aldrich:** Rebekkah reviewed her report included in the DA packet and expanded on the following

1. School District Libraries that have budget years following the school year are not late in filing the online form with the Office of the State Comptroller's office.

2. **MHLS Board Liaison:** Erica Freudenberger commented on the report in the D/A packet. Erica agreed to continue as liaison. The next meeting is scheduled for Saturday January 21<sup>st</sup> with a snow date of Tuesday January 24<sup>th</sup>.

### 3. Advisory Committees

- a. Central Library/Collection Development: No report.
- b. Continuing Education/Professional Development: No report.
- c. Marketing: Jillian Thorpe reviewed the report in the DA packet.
- d. Resource Sharing: no report

**Old Business:** None.

## **New/Proposed Business & Information:**

1. Jim Cosgrove asked the membership if they would participate in an online forum to discuss issues that sometimes guide DA decisions in a virtual setting before the actual DA meetings.
2. Tom Lawrence asked for volunteers –preferably one from each county to join an ad hoc committee to review the DA bylaws. Contact Tom if you are interested.

**Adjournment:** Steve Cook moved, John Giralico seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. The meeting adjourned at 11:55 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Tuesday February 7<sup>th</sup>** (snow date: Thursday, February 9) beginning at 10:00 a.m.

Respectfully submitted.

Linda Deubert, Secretary  
Heermance Memorial Library

**Future Meeting Dates**

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