

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: 9-3-14

Location: MHLS

Committee members attending:

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

Staff Attending: Tom Sloan, Merribeth Advocate, Linda Vittone

Others Attending: Tom Lawrence (PPLD)

1. Member Assessment Table: Committee recommends that the 2015 remain as presented at the July DA meeting and that MHLS pay the \$25,000 portion of the hosting fee from the member capital fund. The committee further recommends that the member libraries slowly assume the full cost of the hosting fee starting with a \$5000 increase in 2016.
2. Member's Capital Fund: The Committee recommends that the Capital Fund be used to pay a portion of the hosting fee over the next few years until the total fee is paid by the member libraries.
3. 2014 Salary, Benefit & Leave Survey: The Committee agrees that while the formatting of the information is not as usable as it might be, it is not recommended that MHLS staff spend time formatting. The committee recommends conducting the survey annually in March or April and that the MHLS DA assume responsibility for formatting. Tom Lawrence volunteered to take on this responsibility. Committee would also like to remind member libraries that 100% participation is expected and is the only way to insure that the survey is usable for comparative purposes.
4. Plans for 2015 DA Meetings: Committee agreed to the following schedule and topics for 2015.
5. Plan of Service: Committee reviewed survey questions and asked M.Advocate to send a link for the survey to all member libraries.
6. 2015 Steering Committee and SSAC: The System Service Committee recommends that the Steering Committee be subsumed into the System Service committee and that the bylaws be amended to reflect these changes. F. Rees agreed to draft the amended by-laws.

DA New Business:

- **2015 Tentative Member Assessment Table**
 - Background: The MHLS DA votes annually on the member assessment fees.
 - Issue: DA asked the System Services Committee to look at the fees for possible adjustments in the general fee.
 - Recommendation: The committee recommends that the DA vote on the fees as proposed since any adjustments in the general fees would be inconsequential.

- **MHLS DA Bylaws Change**

- Background: Three DA Steering Committee members have terms that expire in 2015. Members of the steering committee are nominated in October. Three of the five Steering Committee members serve on the System Services Advisory Committee as well. The Steering Committee meets only once a year to elect a chair and secretary.
- Issue: The responsibility for planning programs and conducting affairs of the Association between meetings is being performed by the System Services Advisory Committee.
- Recommendation: The System Services Advisory Committee recommends that the Steering Committee be subsumed into the System Services Advisory Committee and that the bylaws be amended to reflect these changes.

Next Meeting: November 12, 2014 (snow date 11-13-14)

Minutes recorded by C. Rodriguez