

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Tuesday October 3rd
Attendance

Columbia County

Chatham: Bachrack
Claverack:
Germantown: Place
Hillsdale:
Hudson:
Kinderhook: Giraldo
Livingston:
New Lebanon:
North Chatham: Kurashige
Philmont:
Valatie: Powhida

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Drake
McCarthy
Nyerges
Smith Aldrich

Putnam County

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

Guest(s)

Ulster County

Esopus:
Highland: Kellsall-Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton:
New Paltz: Giralico
Phoenicia: Potter
Pine Hill: Certain
Plattekill:
Rosendale:
Saugerties: Goswami
Stone Ridge: Ford
Ulster:
West Hurley: Lustiber
Olive-West Shokan: Scott-Childress
Woodstock: Raff

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

Action Items

1. **Approval of Minutes –September 7, 2012:** Cook moved, Haar seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **VIP Status (See Agenda Attachment):** Kellsall-Dempsey moved, Gonzalez seconded. Discussion ensued. Libraries that wish to do so, can put a note in a staff member's patron record allowing fines to be waived. The motion was carried as recommended with two no votes and two abstentions.
3. **Add to bag Button on OPAC (See Agenda Attachment):** Pulice moved, Jarzombek seconded. Discussion ensued that this change will make the OPAC more similar to shopping online. The motion was carried as recommended.
4. **2013 Member Library Database Audio/eBook Costs (See Agenda Attachment):** Giralico moved, Jarzombek seconded. The motion was carried as recommended.
5. **Liaison from the Directors Association to the MHLS Board for 2013:** Erica Freudenberger talked about the great learning experience this position provides and Frank Rees agreed to take the position for 2013.

Reports

1. **MHLS Reports**
 - a. **Executive Director:** Mike Nyerges reviewed his printed report, distributed prior to the meeting. In addition, he expanded on the following:
 - i. He thanked everyone who already registered for the MHLS annual meeting and asked everyone to encourage board members to attend.
 - ii. PPLD is sponsoring *The Big Read* again this year. The book is *The Maltese Falcon*.
 - b. **Consultants**
 - i. **Outreach and Education Coordinator -Merribeth Advocate:** See report in the DA packet. In addition, she reported the following:
 1. Over Drive: Patrons can use the Sample button, next to each title, to view the beginning chapters. They do not need to be logged into OverDrive to do this.

2. It's time to start thinking about Annual Reports. Libraries that don't do actual patron counts or reference question counts should start doing a few weekly counts and extrapolate a total.
3. Merribeth asked that libraries start thinking about tracking actual numbers for next year's Summer Reading Reports.
- ii. **Coordinator for Library Growth and Sustainability - Rebekkah Smith Aldrich:** See report and Tax Cap Information sheet in the DA packet. In addition, she reported the following:
 1. The tax cap form that needs to be filed online with the NYS Comptroller was due at the end of September.
 2. If you are not certain if your budget will exceed the 2% tax cap you should make sure to follow the procedures for an override just in case.
 3. Patrons appreciate libraries that can help with their eReaders. It is important for staff to know how to use eReaders.
- iii. **Information Technology Coordinator – Robert Drake:** See report in the DA packet. In addition he expanded on the following:
 1. The transition to the cloud is set to go. Everyone should read through the packet. Call with any questions.
 2. The E Rate workshop is October 30th. This is open to all libraries. The process of applying for eRate money is much less arduous than it used to be.
 3. Robert has been setting up email accounts, @yourlibrary for staff for several libraries. Contact him, after the transition, if you are interested.
- iv. **Automation Coordinator- Eric McCarthy** See report in the DA packet. In addition he expanded on the following.
 1. Eric reviewed some of the transition information in the packet. Please call with questions.
 2. Several libraries are breaking street dates (entering items in the catalog and showing them as checked in before the on sale date). Don't do this!!!!!!! Directors will be contacted if this is happening at your library.

2. MHLS Board Liaison Report - See report in the D/A packet. Erica thanked Frank for taking over this position in 2013

3. Advisory Committees

- a. Central Library/Collection Development – See report in the D/A packet. Margie Menard thanked everyone who had staff respond to the Central Library Survey. She reminded everyone about the legal reference workshops coming up.
- b. Continuing Education/Professional Development: – Meeting October 15th
- c. Marketing: - No report
- d. Resource Sharing: Meeting October 1st
- e. System Services Ad Hoc: -See attached report. The following recommendation will be an action item at the November meeting: In the case of Self-checkout the committee recommends the initial cost of purchase comes out of the Capital Fund. As libraries adopt self-checkout they each pay the buy in fee, maintenance fee and a prorated amount of initial cost back to the Capital Fund. Beacon gets reimbursed from the Capital Fund \$5300 minus their prorated fee. Any future purchase comes before the system funding task force for evaluation on a case by case basis.

Old Business: None.

New/Proposed Business

1. **Proposed Meeting dates for 2013** (*see Agenda Attachment*) This will be an Action Item at the October DA
2. **The above recommendation by the System Services ad hoc committee is added to new business:** This will be an action item at the November meeting.

Information

1. Jim Cosgrove talked about Boopsie. This will go to the Marketing Committee.
2. There was some discussion about the number of D/A meetings per year. A reduction in meetings would require streamlining the voting process
3. Steering Committee – The terms for Columbia, Dutchess and Greene expire at the end of the year.
4. Frank Rees volunteered to coordinate the December 7th holiday luncheon.

Adjournment: Goswami moved and the meeting adjourned at 11:47 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Thursday November 1st**, beginning at 10:00 a.m.

Respectfully submitted.

Linda Deubert, Heermance Memorial Library

2012 Meeting Dates November 1 (snow date: Friday, November 2); Friday, December 7