

*** DRAFT ***

**MHLS Directors' Association
Minutes of Meeting – Tuesday, January 8, 2013**

Attendance

Columbia County

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

Dutchess County

Amenia:
Beacon: Keaton
Beekman: Rodriguez
Clinton:
Dover Plains:
East Fishkill: Gorman
Fishkill:
Hyde Park: Callahan
LaGrange: Karim
Millbrook: Barnard
Millerton:
Pawling:
Pine Plains:
Pleasant Valley: Pulice
Poughkeepsie: Lawrence
Red Hook: Freudenberger
Rhinebeck: Cook
Rhinecliff: Meyer
Staatsburg:
Stanford:
Tivoli:
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: Thorpe
Garrison: Donick
Kent: Rees
Mahopac: Kaufman
Patterson: Haar
Putnam Valley:

Guest(s)

Ulster County

Esopus:
Highland:
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz:
Phoenicia:
Pine Hill: Slater
Plattekill:
Rosendale:
Saugerties: Goswami
Stone Ridge: Ford
Ulster:
West Hurley:
Olive-West Shokan: Scott-Childress
Woodstock: Raff

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

Action Items

1. **Approval of Minutes – December 7, 2012:** Lawrence moved, Cook seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.

Reports

1. **MHLS Reports**

- a. **Executive Director:** Nyerges reviewed his printed report distributed prior to the meeting. In addition, he expanded on the following:
 - i. System Funding Task Force will meet on 1/16/13. The \$30,000 transfer from the Mid-Hudson General Fund to the Members Capital Fund is complete. The Cloud fee is paid through October 2013. The task force will address questions about the Cloud fee and the Member's assessment and report back at the February DA meeting.
 - ii. State Library continues advocacy efforts for increased funding for Public Library Construction Grants. There is concern about libraries' ability to match increased grants. One possibility for use of increased funds is to increase matches for disaster planning efforts, such as emergency generators. A show of hands indicated that of the 20 libraries present at the DA meeting, only 3 had generators for their libraries.
 - iii. Expressed concern that suggested 2nd copy local holds rule might have an overall detrimental effect.
- b. **Consultants**
 - i. **Meribeth Advocate:** See report in DA packet. In addition, she reported the following:
 1. State does not have questions or instructions ready for annual reporting. Will post to listserv as soon as the information becomes available.
 2. See report for details on changes in LSTA funding and resultant changes in reporting dates.
 3. MHLS and member staff will soon have 5-seat access simultaneous access to Lynda.com. Over 1,500 courses available. Will send out information on how to sign up as soon as it's ready.

- ii. **Rebekkah Smith Aldrich:** See report in DA packet. In addition, she reported the following:
 - 1. Noted that Governor has State of Union address this week, and budget will be announced in next few weeks. NYLA's focus will be on funding, rather than legislation this year. Not expecting increase in construction funding.
 - 2. Bob Freeman will give presentation on FOIL and Open Meetings Law at MHLS on Wednesday, January 30 from 6pm-8pm.
 - 3. Advocacy Bootcamps being held in February. Also, new program "Organizational Storytelling" to be held at Millbrook Library on Tuesday, February 19 from 6pm-8pm.
 - 4. NYLA's Advocacy Day is Tuesday, March 5, 2013.
- iii. **Robert Drake:** See report in DA packet. In addition, he reported the following:
 - 1. If you are applying for E-Rate funding, Form 470 must be submitted prior to 2/14/13. Form 471 cannot be filed any earlier than 28 days after the Form 470 is posted and certified online, but must be submitted prior to 3/14/13. If you have questions, contact Robert.
- iv. **Eric McCarthy:** See report in DA packet. In addition, he reported the following:
 - 1. The cut over date to Sierra is scheduled for Thursday, March 28. We will need to use offline circ for that entire day. February 25 will begin the scheduled visits for training at each library. MHLS IT staff will be calling over the next week to schedule those visits. There is concern among DA that it should be earlier in the week, and also possibly a week or so later in the year to avoid conflicts with school breaks. Eric will consult with Innovative and look at changing the date for changeover.
- 2. **MHLS Board Liaison:** The Board meeting was on December 8. Tom Lawrence attended.
- 3. **Advisory Committees**
 - a. Central Library/Collection Development: No report. Next meeting is January 23rd.
 - b. Continuing Education/Professional Development: No report. Next meeting is May 20th.
 - c. Marketing: No report. Next meeting is March 15th.
 - d. Resource Sharing: Minutes attached. The two items for discussion are listed under Old and New Business on the agenda.
 - e. *Ad Hoc* Delivery Service Committee: See agenda attachment on break-out sessions. These were postponed last month due to time constraints. Alderdice moved that the agenda be changed, with the break-out sessions moved until the end of the meeting. Lawrence seconded, and it was **UNANIMOUSLY VOTED** to accept this change.

Old Business:

- 1. **Local Holds:** The Resource Sharing Committee recommends that item 4a) in the MHLS Resource Sharing Guidelines read: **Local Hold copies can be made only after a first copy is purchased to be made available system-wide. All items for which there is not already an exception in the MHLS Direct Access Plan, regardless of hold status, must be made available to any MHLS card holder on site.** Several expressed concern that this rule ignores the existing threshold rule. The Local Holds rule was approved with 20 in favor, 5 opposed, and 3 abstentions. Advocate asked that the threshold rule discussion be added to the Collection Development committee's next agenda for review.

New/Proposed Business:

- 1. **Hold Message – Proceed with Checkout:** The Resource Sharing Committee recommends that item 8c) in the MHLS Resource Sharing Guidelines read: **An override of a hold is required when a patron presents an item for checkout where a hold exists. Staff must choose "proceed with checkout" when presented with an item which attempts to trap for a hold.** Several directors pointed out that this rule does NOT allow anyone to remove items from transit boxes to give to their patrons, regardless of whom the hold is for. This recommendation will be on the February agenda as Old Business for a vote.

Information:

- 1. Erica Freudenberg requested further discussion of \$30,000 cloud fee. Tom Lawrence feels discussion is also necessary on what to do when a library cannot pay fees. These items will be added to the System Funding Task Force agenda for January 16, 2013.
- 2. Molly Slater, the new Director of the Morton Memorial Library, was formally introduced and welcomed to the DA.

System Services Committee Break-Out Session

Advocate introduced the discussion by noting that the committee is tasked with evaluating MHLS services. There has been great feedback through the Director and Board President surveys, with record numbers of responses. As part of the ongoing evaluation, there will be break-out sessions twice a year. Today the discussion focused on Element 8: Communications among member libraries. The statement discussed was **"The Communication from MHLS empowers effective running of my library."** Committee members ran small group discussions, and will review the aggregated responses and report back at a later date.

Adjournment: Cook moved, Goswami seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. The meeting adjourned at 11:58 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Wednesday, February 6th** (snow date:2/7) beginning at 10:00 a.m.

Respectfully submitted,

AnnaLee Giraldo
Kinderhook Memorial Library

2013 Meeting Dates

Wednesday, February 6th (snow date: 2/7)

Wednesday, March 6th (snow date: 3/7)

Friday, April 5th

Thursday, May 2nd

Monday, June 3rd

Wednesday, July 24th

Monday, September 9th

Friday, October 4th

Wednesday, October 3rd

Thursday, November 7th (snow date: 11/8)

Friday, December 6th