

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Thursday, November 7, 2013

Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Drake
McCarthy
Sloan
Smith Aldrich

Putnam County

Brewster:
Carmel: Buck
Cold Spring:
Garrison: Donick
Kent: Ventura
Mahopac:
Patterson: Haar
Putnam Valley:

Guest(s)

Ulster County

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

Call to Order: Chair Rees called the meeting order at 10:05 a.m.

Action Items

1. **Approval of Minutes – October 4, 2013:** Lawrence moved, Cook seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **DA Steering Committee Nominations (Putnam & Ulster):** Putnam nominated Donick and Ulster nominated Rees. Lawrence moved, Dempsey seconded and it was **UNANIMOUSLY VOTED** to approve the nominations.
3. **DA Recommendation to MHLS Board of Trustees Planning & Personnel Committee on Member Library Mileage Equalization Grant Program (see Agenda Attachment)*:** Lawrence moved, Menard seconded. The Board will determine amount of claims, percentage match, and available funds. Those items are not being decided today. The implementation would start in 2014. Lawrence suggested diving money into 5 and distributing equally to all counties to decide how to use it. MHLS would have to find way to reimburse each county to streamline it. This change would allow the decision of how to spend the funds to be made locally. The DA would like to assert to the Board that the money should go back to member libraries, but recommends that this issue be discussed by the System Services Committee for further options. Lawrence and Menard withdraw their motion and second, respectively. The System Services committee will discuss and bring back in January 2014.
4. **Proposed DA Meeting Dates 2014*:** Lawrence moved that the DA retain the 4 week schedule, Pulice seconded. The **MOTION PASSED**, with 32 supporting votes, 5 opposing votes, and 0 abstentions. Sloan cannot attend the July 25 meeting, but the DA voted to maintain the date as is. The DA Steering Committee was asked to review bylaws for decision making and voting, to streamline the item approval process.

Reports

1. **MHLS Reports**
 - a. **Executive Director:** Sloan had no report, as it was only his 5th day. He did expand on the following:
 - i. Sloan noted that it was a pleasure and honor to be here as new Executive Director. He also commended the MHLS staff, nothing that they have gone above and beyond for the member libraries and to help him acclimate.
 - ii. Sloan noted that the DA was meeting upstairs due to asbestos abatement in the auditorium. Asbestos is located in tile in the basement, which minimizes the potential of it becoming airborne. Sloan assured us that the contract requires thorough testing of air samples before building occupation. Building manage will take additional steps of carpet cleaning, wall scrubbing and HVAC cleaning to be certain it is safe. All work will be complete by December 1.

- iii. MHLS staff is working with Rodriguez on their ongoing issue with Union Vale, which is currently an unserved area. 2010 was the first year that Rodriguez approached Union Vale about potential funding for the Beekman Library. At that time 10% of circulation at Beekman was coming from Union Vale, which needed to be addressed. Millbrook, Lagrange, Dover, and Beekman libraries were affected and MHLS got involved. Union Vale ended up contributing \$25,000 when they were asked for \$75,000. They initially said that number would increase, but have since been unwilling. Beekman is now trying to decide how to proceed with obtaining reasonable funding without alienating the public. Sloan noted that MHLS has a document to direct their possible actions when dealing with unserved areas and member libraries. If this is a problem for your library, please contact MHLS for assistance.
- iv. Sloan is looking forward to attending county meetings. He will also be attending the Columbia County Library Association dinner in December.
- v. Sloan is starting a conversation about the future of the system. He will begin by developing a detailed analysis of current services, including outputs, outcomes and return on investment. Assigning every dollar to a service or administrative cost. This process also involves looking at the current plan of service, and ensuring that it's aligned with the budget. The final step would be to prioritize next steps and develop an action plan in addition to the formal plan of service.

b. Consultants

- i. **Merribeth Advocate:** See report in DA packet. In addition, she reported the following:
 - 1. Advocate discussed the Impact survey, which allows you to collect information about how your online resources and computers are being used by the public by inserting code in your website. Users would fill out about 5 min survey about how they use your computers. The survey is well thought out, free, and has an analysis built in. Surveys run for 2 to 4 weeks, no longer than 6. I-school creates products and communication pieces for stakeholders up completion. This includes reports to your board, legislators, and even a press release. The survey is available in English and Spanish. It can be done on your own, doesn't need to be done through MHLS. As of October 2014 they will begin charging a fee for this service, but it's free now. Contact Advocate if you are interested.
 - 2. NYS is looking for places to do vendor training for NOVEL databases. MHLS will be one of these places. The first training is Proquest, which is at MHLS on December 17 at 10am. You are encouraged to register.
 - 3. Member libraries will be receiving Summer Reading Program manuals and banners shortly.
 - 4. Advocate asked if the Annual meeting survey should be done again this year. Or perhaps a broader survey including those who didn't attend.
 - 5. Advocate reminded Directors that the annual survey of directors needs to be completed by November 25, and so far, response numbers are very low compared to prior years.
 - 6. Committee assignments are included in the packet. There is one error; Dutchess County Continuing Education Committee slot should be Joanne Meyer instead of Erica Freudenberger.
 - 7. Advocate sent out information about NYLA Assistants Program, which MHLS will be hosting. \$250 for 1 person for 3 full-day sessions of the LA program. It is designed for those already working in a library, and employees can earn civil service points for completion.
 - 8. Lynda.com is offering MHLS a group-buy for an unlimited Pro version of the service. It would be \$187.50 for your library to have your package for a year, starting on December 20, 2013. The subscription is only for staff, not for patrons. If you'd like to buy it for your library, you must notify Advocate no later than **November 25, 2013**.
- ii. **Rebekkah Smith Aldrich:** See report in DA packet. In addition, she reported the following:
 - 1. Marguerite Hill of Pine Plains is not being evicted after successful vote! There's a long road ahead, but this is a major step forward. Congratulations!
 - 2. Aldrich also noted John, Carol, Joann and Patty all had successful 414s votes!
 - 3. Aldrich reviewed the Comptroller's audits to see what frequent citations for libraries were. Luckily, no libraries in our system have been tapped for an audit yet. They seem to target large libraries with big budgets, over \$1 million. The best practice is to really focus on your internal financial control policies. Aldrich has also updated the list of audit firms on the MHLS website. Standard practice is to switch auditors every 3 years or so. Aldrich will post a more complete report on this to the Directors' listserv.
 - 4. Declaration of Right to Libraries is an initiative of new ALA President Barbara Stripling. It summarizes what we wish communities were saying about libraries. Might be a great focus for an advocacy event.
 - 5. Aldrich has completed a Library Box, which will be used at meetings and at MHLS events. Check it out!
 - 6. Cairo Library will host a "Strategies for Sustainable Funding" workshop on December 19 at 10am.
 - 7. There is also a "Legal Issues" workshop at MHLS on December 9 at 6pm with Bob Schofield and Ellen Bach talking about risk management.

- iii. **Robert Drake:** See report in DA packet. In addition, he reported the following:
 - 1. E-rate is approaching for the 2014 funding year. The eligible service list was released, and the changes are not likely to affect anyone in MHLS. Phone and internet service remain covered. If you're interested or have questions, meet with Robert **NOW**. It is a fairly complicated process and it's better to start now than later.
 - 2. There is also a New Directors roundtable following this DA meeting.
- iv. **Eric McCarthy:** See report in DA packet. In addition, he reported the following:
 - 1. McCarthy sent out email about updates to Sierra 1.1.3. There is a return to compact browse, if you'd like, you can now select it as option. It also has a different skin, a white skin, which is more similar to Millennium. McCarthy sent out an email with screenshots. If interested, let him know and he can set it up for you.
 - 2. There are 3 workshops happening soon. A Beginner Create Lists on Thursday, December 19 at 10am; and Advanced Create Lists on Monday, December 30 at 10am; and a Web Management Reports for year-end reporting on Monday, December 2 at 10am. Register on the MHLS calendar website.
 - 3. We have made a lot of progress on the items missing in transit. Over 750 items were found or statuses were changed. McCarthy will try to send those reports more often.
- 2. **MHLS Board Liaison:** No report. Next meeting is December 7th.
- 3. **Advisory Committees**
 - a. Central Library/Collection Development: No report. Next meeting is November 20th.
 - b. Continuing Education/Professional Development: Met November 1st. Report is not in packet. Copies are available. Good responses to post-workshop outcome based evaluations. Total attendance of MHLS workshops in 2013 was 1,149 as of October. We have already beat 2012, with several months left to go.
 - c. Marketing: No report. Next meeting is November 19th.
 - d. Resource Sharing: Minutes attached. Recommendation regarding video games. Next meeting is December 12th.
 - e. System Funding Task Force: No report. Next meeting is on November 7th.

Break Out Discussion Session:

- 1. This discussion had to be rescheduled for the December DA meeting, due to time constraints.

New Business:

- 1. **Video Game Hold Status (see Agenda Attachment)*:** McCarthy discussed that a few libraries are concerned that their video games are out on loan and becoming lost or broken. The number of items billed/lost/damaged in the video game category is about 20%, which is hugely high, even compared to DVDs. This was discussed at the Resource Sharing meeting. The proposal is to make video games non-requestable.
- 2. **MHLS Committee Membership 2014 (see Agenda Attachment)***
- 3. **MHLS 2014 Budget and Projections for 2014 and 2015(see Agenda Attachment)*:** Sloan reminded Directors that this is a dynamic document, with changes still being made. Advocate noted that some items may be grouped differently than before. Like items are grouped together, and asterisks are added to Receipts to denote items that were pass-throughs. While it was current at the time of printing and distribution, it is still being updated. Digital content and databases had been bundled previously, and are now being broken down and extracted for clarity. Money for Union Vale goes to MHLS directly, and will then be redistributed.

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. You can pay at the door, but you need to RSVP to Lawrence at Poughkeepsie by Wednesday, November 20.
- 2. The DA welcomes new MHLS Executive Director Tom Sloan.
- 3. Rees introduced Brooke Dittmar, the new Interim Director at Chatham.
- 4. Rees congratulated Tracy Priest, the new Director at the Town of Ulster.
- 5. Rees also introduced Katie Ventura, the new Interim Director at Kent.
- 6. Congratulations to Frank Rees, who has been named as the new Director at Saugerties.

Adjournment: Lawrence moved, Dempsey seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. Rees adjourned at 12:16pm.

The next meeting of the MHLS Directors' Association is scheduled for **Friday, December 6th** beginning at 10:00 a.m.

Respectfully submitted,

AnnaLee Giraldo
Kinderhook Memorial Library

2013 Meeting Dates

Friday, December 6th