

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: March 23, 2015

Location: MHLS Auditorium

Committee members attending:

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| <input checked="" type="checkbox"/> Sally Alderdice (Columbia) | <input type="checkbox"/> Linda Deubert (Greene) |
| <input checked="" type="checkbox"/> Karen Garafalo (Columbia) | <input checked="" type="checkbox"/> Debra Kamecke (Greene) |
| <input type="checkbox"/> Annalee Giraldo (Columbia) | <input checked="" type="checkbox"/> Patti Haar (Putnam) |
| <input type="checkbox"/> Erica Freudenberger (Dutchess) | <input type="checkbox"/> Gillian Thorpe (Putnam) |
| <input checked="" type="checkbox"/> Carol Rodriguez (Dutchess) | <input checked="" type="checkbox"/> Julie Dempsey (Ulster) |
| <input checked="" type="checkbox"/> Gloria Goverman (Dutchess) | <input checked="" type="checkbox"/> Frank Rees (Ulster) |
| <input type="checkbox"/> Linda Deubert (Greene) | |

Staff Attending: Tom Sloan, Merribeth Advocate, Linda Vittone

Other: Tom Lawrence (Poughkeepsie)

Action Items:

1. General Fee: Rodriguez asked if the General Fee be reviewed to determine if a further dissection from current quintiles into septiles or smaller would have a significant impact. Lawrence will redo charts.
2. Bylaws: In reviewing the DA Bylaws, the committee realized that there were several significant problems. Bylaws will be pulled and totally rewritten. In the interim, for the April meeting only, Alderdice will chair and Lawrence will record minutes.
3. Incentive Committee of the MHLS Board suggested broadening the scope of the incentive grants to include attendance at NYLA Annual Conference. Under consideration is making \$10,000 available to be divided equally among the libraries that attend. MHLS will review.
4. Garafalo requested that the delivery routes be examined for parity. MHLS will review.

Discussion Items:

1. Library Directors have reported concerns about the payment of service fees to MHLS. At the March DA meeting, Table Talks were conducted to review information association with services fees. The SSAC has reviewed the information presented and the concerns expressed. The Moving Forward project, which will have stakeholders prioritize MHLS services and support the development of the MHLS 2017-2022 Plan of Service, provides information to support member service fee decisions. The SSAC is investigating the potential of a one-year reduction of payments to the Member Capital Fund.
2. Member Library Capital Fund: Motion by Garafalo; second by Rodriguez to accept the Member Library Capital Fund Policy. Motion passed. Recommend to DA.
3. Table Talk: No need to repeat the Table Talk from last DA meeting. April DA will feature Tweet Out.
4. Teleforms: Additional libraries have signed on to Teleforms. MHLS will buy a new server up front and charge participating libraries over five years. Fees are already reflected in the chart.
5. Cloud/Hosting Fee: In December 2012, \$30,000 was transferred from the MHLS general operating fund to the Member's Capital fund designated in the "Cloud" line, and in December 2013, another \$30,000 was transferred from the MHLS general operating fund to the Member's Capital fund designated in the "Cloud"

line. This money is being used to pay the Cloud/Hosting Fee and should be recognized as a form of member fee relief.

6. DA Meeting Schedule: Skip January meeting effective 2016; eliminate snow dates effective November 2015.
7. Event Cancellation Policy: Motion by Garafalo; second by Dempsey to accept the Event Cancellation Policy as amended. Motion passed. Recommend to DA.
8. Union Vale: Rodriguez informed that in working towards encouraging Union Vale (currently unserved) to pay for a portion of their library services further limits on borrowing privileges in accordance with the MHLS Access Plan be enacted. Next step is to deny the loan of DVDs, CDs and Books on CD owned by all member libraries. SSAC recommends adopting this limitation to remedy the undue burden that Union Vale patrons place on neighboring libraries. Individual libraries may opt out with DA and MHLS permission.

Next meeting is scheduled for **May 5, 2015** at MHLS at 10 AM

DA Action Item: Member Library Capital Fund Policy

Background: The current language of the Members Capital Fund Policy was reviewed against recent practices and MHLS recommended to the SSAC a review of the current policy.

Issue: Ensure the Member Library Capital Fund Policy correctly states the terms and conditions for the collection, administration, and expenditure of funds.

Recommendation: The SSAC recommends adopting the new Capital Development Fund Charge

Status: Discussed at the 3/23/15 SSAC meeting; Action Item at 4/8/15 DA meeting.

DA Action Item: Event Winter Cancellation Policy

Background: Determining when to cancel MHLS/DA events due to weather can be challenging. The past two winters have been particularly difficult and indicate a need for clear consistent guidelines which include the communication of a decision early enough for those traveling long distances to be informed in a timely manner.

Issue: MHLS has worked on crafting a policy that will use warning issued by the National Weather Service to determine when system-wide events should be canceled. The proposed revision to the policy includes the addition of canceling if there's a Winter Storm Advisory/Watch/Warning or Blizzard Warning that affects an entire county.

Recommendation: The SSAC recommends adopting the revised Cancellation of MHLS Sponsored System-Wide Events Policy.

Status: Discussed at the 3/23/15 SSAC meeting; Action Item at 4/8/15 DA meeting.

DA Action Item: Restrictions on loaning non-print (e.g., DVDs, CDs, audio books) materials to Union Vale patrons.

Background: As authorized under the Mid-Hudson Library System Direct Access Plan, the MHLS Board has recognized sufficient efforts have been made to secure adequate support from the Town of Union Vale, however, the Town of Union Vale continues providing less than the median or average funding for public library services. The MHLS Board has accepted claims of “serious inequities and hardships” filed by the public library boards of the Beekman Library, the LaGrange Library, and the Millbrook Free Library, based on Town of Union Vale residents representing 5% or more of each library’s total circulation based on a three-year average. The MHLS Board has authorized the MHLS Executive Director to implement a plan for restrictions and remedies in collaboration with the Beekman Library, the LaGrange Library, the Millbrook Free Library, and the Directors Association. Directors of the Beekman Library, the LaGrange Library, the Millbrook Free Library, and the Dover Plains Library are recommending restricting the loaning of non-print (e.g., DVDs, CDs) materials and the remedy is an increase in Union Vale funding of public library services.

Issue: Adopt a system wide plan for restrictions to stop loaning non-print materials to Union Vale residents. Union Vale residents, who are all identified in the patron database, will be unable to place holds on those materials. Additionally, libraries would not be able to lend those items over the counter. Individual libraries which prefer not to lend their non-print materials over their counter may opt out with the permission of the DA and MHLS.

Recommendation: Exclude holds and loans of non-print (e.g., DVDs, CDs) material to Union Vale residents.

Status: Discussed at the 3/23/15 SSAC meeting; Action Item at 4/8/15 DA meeting.

Frank Rees