

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Monday, September 9, 2013

Attendance

Columbia County

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

Dutchess County

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

Greene County

Athens: Snyder
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: Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz:
Phoenicia:
Pine Hill:
Plattekill:
Rosendale:
Saugerties:
Stone Ridge:
Ulster: Johnson
West Hurley: Lustiber
Olive-West Shokan: Scott-Childress
Woodstock:

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

Action Items

1. **Approval of Minutes – July 24, 2013:** Cook moved, Lawrence seconded and it was **UNANIMOUSLY VOTED** to approve the minutes of the previous meeting as presented.
2. **Annual Calendar of Sierra Training:** The Resource Sharing Committee recommends that MHLS develop an annual calendar of trainings, including circ 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. MHLS will not monitor compliance; that will be left to Directors. Dempsey moved, Lawrence seconded and it was **UNANIMOUSLY VOTED** to approve this recommendation.
3. **Book Club in a Bag Fines:** The Marketing Advisory Committee & Resource Sharing Advisory Committee recommends that the DA approve a fine of \$1/day for the late return of a Book Club in a Bag. Johnson moved, Rodriguez seconded. The **MOTION PASSED**, with 1 opposing vote and 1 abstention.
4. **Mobile App Recommendation:** The System Services Ad Hoc Committee recommends funding a 3-year contract for the Boopsie mobile app from Central Library Development Aid. Lawrence asked to modify the recommendation to show that Central Library Aid will pay for Boopsie entirely for the first 2 years of the contract. Giraldo moved, Dempsey seconded. The **MOTION PASSED**, with 31 supporting votes, 1 opposing vote and 2 abstentions.

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. The semi-finalists for the Executive Director position are being interviewed today and tomorrow, and the finalists will be interviewed on September 17.
 - ii. The MHLS 54th Annual Meeting will take place on Friday, October 18 at the Poughkeepsie Grand Hotel & Conference Center. Sue Considine will be speaking about leadership innovation. There will also be a vote to amend the system by-laws, to require MHLS board members to attend and educational workshop/training. Directors need to make sure that they have designated either a board member or themselves to vote on the proposed amendment at the annual meeting. There is a form which should be filled out and brought to the meeting. Nyerges will have the form emailed to Directors.

- iii. 2014 budget will be available in November, not October.
- iv. MHLS has received the basic NY State aid, but not the Local Library Services Aid, Local Services Support Aid or central library, outreach or correctional services aid. Nyerges noted that his report incorrectly stated that the aid was received on October 28, but it should read August 28.
- v. The Affordable Care Act is coming on October 1, 2013. 30% of systems have already reported questions from patrons, so be sure to get your staff prepared.

b. **Consultants**

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

- 1. We have received charts on NY State Aid, which show cuts in the amounts of our adult literacy and family literacy grant funding. The Family Literacy funds the 2014, 2015 and 2016 Summer Reading Program, so these cuts could affect the Summer Reading mini-grants. More information to come.
- 2. DLD says there are some member library annual reports that have raised questions. Advocate will be contacting Directors within a week if they are one of the libraries in question.
- 3. Cosgrove reported success at being present at the Ulster County fair. They will be participating again. This year's Summer Reading Program use of Overdrive's YA and J collections showed a 158% increase over last year.
- 4. The Battle of the Books had more than 200 children from 24 member libraries participate this year. Beacon took first place, with Red hook in second and Hyde Park in third. All participants did an excellent job and we are already planning for next year.
- 5. A reminder to Directors that approximately half of each committee member's terms expires at the end of 2013. Please discuss openings at your county meetings.

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

- 1. Continuing work on the Essential Documents project. It now includes new items, particularly a facility plan. Aldrich will re-distribute the project list with these new policies incorporated.
- 2. Kerstin Cruger is working on offering more Library Aware labs. She will be sending out a survey to see what training aspects would be most useful to members. Aldrich and Cruger will be booking regional opportunities or one-on-one trainings as needed.
- 3. Regarding the plan for MHLS Legal training, most risk management issues being raised by Directors seem to be personnel issues. Lawrence suggested that Stuart Waxman did program for PLS about personnel and might be a good source on this issue.
- 4. Aldrich reminded Directors to make sure that they are reviewing policies on a regular basis after they have been created. It's an ongoing project.

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

- 1. MHLS is starting to get back into e-rate preparation and there are upcoming trainings. Cosgrove asked about telephone subsidies and if they will be disappearing? Drake is unsure at this point. E-rate will be modified, but we don't know how yet. Drake thinks that for the next year at least phones will probably still be covered.

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

- 1. Patron Self Registration module is now available to all of you. Not everyone will implement this. McCarthy will work with libraries on an individual basis. Please feel free to call if you have questions. This is not a system-wide implementation, and the sign-up will be housed on your library's website. MHLS will begin this process with the sign up on individual sites, and then we can review if it should be housed on the OPAC site. Can the Resource Sharing Committee discuss this move?
- 2. The Federated Search Committee is meeting next Monday, September 16.
- 3. New cataloger Gina Loprenzo from Kent has taken the full time position at MHLS. Send questions/problems to: cataloging@midhudson.org.
- 4. Several libraries have contacted Tech Support noting that Sierra doesn't show phone numbers for patrons in the overview. Email or call McCarthy if you would like that changed.

2. **MHLS Board Liaison:** No report. Next meeting is September 18th at 10am.

3. **Advisory Committees**

- a. Central Library/Collection Development: No report. Next meeting is November 20th.
- b. Continuing Education/Professional Development: Next meeting date is undecided pending survey results.

- c. Marketing: No report. Next meeting is November 19th.
- d. Resource Sharing: Minutes from the last meeting are attached. Next meeting is October 16th.
- e. System Funding Task Force: Met last week on September 5th. Minutes distributed this morning. Talked at length about mileage equalization grant. Reimbursement would only be to libraries already reimbursing their staff. Paperwork is a concern, as we want to keep it simple. It's very likely that this will get tabled at the next MHLS board meeting, as they will most likely want to wait until there's a new Executive Director in place to make this decision.

New Business:

1. **MHLS Board of Trustee candidates from Putnam & Columbia Counties:** Putnam nominates Michelle Ment, Trustee of Kent library and retired teacher. No news from Columbia County.
2. **Resource Sharing Standards - Offline Circulation Clarification (see Agenda Attachment)*:** Updating language, offline client should be checkout library should say "may be used" not should be and "checked out at the financial risk"
3. **2014 Tentative Member Assessments** tom commented that there will be increases in license fees from sierra, and that is not reflected in this chart. Nyerges says they will bill according to this chart.
4. **November Break- Out Discussion Session on MHLS Plan of Service Element:** Outreach help system evaluate plan of service. MHLS provides information and awareness that assists my library in making community partnerships.

Information:

1. The DA welcomes Lindsay Jenkins as Interim Director in the Town of Ulster. Faith Johnson is taking a job in Washington D.C.
2. The DA also welcomes Sarah Potwin, the new Director of the LaGrange library.
3. Cosgrove noted that Kara Lustiber should get credit for the success of the library presence at the Ulster County Fair. She did a lot of work and it was greatly appreciated.
4. Cosgrove also reminded the Ulster County libraries that there is a chance that they may lose some funding. The money in question is used for databases, and Directors should consider adding those costs to your budget in case we lose funds. We have enough for 2013-2014, but after that, it is uncertain. This only pertains to Ulster County.
5. Aldrich noted that the CardStar app is ready for member libraries to use. Hope to have information for promotion, etc. soon. Keyring also works, but doesn't have our customization. CardStar works on both android and iphones.

Adjournment: Cook moved, Dempsey seconded and it was **UNANIMOUSLY VOTED** to adjourn the meeting. Rees adjourned at 11:13 a.m.

The next meeting of the MHLS Directors' Association is scheduled for **Friday, October 4th** beginning at 10:00 a.m.

Respectfully submitted,

AnnaLee Giraldo
Kinderhook Memorial Library

2013 Meeting Dates

Friday, October 4th
Thursday, November 7th (snow date: 11/8)
Friday, December 6th