

**MID-HUDSON LIBRARY SYSTEM**  
**System Services Advisory Committee Meeting**

**Date:** May 5, 1016 **Location:** Greenspan Board Room, 3rd Floor, Adriance Memorial Library

**Committee members attending:**

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| <input checked="" 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 Rodriguez (Dutchess) | <input type="checkbox"/> Frank Rees (Ulster)               |
| <input checked="" type="checkbox"/> Gloria Goverman (Dutchess) | <input checked="" type="checkbox"/> Julie Dempsey (Ulster) |
| <input 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)

**Action Items:**

1. Minutes from March 3, 2016 meeting were reviewed and accepted.

**Discussion Items:**

1. Patti @ Kent for May 11th meeting.
2. Discussion of assessment fees and how to inform directors. Tom Lawrence happy to come to county meetings or be consulted individually over the phone. Julie Dempsey moves to bring doc to June DA, Linda seconds
3. Table talk topic for June: Creating Meaningful Outcome Reports - How do we tell the library story in view of the current trends in circulation? The schedule for the remaining 2016 DA mtg activities are as follows:
  - a. Tuesday, July 12 – Spotlight
  - b. Wednesday, September 7 – Tweet Out
  - c. Thursday, October 6 - Table Talk
  - d. Wednesday, November 9 – Spotlight
  - e. Friday, December 2 – Holiday Luncheon
4. Discussion of amending weather cancellation policy, and possible February afternoon meeting time considered and rejected. Wording for weather cancellation policy was amended to read as follows:

Policy: Cancellation of MHLS Sponsored System Wide Events due to Winter Storms: MHLS sponsored system wide events will be canceled up to 24 hours prior to the event if a Winter Weather or Storm Advisory/Watch/Warning or Blizzard Warning is issued by the National Weather Service <http://www.weather.gov/> which includes: (1) the date/time of the event, and (2) at least part of (north, south, east, west) two or more counties in the MHLS service region. Cancellations will be posted through Alerts Emails and on the homepage at <http://midhudson.org>

5. Unassigned funds of - \$62,560 presents an opportunity for the Directors Association, MHLS Board, and MHLS Staff to consider in calendar year 2016 how best to allocate these funds.

- 1) On March 19, the MHLS Board of Trustees approved the expenditure of \$39,600 from MHLS unassigned 2016 general support aid to fund the 2016 member libraries assessment for Sierra capital fees.
- 2) Remaining Unassigned Balance - \$22,960
- 3) SSAC considers group purchase of Aerohive routers or Library Elf. The group purchase proves unworkable, and SSAC decides to recommend funding year 1 of Library Elf with "Unassigned Funds"

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**To include in June DA Agenda Attachment as an Action Item:**

- Background: Member libraries would like to issue patron courtesy notices
- Issue: Courtesy notices were unworkable through Sierra, Library Elf is suggested
- Recommendation: SSAC recommends funding year 1 of Library Elf with "Unassigned Funds"

**To include in June DA Agenda Attachment as New/Proposed Business & Information<sup>1</sup>:**

- Background: Annually a Tentative Member Assessment Table is provided to library directors for budgeting purposes.
- Issue: The SSAC met on 5/5/16 to consider comments and questions of members and provide a recommendation.
- Recommendation: The SSAC recommends adopting the 2017 Tentative Member Assessment Table.

Meeting minutes recorded by Julie DeLisle  
Next meeting July 12, 2016, following the DA mtg

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<sup>1</sup> Subsequent to the meeting this item has been referred to the July DA meeting. At that meeting Tom Lawrance can give an overview of the chart and how it is developed, which will be of value to the large number of new library directors.