

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Friday, October 4, 2013

Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff
Advocate
Drake
McCarthy
Nyerges
Smith Aldrich

Putnam County

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

Ulster County

Esopus: Mendelsohn
Highland: Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz: Giralico
Phoenicia:
Pine Hill:
Plattekill:
Rosendale:
Saugerties:
Stone Ridge:
Ulster: Jankovitz
West Hurley:
Olive-West Shokan: Scott-Childress
Woodstock:

Guest(s)

Peter Hoffman

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

Action Items

1. **Approval of Minutes – September 9, 2013:** Alderdice moved, Cook seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **Resource Sharing Standards - Offline Circulation Clarification (see Agenda Attachment)*:** Recommendation was to update the language in the MHLS Resource Sharing Standards section OCIRC 1B from “currently, it should be used for only offline checkout (not check-in or patron entry)” to “Offline client may be used for checkout only, including items from other libraries. Materials from other libraries are checked out at the financial risk of the check-out library.” Dempsey moved, Spann seconded and it was **UNANIMOUSLY VOTED** to approve the change.

Reports

1. Peter Hoffman reported that the MHLS Board has appointed a new Executive Director, Tom W. Sloan. The search has been ongoing for the last 6 months, and was lead by professional search consultants. There was a very strong group of candidates. The Board will put out a press release in the 5 major county newspapers. Sloan was the committee’s first choice and was a unanimous decision. Ray formally commented on behalf of the Greene county directors that they are extraordinarily disappointed that Advocate was not chosen as a finalist. Sloan begins at MHLS effective November 1, 2013.
2. **MHLS Reports**
 - a. **Executive Director:** Nyerges reviewed his printed report distributed prior to the meeting. In addition, he expanded on the following:
 - i. Nyerges gave a brief introduction and welcome for new Executive Director Sloan, noting that Sloan was Executive Director of Southwest Florida network for 10 years and State Librarian in Delaware for 8 years. He has a great deal of experience in a variety of library settings.
 - ii. The MHLS Annual Meeting is on Friday, October 18 in Poughkeepsie. All the necessary information is online at MHLS website. There will be two votes at the Annual meeting: one for new candidates for the MHLS board, and the other is for amendments to the MHLS bylaws, which affect only MHLS Board of Trustees, intended to make it mandatory for them to go through some education process. Libraries need to designate a single voter for this meeting, using the proxy form, which is also available online.

- iii. The Annual Member library survey will be coming out shortly. The System Services Advisory Committee recommended that Board presidents be given plenty of time, so that they can give the survey at a Board meeting. The survey needs to be back before Thanksgiving, so Directors should plan to put the survey on the agenda for the next board meeting.
- iv. E-book circulation is growing very quickly. Overdrive is only provider of Kindle e-books at this point, and Kindle use is steadily growing. Lawrence asked that we look into 2013 e-book circulation compared to the percentage of material support in that category. It was stated that we spend \$30,000 on e-content, which represent 1.6% of the materials budget. In 2012 we had matching support for usage, but with 54% increase in use in 2013, should we increase spending on e-books? It was recommended to refer the expenditures on e-books discussion to the Central library/Collection Development committee.
- v. Bullet aid has arrived at MHLS. Those libraries receiving the aid can expect a check in the next week or two.
- vi. Nyerges noted that if you are contacted by the State Comptroller regarding audits, please contact Aldrich immediately, and legal counsel if you have it. You do not want to go into that situation without legal advice. If you haven't had a financial review or an audit, you really should plan to do one. As Advocate has said, you can't afford not to have an audit.

b. **Consultants**

- i. **Merribeth Advocate:** See report in DA packet. In addition, she reported the following:
 - 1. The attached chart shows digital Overdrive checkouts. This chart allows us to compare popular months to popular months in varying years. A recent poll showed that 75% of 6th graders have their own devices, meaning that they are the upcoming wave of users. Money that goes into these collections is significant, but there have only been very slight increases, with basically flat funding since 2011. We are funding these collections at a much lower level than we are circulating at. Circulation in 2013 is 55.75% higher than it was at this time last year. The Central Library/Collection Development agenda should also add a discussion of the 3M cloud, which is another way to get e-books. It can also be included in Boopsie, so it needs to be discussed before adoption.
 - 2. Thank you to Pat Kauffman for providing our breakfast buffet. Kaufamn is retiring after 25 years as a Director, and today is her last meeting.
 - 3. Asbestos abatement means this MHLS building may not be accessible for the next DA meeting, which might be relocated upstairs in the main building.
 - 4. Counties should be considering their committee assignments. Next month Advocate will have a list in the packet of appointments she already has. Please review this at county meetings and decide so we can have it in place by the new year.
 - 5. MHLS is starting a brand new Early Literacy grant initiative. The program will give \$400 to 20 MHLS libraries with the goal to incentivize early literacy incorporation into story times. Applications are due to MHLS by November 4. Winners will be notified by November 15.
 - 6. Advocate suggested that costume swaps for Halloween might be a good fit for a program at member libraries. The idea is to have parents swap costumes that their children have outgrown.
- ii. **Rebekkah Smith Aldrich:** See report in DA packet. In addition, she reported the following:
 - 1. 414 libraries, you have to file tax cap report **every year, even if you are not holding a vote in that year**. There are 5 MHLS libraries going for 414s this year. The Pine Plains library, who earlier this year was facing eviction, will have a vote on election day to see if they remain in their building. There is also a massive private fundraising plan going on in conjunction with that vote. The Carmel library special district library vote is coming up also.
 - 2. Book club in a bag fine which was approved, and will go live November 1, 2013.
 - 3. October 21-26, 2013 is National Friends of Libraries Week. If you can find a visible way to thank your Friends, do so with letters to the editor or an official Board proclamation.
 - 4. The Tuesday after Thanksgiving is Giving Tuesday. Libraries should focus and promote to give to libraries and their Friends groups.
 - 5. On February 1, 2014, the NYLA Legislative Committee is participating in a statewide initiative for Take Your Child to Libraries day. This will be tied in with advocacy efforts and a post card campaign to legislators.
 - 6. Joanne Benedetti coming back to do Mobile Device training for front line staff. She is also willing to let you use her devices. This will be in November, with one session at MHLS and one at Saugerties library.
 - 7. The Library Aware survey is out there. Fill it out if you haven't already. We have put a hold on the Users Group meeting on October 30th because the survey results will help inform the next trainings.
 - 8. Haar noted that MHLS used to have more info at DA meetings regarding county level funding. Aldrich said she would work to revive the county advocacy group.

- iii. **Robert Drake:** See report in DA packet. In addition, he reported the following:
 - 1. Just giving a 6-month warning on Windows XP, it's coming to its lifespan end in 2014.
- iv. **Eric McCarthy:** See report in DA packet. In addition, he reported the following:
 - 1. Patron Self Registration has been rolled out at a few locations, everything seems to be working. Modifications are available depending on your library. One issue is the number of days we will allow an online registration to exist for. Currently it creates an online account that says you have to come in before 30 days to complete your registration. These temporary accounts allow you to use online databases and Overdrive but not SAM. The expiration date has to be the same for all libraries. The group voted that it will be 90 days. If this becomes a problem, we can revisit it.
 - 2. There is Circ Essentials training on October 29, 2013.
 - 3. Initials will start be deleted if they don't have the location prefix.
 - 4. VIP loan rules will also start being removed.
- 3. **MHLS Board Liaison:** Report attached. Last meeting was September 18. Big action item was decision to hire Candidate A.
- 4. **Advisory Committees**
 - a. Central Library/Collection Development: No report. Next meeting is November 20th.
 - b. Continuing Education/Professional Development: No report. Next meeting date is November 1st.
 - c. Marketing: No report. Next meeting is November 19th.
 - d. Resource Sharing: No report. Next meeting is October 16th.
 - e. System Funding Task Force: No report. Next meeting is on November 7th.

Old Business:

- 1. **November Break-Out Discussion Session on MHLS Plan of Service Element - Outreach:** Reminder that this discussion is happening at next month's DA meeting. There will be reporting out after the session and a bigger group discussion.

New Business:

- 1. **Proposed DA Meeting Dates 2014:** There are two proposed sets of dates to be decided between. One has the DA meet every 4 weeks, and one has the group meet every 5 weeks.
- 2. **DA Recommendation to MHLS Board of Trustees Planning & Personnel Committee on the Member Library Mileage Equalization Grant Program (see Agenda Attachment):** Hoffmann is concerned that there is not agreement among directors regarding whether or not we want reimbursement. We will be voting on the overall policy, and the details would be determined each year by the MHLS Board dependent upon available funding. Lawrence suggested 75% (instead of 65%) of the federal rate be reimbursed by MHLS. The percentage is up for discussion, but the total dollar amount isn't.
- 3. **Report from Discovery Tool Sub-Committee Meeting:** Report attached.

Information:

- 1. Lawrence mentioned the Holiday Luncheon for MHLS staff will be on December 6, 2013 at 11:45am. The cost is \$20 per person, which includes your own lunch and hosting the MHLS staff. You will also be asked to bring a dessert. RSVP to Lawrence at Poughkeepsie by Wednesday, November 20.
- 2. Lawrence also thanked Nyerges, on behalf of the DA, for his service to MHLS. This is Nyerges' last meeting.
- 3. Advocate mentioned that in the last month, 4 member libraries have been broken into: Milton, Marlborough, Arlington, and Cold Spring.
- 4. Freudenberger suggested a quick round robin at the beginning of each DA meeting to talk about something for 90 seconds in order to keep us up to date on what the others are doing. Haar seconded the idea. There was discussion of the fact that if each of the 40+ attendees spoke for 90 seconds, it would seriously add to the length of the meeting, or take up valuable time from other topics.

Adjournment: Lawrence moved, Spann seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. Rees adjourned at 12:07pm.

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

Respectfully submitted,

AnnaLee Giraldo
Kinderhook Memorial Library

2013 Meeting Dates

Thursday, November 7th (snow date: 11/8)
Friday, December 6th