

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Friday December 7th
Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Drake
McCarthy
Nyerges
Smith Aldrich

Putnam County

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

Guest(s)

Ulster County

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

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

Action Items

1. **Approval of Minutes –November 1, 2012:** Johnson moved, Rodriguez seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **2013 Member Assessment Schedule (See Agenda Attachment):** Johnson moved Kellsall-Dempsey seconded, Discussion ensued. The schedule in the DA packet is for the worst case scenario. This is the figure most libraries used in preparing their budgets. Column H was paid out of 2012 funding so our actual assessment should be the total, less this figure, unless it is needed because of a reduction in State Funding to the MHLS. The assessment schedule was approved (with the agreement that libraries will only be billed for column H, pending further action by the D/A). There were two abstentions. Tom thanked everyone for their comments on this action item.

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. The increase in the MHLS budget is partially due to increased personnel costs: for a temporary part time staff person to update the MHLS web page and assist in Sierra training; an across the board increase of 1%(part of the CSEA agreement); and the new role of an assistant director. The budget also includes a worst case scenario, anticipating a possible 4% decrease in State funding due to Hurricane Sandy. There was some discussion about the overall budget increase of 2.83% and the need for a part time IT position.
 - ii. Merribeth will assume the position of Assistant Director in January 2013
 - iii. The survey sent to member libraries is showing the importance of MHLS consultants.
- b. **Consultants**
 - i. **Outreach and Education Coordinator -Merribeth Advocate:** See report in the DA packet. In addition, she reported the following:

1. South Eastern can no longer fiscally exist as they are. There may be a collaborative opportunity for MHLS to work with South Eastern, but MHLS would only consider something that would benefit MHLS members.
 2. Annual Report questions are not up yet.
 3. We will find out the Novel databases in January. The Novel data bases impact the decisions made by the Central Library committee.
- ii. **Coordinator for Library Growth and Sustainability - Rebekkah Smith Aldrich:** See report in the DA packet. In addition, she reported the following:
1. Any library that has a vote on any aspect of their budget is required to fill out the online tax cap form through the NYS Comptrollers website. Association and town libraries that do a 259B have to file, even if the dollar amount is a very small portion of their budget. There is now a data base that you can check to make sure that your library filed, if you are required to do so. Rebekkah sent this link <http://rocdocs.democratandchronicle.com/database/tax-cap-overrides> in an email on December 4th.
 2. The NYS Comptroller's office is currently doing audits on tax cap issues. They have not been doing libraries at this time, but that may not be the case in the future.
- iii. **Information Technology Coordinator – Robert Drake:** See report in the DA packet. In addition he expanded on the following:
1. Check with Robert if you have any questions on Action Memo 13-5 regarding eRate and a technology plan. This needs to be completed, whether or not your library is applying for eRate.
 2. The application for eRate needs to be done through Internet Explorer. It will not work with FireFox. Call Robert if you have any questions.
 3. Get in touch with Robert if you are interested in having a workshop on eReaders, for your staff and your public, at your library.
- iv. **Automation Coordinator- Eric McCarthy** See report in the DA packet. In addition he expanded on the following.
1. He is working on the transition to Sierra. Innovative hasn't given a definite date for the transition. Eric will let the directors know as soon as he hears from Innovative. Eric has requested Presidents Day since a lot of libraries are closed. Eric and staff will be visiting all the libraries, beginning the second week in January to make sure every library is set up for Sierra.
 2. Please report Millennium slowness immediately. You should do a baseline speed test when everything is running normally. Eric will send out instructions. When Millennium is running slow run a comparison test.
 3. Daniella advised that she was able to get a free speed upgrade from her ISP. She advised that even those ISP who are giving free service to libraries may be willing to provide an upgrade.

2. MHLS Board Liaison Report – The board is meeting tomorrow December 8th. Frank is taking over for Erica as Board liaison.

3. Advisory Committees

a. Central Library/Collection Development – See report in the D/A packet. Margie Menard pointed out that CL no longer pays for PPLD reference to answer questions from staff and patrons throughout the system, but that PPLD is still willing to provide this service. Tom reiterated that our patrons and staff are welcome to call PPLD reference. The next meeting date is Wednesday January 23rd (snow date 1/31)

b. Continuing Education/Professional Development: – No Report. The next meeting date is Monday May 20th.

c. Marketing: - See report in the D/a packet. Rebekkah thanked Barbara Flach for her term as chairperson of the CE committee. The past word of Mouth Marketing topics and resources are available on the MHLS web page. The 2013 topics will be presented quarterly and are in the attached minutes. The next meeting date is March 15th.

d. Resource Sharing: No report. The next meeting date is December 12th.

e. System Services Ad Hoc: -See agenda attachment on breakout sessions. These were postponed until the January meeting due to time restraints.

Old Business:

1. 2013 MEETING DATES- COMBINED July/August meeting will be held on July 24th
2. VIP status: Gonzalez reported that her board was unhappy about the removal of VIP status since this was one of the few perks for library board members.

New/Proposed Business: None

Information

1. Jim Cosgrove thanked Tom Lawrence for his year as D/A chairperson

2. Merribeth thanked Kingston Library, the Greene County Libraries Association and the Ulster County Libraries Association for their contributions to purchase additional ebooks.
3. The advisory committee dates for 2013 are set and will be added to the calendar. Please send County meeting dates to Merribeth.
4. Advisory committee dates have been posted

Adjournment: Lawrence adjourned the meeting at 11:45 so the holiday luncheon could proceed.

The next meeting of the MHLS Directors' Association is scheduled for Tuesday January 8th.beginning at 10:00 a.m.

Respectfully submitted,

Linda Deubert, Heermance Memorial Library

2013 Meeting Dates: Tuesday January 8th (snowdate 1/9)
Wednesday February 6th (snowdate 2/7)
Wednesday March 6th (snowdate 3/7)
Friday April 5th
Thursday May 2nd
Monday June 3rd
Wednesday July 24th
Monday September 9th
Friday October 4th
Thursday November 7th (snowdate 11/8)
Friday December 6th