

MHLS Director's Association
Meeting of Friday October 4, 2013
MHLS Auditorium: 10:00 a.m. – 12:00 p.m.

AGENDA ATTACHMENT

Action Item #2: Resource Sharing Standards - Offline Circulation Clarification

- **Background:** When we operate in offline circulation it becomes apparent that the resource sharing guidelines are not clear.
- **Issue:** What can be circulated while using the offline client? Some libraries are checking out holds including other libraries materials and others only circulate their own materials.
- **Recommendation:** To update the language in the MHLS Resource Sharing Standards (<http://kb.midhudson.org/resource-sharing-standards/>) section OCIRC 1B from “*currently, it should be used for only offline checkout (not check-in or patron entry)*” to “**Offline client may be used for checkout only including items from other libraries. Materials from other libraries are checked out at the financial risk of the check-out library**”
- **Status:** New Business at September meeting; Action item at November meeting

Old Business #1: November Break-Out Discussion Session on MHLS Plan of Service Element: Outreach

- **Background:** As part of the ongoing evaluation of MHLS System Services as related to the 2012-2016 Plan of Service, the System Services Advisory Committee has recommended a multi-element evaluative mechanism that includes surveys as well as face-to-face discussions.
- **Issue:** An element of the process includes break-out discussion sessions at Director's Association meetings on various Plan of Service elements.
- **Recommendation:** The System Services Ad Hoc Committee recommends a discussion at the DA meeting on the topic of Outreach. Directors will break into 4 groups (each facilitated by a System Services Ad Hoc Committee member) to discuss the statement “**MHLS provides information & awareness that assists my library in making community partnerships.**” There will be a reporting-out from each group to the whole, followed by a group discussion.

New Business #2: DA Recommendation to MHLS Board of Trustees Planning & Personnel Committee on the Member Library Mileage Equalization Grant Program

- **Background:** The MHLS System Services Advisory Committee has reported to the DA that there has been ongoing discussion regarding MHLS offering a Mileage Equalization Grant to member libraries.
- **Issue:** This is the wording of the current proposal the MHLS Board is considering:

When funding permits, the Mid-Hudson Library System (MHLS) provides an equalization mileage grant to its member libraries based, in whole or in part, on the IRS business rate. Reimbursement is contingent on member libraries providing their staff reimbursement at the IRS rate for travel to attend training or to participate in meetings sponsored by and located at MHLS. The number of claims, the amount of the match, and the total available funding shall be periodically determined by the MHLS Board of Trustees. The first 20 miles each way between MHLS and member libraries shall be excluded from reimbursement. Procedures for claims and payment shall be established by the MHLS Executive Director.
- **Recommendation:** At the 9/18/13 MHLS Board meeting, the MHLS Board reviewed the wording above, and requested that the Directors Association clarify and submit an approved 2013-2014 member library mileage equalization grant to the Planning & Personnel Committee of the MHLS Board for review and approval at the December Board meeting.