

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Friday May 4, 2012

Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Nyerges
Drake

Putnam County

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

Guest(s)

Ulster County

Esopus: Tomaski
Highland: Kelsall-Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz: Giralco
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 –March 2, 2012:** Cook 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:** Mike Nyerges reviewed his printed report, distributed prior to the meeting. In addition, he expanded on the following:
 - i. Mike will be emailing the member library statistics data from the annual reports next week.
 - ii. The MHLS board meeting is next week at Patterson library.
 - iii. There was some discussion about the MHLS revised budget. Mike advised that the System Task Force is meeting May 15th. Tom Lawrence suggested a reduction of member fees in 2013 instead of 2012 since libraries already have their 2012 budgets in place. The System Task Force will look at a range of issues, including more money from Central Library which may be available for e content.
- b. **Consultants**
 - i. **Outreach and Education Coordinator -Merribeth Advocate:** See report in the DA packet. In addition, she reported the following:
 1. OverDrive – the current wait time is 15 + days. There was a question about the comparison wait time for print. Merribeth will look into this.
 2. The Putnam/Northern Westchester BOCES School & Public Librarian Partnership Event has been postponed until fall.
 3. SEAL ILL with Vassar College and SUNY New Paltz will come via MHLS delivery beginning in July. There was a question as to why Dutchess Community College isn't included. Merribeth advised that it is based on volume of requests.

4. Digital Literacy – the first training will be held at the NYLA office at the end of May.
 5. Merribeth resent the National Stress Awareness Survey on the listserv.
 6. For questions about e-Sebco contact Town of Ulster, Fishkill or Highland.
- ii. **Coordinator for Library Growth and Sustainability - Rebekkah Smith Aldrich:** See report in the DA packet. In addition, she reported the following:
1. 990's are due May 15th for all 501c3 libraries and friends groups. All 501c3 organizations need to file.
 2. Merribeth reached out to Mango, telling them about *10 Things*, the self directed online learning series. They donated mugs which were distributed to all participants who completed 10 hours or more.
 3. Construction Grants – 20 MHLS Libraries will be applying.
 4. There is a workshop coming up in June on Marketing Your Collection – Gillian Thorpe from Cold Spring and Rebecca Lubin, Delaware Branch Manager at Albany Public will be speaking on going Dewey Free.
- iii. **Automation Coordinator - Eric McCarthy:** See report in the D/ A packet. In addition he reported on the following:
1. Eric asked that directors look at the Administrator Check List on the Millennium Resource Page. Laurie had put this up for directors some time ago. It is a very useful checklist.
 2. Eric is most concerned about *missing in transit* items with holds attached. He thanked everyone for working down the lists of missing in transit items that he sent out. He can only pull data for one year for items with *missing in transit* status. Tom asked about doing these reports more frequently. Eric said that is not a problem.
 3. We need to clean up holds processing. There are some holds from 2005 attached to BIB records with no items. Libraries should be checking the *view holds* list. This is one of the items on the Administrator Check List.
 4. Expired patrons are 19% of the database. A lot of databases charge based on patron registration. Cleaner and leaner is usually better.
 5. Those libraries that have not gotten in touch with Eric re: the VIP and Homebound patron types. Please do so. Make sure there is something in the note field. To get a better idea of data base usage you should not use a card with VIP status.
 6. Create List training is coming in June and July.
- iv. **Information Technology Coordinator - Robert Drake:** See report in the DA packet.
1. There was a discussion about the problems with patron records. Further discussion ensued regarding a Resource Sharing wish that patron data entry training be mandatory for all libraries. This would have to be voted on by the D/A.
 2. Robert advised that the Millennium offsite transition won't happen on Labor Day as indicated in his report. It will be sometime between Labor Day and Thanksgiving. The cost of onsite vs. offsite is comparable, but the advantage to offsite is that libraries won't be affected by power outages occurring at MHLS. Databases will have to be notified so if libraries have any databases that are not in the WAM table please notify MHLS. Faith Johnson asked for a timeline with things that need to be done by library directors prior to the transition to off site. . Eric said this would not be a problem.
2. **MHLS Board Liaison:** No report. The next meeting is May 9th.
3. **Advisory Committees**
- a. Central Library/Collection Development: No report. Next meeting June 14th.
 - b. Continuing Education/Professional Development: Next meeting May 11th.
 - c. Marketing: No report. Next Meeting June 12th.
 - d. Resource Sharing: See attached report. Next meeting June 27th.

Old Business: None.

New/Proposed Business

1. Loan Rules. Eric advised that we are almost at the maximum with the number of loan rules. A discussion ensued. There seemed to agreement that loan rules should be developed to allow for: Maximum flexibility; the least amount of patron confusion; the least amount of delivery and the ability to accommodate more I types as needed. Eric advised that there is more consensus than we think. Jerry is working on a chart of loan rules. A committee with representatives from each county will be meeting to discuss loan rules. .

Adjournment: The meeting adjourned at 11:25 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Thursday June 7th**, beginning at 10:00 a.m.

Respectfully submitted.

Linda Deubert
Heermance Memorial Library

2012 Meeting Dates

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