

\*\*\* DRAFT \*\*\*

**MHLS Directors' Association**  
**Minutes of Meeting – Wednesday, July 24, 2013**

**Attendance**

**Columbia County**

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

**Dutchess County**

Amenia:  
Beacon: Keaton  
Beekman: Rodriguez  
Clinton:  
Dover Plains:  
East Fishkill:  
Fishkill: Spann  
Hyde Park: Callahan  
LaGrange: Acosta  
Millbrook: Barnard  
Millerton: Leo  
Pawling: Priest  
Pine Plains:  
Pleasant Valley: Pulice  
Poughkeepsie: Lawrence  
Red Hook: Freudenberger  
Rhinebeck: Cook  
Rhinecliff:  
Staatsburg: Rothman  
Stanford:  
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:  
Cold Spring: Thorpe  
Garrison: Donick  
Kent: Rees  
Mahopac: Kaufman  
Patterson: Haar  
Putnam Valley: McLaughlin

**Guest(s)**

**Ulster County**

Esopus: Mendlesohn  
Highland: Kelsall-Dempsey  
Hurley:  
Kingston: Menard  
Marlboro: Cosgrove  
Milton: Skelly  
New Paltz: Giralico  
Phoenicia:  
Pine Hill:  
Plattekill:  
Rosendale:  
Saugerties:  
Stone Ridge:  
Ulster: Johnson  
West Hurley: Lustiber  
Olive-West Shokan:  
Woodstock:

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

**Action Items**

1. **Approval of Minutes – June 3, 2013:** Lawrence moved, Cook seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **Amend agenda to include Boopsie under new business:** Lawrence moved, Pulice seconded and it was **UNANIMOUSLY VOTED** to approve this amendment to the agenda.

**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. MHLS had been experiencing phone difficulties over last two weeks. We don't know what the problem is, but it's being worked on. Thanks for your patience.
  - ii. The revised budget was approved as recommended by the Finance Committee. They did reserve judgment on a few things: i.e., reinstatement of mileage and reimbursement for member staff and board members. Need more clarity of how that reimbursement will be managed. The decision is being held until the Personnel and Planning Committee meets on August 12.
  - iii. The Members assessment and MHLS billings will change.
  - iv. Still looking for Columbia County Candidate for MHLS Board and Putnam County. We need to know by September if you have someone in mind.
  - v. Affordable Care Act (ACA) public education will be a burden for libraries. Talk to your county agency that is guiding this process so you can determine the appropriate route to send those with questions. Our role is to provide information and get people to the right contacts.
- b. **Consultants**
  - i. **Merribeth Advocate:** See report in DA packet. In addition, she reported the following:
    1. Member libraries are encouraged to document a people count during one of your busy summer weeks and send it to Advocate. This number compared to "off season" could be very useful to show

legislators the difference summer reading programming makes. This year it's optional, but next year this count will be a question on your Summer Reading Report.

2. New Workforce Development products are now available and information is in packet.

ii. **Rebekkah Smith Aldrich:** See report in DA packet. In addition, she reported the following:

1. Please use the NYLA Online Advocacy Center to encourage the Governor to sign three bills currently on his desk.
2. Minimum wage will have a staggered increase over the next three years. Dec 31 effective date is when minimum wage increase begins.
3. Library Aware has some new formats available. Postcards and wider bookmark templates are now available, as is the ability to create your own templates. There are two dates for Library Aware trainings on August 22 & 23. One training session will be in Poughkeepsie and one will be in either Columbia or Greene counties. More information to come.
4. Some of the NYS Public Library Construction Grant project parameters have been further clarified or expanded. Generators will now be eligible for state construction funding.
5. Aldrich attended ALA and, if you're interested, will share notes and handouts. You can also access handouts online if you are an ALA member.

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

1. Ill has scheduled Sierra Maintenance for Thursday, August 8, and will be down all day. Libraries should use offline circulation that day. This update will involve an IP address change. Drake will be in contact with libraries that need further information.
2. The new Sierra Knowledge base on the MHLS website has a guide for offline circulation for those who haven't used it before.

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

1. Thanks to the Central Library for renewing Syndetics, which will continue to appear on bibliographic pages.
2. Resource Sharing Advisory Committee would like to investigate some search tools to improve the OPAC. If you'd like to participate, get in touch with McCarthy.
3. Sierra 1.1.2 will be going live on August 12 or 14. This update won't require downtime. The newest version will include some new options, such as compact browse, changing themes, icons with labels, and will finally fix the sort items display. If your IP address has been defined with MHLS, your items will be pushed to the top at computers with your IP address.
4. Please be mindful of Exports and Review Files in create lists. Please delete unused files and saved searches. Web management reports also need to be deleted when you're through with them.
5. Karen O'Brien has retired. The position posting will be closing on August 2. Encourage any qualified people that you may know to apply.

2. **MHLS Board Liaison:** See attached report.

### 3. **Advisory Committees**

- a. **Central Library/Collection Development:** Minutes are attached from both the June 10 and the July 9 meetings. The decision was made to renew Syndetics for another 3 years and discontinue the cost share for Heritage Quest due to low usage and high cost. The Central Library will continue to have Heritage Quest and the Historic New York Times. The money being saved by that cut will be used to offer new workforce development resources. That means continuing our subscription to JobNow and the Testing & Education Reference Center, and adding Cyprus Resumes and Workforce Skills. The cost savings from cutting Heritage Quest is recommended to be used for Boopsie. There is an aggregate savings of 20%-25% in database charges. The plan would be for member libraries to pay nothing in 2014 for Boopsie, then 25% in 2015, and then 50% in 2016. Central Library funding will pay for 100% in 2014, 75% in 2015 and 50% in 2016. The committee is looking for a 3-year commitment to the trials. Deb Weltsch will do workforce development resources as the fall training. Heritage Quest access ends on July 31. If you'd like to resign it individually, contact McCarthy so that he can get you organized. Next meeting is November 20<sup>th</sup>.
- b. **Continuing Education/Professional Development:** Next meeting is October 23<sup>rd</sup>.
- c. **Marketing:** Minutes from last meeting are attached. The Cardstar app that stores personal barcodes in smart phone is totally free for libraries and patrons. All that is needed is a 2D scanner to read the barcodes off of a phone. MHLS could then also create ads and information to be pushed out to users of the Cardstar app about library activities.

September is Library Card Sign Up month...libraries should make an event out of it. The committee will focus on new ways of reaching non-users in the coming year. Next meeting is November 19<sup>th</sup>.

- d. Resource Sharing: Minutes from the last meeting are attached. Next meeting is October 16<sup>th</sup>.
- e. System Funding Task Force: Minutes from the last meeting are attached. Meeting immediately following today's DA meeting.

**New Business:**

1. **Annual calendar of sierra training:** The Resource Sharing Committee recommends that MHLS develop an annual calendar of trainings, including circulation essentials, patron entry, and data entry, which member libraries with new Sierra users be required to attend. These meetings would take place regionally semi-annually.
2. **Book club in a bag fines:** The Resource Sharing Committee recommends that the DA approve a fine of \$1/day for the late return of a Book Club in a Bag.
3. **Mobile App Recommendation:** The System Services Ad Hoc Committee recommends funding a 3-year contract for the Boopsie mobile app from Central Library Aid.

**Adjournment:** Lawrence moved, Pulice seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. Rees adjourned at 11:27 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Monday, September 9<sup>th</sup>** beginning at 10:00 a.m.

Respectfully submitted,

AnnaLee Giraldo  
Kinderhook Memorial Library

**2013 Meeting Dates**

Monday, September 9<sup>th</sup>  
Friday, October 4<sup>th</sup>  
Thursday, November 7<sup>th</sup> (snow date: 11/8)  
Friday, December 6<sup>th</sup>