

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Friday, December 6, 2013

Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Drake
McCarthy
Sloan

Putnam County

Brewster:
Carmel:
Cold Spring: Thorpe
Garrison:
Kent: Donick
Mahopac: Capozzella
Patterson:
Putnam Valley:

Guest(s)

Ulster County

Esopus: Mendelsohn
Highland: Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton:
New Paltz:
Phoenicia: Potter
Pine Hill:
Plattekill: Georghiou
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 10:03 a.m.

Action Items

1. **Approval of Minutes – November 7, 2013:** Ray noted two spelling errors in the November minutes. Giraldo will correct. Lawrence moved, Cook seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting with the spelling corrections.
2. **DA Recommendation to MHLS Board of Trustees Planning & Personnel Committee on Member Library Mileage Equalization Grant Program (see Agenda Attachment)*:** Lawrence moved, Alderdice seconded. The **MOTION PASSED**, with 21 supporting votes, 6 opposing votes, and 0 abstentions.
3. **Video Game Hold Status (see Agenda Attachment)*:** Dempsey moved, Lawrence seconded. The **MOTION PASSED**, with 23 supporting votes, 3 opposing votes, and 3 abstentions.

Reports

1. **MHLS Reports**

- a. **Executive Director:** See report in DA packet. In addition, he reported the following:
 - i. Sloan thanked everyone for making his first month as Executive Director a great one. He has met with many directors already, and attended the Columbia County Library Association dinner with Advocate and Aldrich. He is looking forward to continuing to visit and participate in county meetings.
 - ii. Tomorrow will be Sloan's first MHLS Board meeting. The Board is welcoming a new President, and some new members from several counties.
 - iii. Sloan also highlighted item 6 in his report, which is one of the major initiatives that he will undertake. The purpose of this assessment is to answer questions that MHLS cannot answer currently; i.e. how much are we spending on each of our services? Once that's done, the next step is setting priorities. For the organization to move forward, we need to come together on what the priorities are, because there will likely be very few new resources to work with. Directors and MHLS staff will work together with Sloan to make those decisions. Finally, we need to decide how best to support/fund those priority services. That's where action plans/steps are created as a group. This is a long term process. Sloan assured the directors that this will be a very transparent

process, and that as long as we agree on the process, it is acceptable to disagree on the individual outcomes. Eric McCarthy will help to start this evaluation process with the Integrated Library System because there is a lot of available data. Directors will be kept in the loop on progress being made.

b. Consultants

i. **Merribeth Advocate:** See report in DA packet. In addition, she reported the following:

1. Advocate asked that directors discuss the impact survey at their county meetings. If all libraries in your county would like to run the impact survey at the same time, please notify Advocate. There is approximately a one-month lead time for that.
2. If you have your dates for your 2014 county meetings, please forward that information to Advocate within the next week so that she can arrange the advisory committee meetings for next year. Putnam has already submitted their dates.
3. The state's summer reading numbers usually include attendance numbers, but also the number of people who registered to record their reading during the Summer Reading Program. It is possible to enter the dates for the program in the ILS and report the numbers of items checked out between those dates. This is a legitimate statistic, and may be quite a bit higher than what your library is using currently. McCarthy will create reports next year that will provide numbers split children, teens and adult SRP. It is up to the director's discretion whether to use those statistics or not. Also, NYS will begin asking for numbers on any adult summer reading programs your library may run.

ii. **Rebekkah Smith Aldrich:** Aldrich was at jury duty. See report in DA packet.

1. In Aldrich's absence, Sloan highlighted item 1 in her report, regarding tax cap information. Just to bring it to your attention. Every library which has ever held a public vote for funding needs to file this report every year, regardless of type of library or whether or not the library is going for a referendum in that year. If you have questions, please e-mail Aldrich.

iii. **Robert Drake:** See report in DA packet. In addition, he reported the following:

1. The latest E-rate write up is included in his report. If you need assistance with the application process, contact Drake. He will make individual appointments. Drake can only help with Tier One services, which are predominantly phones and internet. Directions on the E-rate process will be included in his monthly reports. Sloan also noted that there will likely be no money for Tier 2 requests this year.

iv. **Eric McCarthy:** See report in DA packet. In addition, he reported the following:

1. McCarthy requested that if directors or staff are experiencing crashing or overly slow response time in Sierra, please report it to Technical Support. They cannot help if they are unaware of problems.
2. Another Create Lists workshop has been scheduled at the Shokan Library in January. More dates will be added in January and February. Check the MHLS calendar for dates and locations. There are waiting lists for those hands on workshops, so if you signed up and cannot attend, please send Advocate an email so that she can cancel your reservation and open the spot for someone else.

2. **MHLS Board Liaison:** No report. Next meeting is December 7th.

3. Advisory Committees

- a. **Central Library/Collection Development:** Met on November 20th. Minutes attached. Looked over Central Library service plan and program budget. Overdrive funding, needs increase. The committee came up with two possible solutions, neither of which requires action from this body. The first is to move money from the outreach budget, and the second is to move money from the ILL support budget. Those funds will increase the funding for Overdrive. Lawrence suggested that the DA look at the Overdrive title and hold statistics, as MHLS begins considering moving from service area funding to a usage funding model. He also suggested thinking about implementing threshold limits similar to those that the system has for print materials. Goverman asked if there is any movement to increase loans to 21 days or institute local preference on e-books and e-audiobooks. Advocate cautions that if you add to the length of the loan period, or to the number of items allowed out at once, it shrinks the size of the collection because things are out longer and to fewer people. This discussion will be added to the next meeting agenda for this committee.
- b. **Continuing Education/Professional Development:** No report. Next meeting will be in the spring.
- c. **Marketing:** Met on November 19th. Minutes attached. The committee discussed mobile devices and some sort of sharing opportunity for staff training. Might some libraries be willing to loan devices to other libraries for staff training? If your library would be willing to share devices, Thorpe has a sign-up sheet. There was also discussion of the

possibility of text notifications. This is available as an add-on in Innovative. McCarthy will get a quote from Innovative for that service. Next meeting is TBD.

- d. Resource Sharing: No report. Next meeting is December 12th.
- e. System Funding Task Force: Met on November 7. Minutes attached. Boopsie is on hold until the catalog improvements are made. The committee agreed that the unspent money from the 2013 mileage equalization grant should be used to buy e-books for the system. Next meeting is January 8th.

Old Business:

1. **MHLS 2014 Budget and Projections for 2014 and 2015 (see Agenda Attachment)*:** Sloan noted that document has been revised. The budget will be presented to the MHLS Board tomorrow for review and hopeful approval. Questions/comments are welcome.

New Business:

1. **Need new November 2014 DA meeting date:** Advocate noted that it had accidentally been scheduled for Veteran's Day. It was proposed to move the meeting to Wednesday, November 12, 2014, with a snow date of Thursday, November 13. Lawrence moved, Bogino seconded. The **MOTION PASSED**, with 29 supporting votes, 0 opposing votes, and 1 abstention.
2. **Overdrive Funding (see Agenda Attachment)*:** This item requires no action, it is purely informational, as it is decided by the MHLS Board. It proposes to use the \$7,750 from the 2013 travel grant to purchase additional e-books.
3. **DA Governance & Bylaws (see Agenda Attachment)*:** Rees proposed that the DA Steering Committee work with the System Services Committee to start bylaws revisions. The purpose of the change is to get action items voted on more quickly and efficiently. This will be an action item in January.

Information:

1. Rees introduced Michelle Capozzella, the new Director at Mahopac.
2. Rees introduced Carol Donick, the new Director at Kent.
3. Goverman announced that the East Fishkill Library is going to be open Sundays starting in January 2014.
4. Ray complimented Sloan on hitting the ground running, and for complimenting and recognizing the MHLS staff.
5. Sloan reported on the Putnam Valley Library. The building is not able to be occupied by the public at this time. The Community room is being staffed for book distribution. The vehicle bridge is closed, but a pedestrian bridge is open. They are currently looking for an alternative community space that can be used in the interim.

Adjournment: Lawrence moved, Dempsey seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. Rees adjourned at 11:31am.

The next meeting of the MHLS Directors' Association is scheduled for **Wednesday, January 8th** beginning at 10:00 a.m.

Respectfully submitted,

AnnaLee Giraldo
Kinderhook Memorial Library

2014 Meeting Dates

Wednesday, January 8th (*snowdate 1/9*)
Thursday, February 6th (*snowdate 2/7*)
Wednesday, March 5th (*snowdate 3/6*)
Thursday, April 3rd
Tuesday, May 6th
Thursday, June 5th
Friday, July 25th
Wednesday, September 10th
Tuesday, October 7th
Wednesday, November 12th (*snowdate 11/13*)
Friday, December 5th