

*** DRAFT ***

**MHLS Directors' Association
Minutes of Meeting – Thursday June 7, 2012**

Attendance

Columbia County

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

Dutchess County

Amenia:
Beacon:
Beekman: Rodriguez
Clinton: Sennett
Dover Plains:
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:
Staatsburg: Rothman
Stanford: Christiansen
Tivoli: Corrado
Wappingers:

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: Donick
Kent: Rees
Mahopac: Kaufman
Patterson:
Putnam Valley: McLaughlin

Guest(s)

Liz Anastazi

Ulster County

Esopus:
Highland: Kelsall-Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz:
Phoenicia:
Pine Hill: Certain
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 –May 4, 2012:** Cook moved, Rodriguez seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **Revised Direct Access Plan:** Cook moved, Goverman seconded and it was **UNANIMOUSLY VOTED** to approve the Revised Direct Access Plan.

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 System Funding Task Force will be meeting again on Tuesday June 19th to consider the amount that is still expected to exceed the allowed contingency fund balance of \$150,000.
 - ii. OverDrive: MHLS will continue to look into options other than OverDrive for downloadable eBooks.
- b. **Consultants**
 - i. **Outreach and Education Coordinator -Merribeth Advocate:** See report in the DA packet. In addition, she reported the following:
 1. Digital Literacy Training: Merribeth thanked everyone who has tried to register for this workshop at <https://m360.nyla.org/event.aspx?eventID=51144>. There has been problems with this site. Merribeth urged everyone to keep trying. You cannot register through MHLS.
 2. OverDrive – The link to *available now* ebooks and *available now* audio books has been changed by OverDrive to default to titles listed in order of popularity, instead of alphabetically.
 - ii. **Coordinator for Library Growth and Sustainability - Rebekkah Smith Aldrich:** See report in the DA packet. In addition, she reported the following:

1. 2012 NYLA Legislative Priorities: The legislative session ends at the end of June so now is a good time to contact your legislators about these issues. Merribeth commented on the bill requiring that public library card information be distributed to students. If this passes, those libraries in school districts that are served by more than one public library should get together and coordinate their approach to the school.
2. Redistricting: The redistricting maps should be out shortly. Redistricting will be effective in the upcoming 2012 elections. Directors should start reading candidates promotional material. This will help in crafting a message that will resonate with the candidate.
3. Building Your Base: Sandra Nelson is a very popular and well thought of speaker. This workshop is designed for directors to help them make sure that everyone on staff is working well together and that everyone feels like they know what is going on. Everyone who registers will be asked to do a survey prior to the workshop and there will be an online component as well as the two workshops.
4. Back to Basics : There was some discussion that all of these workshops are on a Friday. Rebekkah advised that these will be repeated and offered on a different day of the week.

iii. **Information Technology Coordinator – Robert Drake:** See report in the DA packet. In addition he expanded on the following:

1. Offsite Transition: It looks like the transition to the offsite server will take place on Columbus Day, Monday October 8th. Most libraries are closed that day. Libraries that are open will need to use the Millennium Offline. Saturday and Sunday will be business as usual, but Millennium, the catalog and the data bases, including OverDrive, will all be down on Monday the 8th. MHLS will put a message on the OPAC.
2. E-Rate Training: There was some discussion about E-Rate. Tom reported that the application is all on line and much less cumbersome than it used to be. It was confirmed that in order to apply for E-Rate for Internet access, filters must be in place, however, Robert and Mike stated that these are very low level filters. The date of the E-Rate training is currently scheduled for October 30th. The discount each library receives is determined by the level of free lunches in the local schools. Donick mentioned that K-9 is a free filtering software. Lawrence stated that any library that is doing a new building, or rewiring an old one, should definitely look into E-rate.
3. Sam Command PC Action Memo: If you are interested in converting to the SAM Command PC let Robert know before July 6, 2012. Lawrence commented that the SAM command PC may be E- Ratable.

iv. **Automation Coordinator- Eric McCarthy** See report in the DA packet. In addition he expanded on the following.

1. Local Holds: VIP and Homebound are both global patron types, so if you decide to allow your patrons with VIP status to request a local hold, everyone with VIP status will be able to make a local hold request on one of your items. If you decide to use local holds, you can ask Eric to set it up so that VIPs and Homebound patrons cannot place a hold on a local hold item, but this would also apply to VIPs in your own library.
2. Local holds and place of pickup: Your patron can request to pick up a local item hold at another library. This can be tricky if the pickup location does not have local holds in place.
3. There was a request for an email to all libraries explaining local holds and when it is necessary to over ride. Eric will send out an explanation via email.
4. Local Holds and eReaders: Local holds are designed for a second copy of a book or DVD, but eReaders can be set up for local holds even if the library only owns one.
5. There was a discussion on the loan rule determiner table and i-types. Eric asked that libraries not make any changes to this in Millennium since any changes could affect all libraries. Discussion ensued and it was thought that this was turned off and not available to anyone but MHLS staff. A question was asked as to how to determine how many i-types a library is using. Eric advised that you can do a create list and sort it by i-type.

2. **MHLS Board Liaison: Erica Freudenberger** - See report in the D/A packet. Erica commented that Patterson Library looks beautiful. She further noted that the board is pushing MHLS board member visits to county libraries. Please encourage your board to invite their MHLS board representative. The next MHLS Board meeting is July 11th at MHLS.
3. **Advisory Committees**
 - a. Central Library/Collection Development: No report.
 - b. Continuing Education/Professional Development: Next Meeting July 30th
 - 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. **2012 Member Assessment** -See the attached 5/15/12 revision. The Task Force met and decided to rebate \$36,000 of the delivery assessment. This money is available because of previous cuts at MHLS and an increase in State Funding They also decided to rebate the \$20,000 slated for e content (audio and e books), but that the billing would go out for the \$6600 e content assessment that was voted on by the D/A. The last column on the attached Assessment Table will be a credit on future bills. This credit will probably come in September or October. This is a one-time rebate. The billing for 2013 will not decrease because we cannot be certain of State Funding. The 2013 delivery charges will be based on a three year holds average for 2009, 2010 and 2011. The Task force will decide on at the June19th meeting as to what, if any of the remaining \$90,000 (over and above the allowed contingency fund of \$150,000) will be rebated back in 2012. We need to look at costs associated with moving to a cloud server and possible additional costs involved in the Sierra Migration.
2. **August Meeting** It was decided that there will be no August meeting.

Adjournment: The meeting adjourned at 11:15 a.m.

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

Respectfully submitted.

Linda Deubert
Heermance Memorial Library

2012 Meeting Dates

Tuesday, July 10
Friday, September 7
Wednesday, October 3
Thursday, November 1 (snow date: Friday, November 2)
Friday, December 7