

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: September 22, 2016

Location: Adriance Memorial Library, Greenspan Board Room

Committee members attending:

- | | |
|--|--|
| <input type="checkbox"/> Thea Schoep (Columbia) | <input checked="" type="checkbox"/> Gina Loprinzo (Putnam) |
| <input checked="" type="checkbox"/> Julie DeLisle (Columbia) | <input checked="" type="checkbox"/> Patti Haar (Putnam) |
| <input checked="" type="checkbox"/> Carol Fortier (Dutchess) | <input checked="" type="checkbox"/> Frank Rees (Ulster) |
| <input type="checkbox"/> Gloria Goverman (Dutchess) | <input type="checkbox"/> Julie Dempsey (Ulster) |
| <input checked="" type="checkbox"/> Debra Kamecke (Greene) | <input checked="" type="checkbox"/> Tom Sloan (MHLS) |
| <input checked="" type="checkbox"/> Linda Deubert (Greene) | |

Staff Attending: Merribeth Advocate (MHLS), Linda Vittone (MHLS), Tom Lawrence (PPLD)

1. Action Items

- A. Automation Agreement/2nd Revision – Document 1.A Further edits will be made via email, will be action item at October DA mtg.
 - B. Capital Fund Policy/Proposed Revision – Document 1.B Discussion whether audits should be posted. T. Lawrence suggests balance should be in Sys. Dir. Rpt to DA. No changes made. Will be action item at October DA mtg.
 - C. 2017 SSAC Meeting Schedule - Proposed
 - 1) January/February (with snow date) (Doodle Poll)
 - 2) March (after DA Meeting)
 - 3) May (Doodle Poll)
 - 4) July (after DA Meeting)
 - 5) September (Doodle Poll)
 - 6) November (after DA Meeting)
 - D. 2017 DA Meeting Schedule—M. Advocate will put proposed calendar in October DA mtg packet
 - 1) February – Tweet Out
 - 2) March - Table Talk
 - 3) April - Spotlight (e.g., PPLD - Increase Your Library's Visibility with Innovative Linked Data)
 - 4) May - Tweet Out
 - 5) June - Table Talk
 - 6) July - Spotlight
 - 7) September - Tweet Out
 - 8) October - Table Talk
 - 9) November - Spotlight
 - 1) December - Holiday Luncheon-- list as new business on DA agenda; F. Rees will manage lunch ordering & purchase
 - E. DA Meetings
 - 2) Thursday, October 6 - Table Talk Topic: Board President-Director relationships
 - 3) Wednesday, November 9 – Spotlight Topic: Carol will contact Erica & Rebekkah for idea
- 2. Holiday Lunch, Dec 2—Review Items**

- A. MHLS Event Cancellation Policy/Revised - Document 2.A: Discussion about making decisions for DA mtg decision will reside with chair of DA as per DA bylaws.
- B. **MHLS Plan of Service: Action Plans – Review of Proposed Process:** T. Sloan reports that suggestions were made about the form and format of the process; in response, the POS review was re-formatted as follows, with services divided into four groups, which would be discussed on a quarterly schedule:
 - a) Phase I: Delivery; Integrated Library System; Cataloging; Coordinated (IT)
 - b) Phase II: Professional Development/Continuing Education; Consulting/Development; Awareness/Advocacy; Construction; Communication Among Member Libraries
 - c) Phase III - Cooperative Collection Development; Digital Collection Access; Interlibrary Loan; Cooperative Efforts with Other Library Systems
 - d) Phase IV: Coordinated Outreach; Youth Services; Adult Literacy; Early Literacy; Correctional Facilities
 - 1) Action Plans Development, Reporting and Reviewing Process
 - a) First Month – MHLS Staff Develop Discussion Draft of Action Plans per Phase
 - b) Second Month – Focus Groups for Stakeholders (i.e., MHLS Trustees, Library Directors, MHLS Staff) Review Actions Plans per Phase
 - c) Third Month – Action Plans Finalized and Presented to MHLS Board & Directors Association per Phase
 - 2) Action Plans Development, Reporting and Reviewing Timeline
 - a) Phase I – Oct-Dec 2016
 - b) Phase II – Jan-March 2017
 - c) Phase III – April-June 2017
 - d) Phase IV – July-Sept 2017
 - 3) Action Plans Format for Reporting to and Reviewing by Stakeholders (Labeled: Document 3.D in prior email)
 - 4) Calendar for Review of Process
 - a) SSAC – Sept 22
 - b) Personnel & Planning Committee – Sept 26
 - c) DA – Oct 6
 - d) Review by Stakeholder Focus Groups - November
 - e) MHLS Board – Dec 10
- C. MHLS 2016 Budget - Unassigned - \$62,560 - 70% General Support Aid increase of \$89,371
 - 1) \$39,600 - 2016 member libraries assessment for Sierra capital fees
 - 2) \$ 2,490 - Library Elf
 - 3) \$12,000 - eBooks/e-Audiobooks (OverDrive)
 - 4) \$14,850 - Aerohive Router per Member Library—discussion at Greene Cty & MHLS trustee mtgs reported. Aug DA Aerohive attachment will be updated and re-issued
 - 5) \$68,940 - TOTAL

3. Discussion Items

- A. Delivery Services Schedule
 - 1) Empire Delivery Services—M. Advocate reports on a 9 month pilot project, which recently started: MHLS, in partnership with SENYLRC, is receiving items using the NYS academic libraries internal delivery system, EDS/Empire Delivery Service. This started two weeks ago; it is funded by Empire State Network (formerly the Three R's). This has resulted in considerable savings.
 - 2) Interest in Saturday deliveries before Monday holidays?—T. Sloan reports from a director who received 17 bins on the first delivery following a holiday weekend. Decision to wait, and discuss at a later date.

- B. How member library directors decide to credit, or not, State funding support for shared resources. – T. Lawrence suggests libraries should credit state funding sources for particular services in order to alert the public of the power of state funding (this could also apply to county funds, etc.). T. Sloan says MHLS could present suggested language for attribution.

4. **Information/Background Items**

- A. Member Assessment Fees & eResources Fees – Annual Timelineⁱ

5. **Other agenda items...**

- 6. **Adjourn** Mtg adjourned at 12:20. Next meeting will follow Oct. 6 DA mtg.

ⁱ **Member Assessment Fee & eResources Fee**

- A. March - Draft Charts Presented to DA
- B. May - SAC Decision Recommendations to DA
- C. June - DA Recommendation to DA