

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

**Date:** 11/12/14

**Location:** MHLS Auditorium

**Committee members attending:**

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

MHLS Staff Attending: Tom Sloan, Merribeth Advocate, Linda Vittone

Additional Attendance: Tom Lawrence

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**Discussion Items:**

**1. Member Assessment - Costs & Funding Sources**

- b. Total current cost for services in MHLS Member Assessment Table = \$909,802+ (ILS Services = \$271,175+; Cataloging Services = \$135,202+; Delivery Services = \$503,425+)
- c. Current costs are covered through the following funding sources: Member Assessment = \$532,374 (59%); MHLS General Operating Funds = \$329,673+ (36%+); Central Library Development Aid = \$47,755 (5%)<sup>1</sup>
- d. Issues reviewed included:
  - i. What are the appropriate percentages for funding services in the Member Assessment Table over the next 5 years?
  - ii. What will happen if state funding is restored? Priorities for restored funding need to be determined. The MHLS Moving Forward process will help with this.
  - iii. We need to be better at articulating "funding MHLS provides me with \$x of services that my library doesn't have to pay for."
  - iv. How to fund the expanded/improved services that have been discussed including:
    - 1) Teleforms Services (options for current users and for all libraries): a detailed report on this will be reviewed at the next committee meeting
    - 2) III Harvesting Image Content
    - 3) III Reporter & Decision Center
    - 4) SkyRiver Services for Cataloging Data
    - 5) Authority Control (needed in view of Exemplar Search Findings?)
    - 6) III Reporter & Decision Center
    - 7) III Text Notifications

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<sup>1</sup> Central Library Development Aid Guidelines state " Expenditures should strengthen services to the entire library system rather than services that are primarily for the central library's local service area." <http://www.nysl.nysed.gov/libdev/clda/>

- e. 2015 target dates for 2016 Member Assessment Table were set as follows:
  - v. Mar - Reports to SSAC & DA on Funding Model & Potential Added Services
  - vi. Apr DA meeting - Decision by SSAC on Recommended Funding Model & Services for Member Assessment
  - vii. June DA meeting - Decision by DA on SSAC Recommended Funding Model & Services Supported by Member Assessment

**2. Member Libraries Capital Fund:** Issues reviewed included:

- a. \$60,000 was transferred from the MHLS general operating fund to the Member's Capital fund designated in the "Cloud" line (\$30,000 in Dec 2012, and \$30,000 in Dec 2013).
- b. The 2014 III hosting service fee is \$31,050 (3.5% increase). Tom L developed 5 year funding plan for authorizing use of Member Capital Fund & future Member Assessment to cover increased percentage of hosting service cost, and will revise the table to reflect the annual increases.
- c. Consensus of the committee is to recommend to the DA in March to authorize \$60,000 in Member Capital Funds & future Member Assessments for III hosting service cost.
- d. At the next meeting the committee will review the Member Libraries Capital Fund Policy and will begin to draft a new policy for the DA to approve, which will include an annual update of projection for future expenditures.

**3. Salary, Benefit & Leave Survey:** targeted to be run annually in March.

- a. 2014: All but 2 libraries participated [http://midhudson.org/admin/budgeting/2014mhls\\_slb.xls](http://midhudson.org/admin/budgeting/2014mhls_slb.xls). Tom L. can begin formatting the data.
- b. 2015: Prior to March the committee will review and refine the questions.

**4. Structure for 2015 DA Meetings**

- a. Based on the MHLS DA Steering Committee Meeting & System Services Advisory Committee held June 2014, the following recommendations to the DA were adopted:
  - i. Schedule meetings for a maximum of 2 hours (10 AM to noon) and agendas provide targeted time for each agenda item (20 minutes for Table Talks in middle of meeting between Action Items & Reports)
  - ii. DA business and MHLS staff reports will be included on all meeting agendas
  - iii. Each meeting agenda will have either a "Tweet Out" event or a "Table Talk" event conducted by directors
    - 1) Tweet Out Events
      - Tables and chairs in single large U shape (traditional table set up)
      - Each director will have an opportunity to speak up to 30 seconds on a topic of their choice, a director may pass
      - Tweet out topics might include what's new at your library, milestones/anniversaries, recommendation of a book or Website, special events, request for assistance with a specific issue
      - Q&A not a part of process, contacts/follow up after meeting

## 2) Table Talk Events

- Topic will be noted on the meeting agenda
- Tables and chairs arranged separately around a specific topic(s)
- Discussion is informal and unrecorded

iv. Meeting management and participation is informed by Robert's Rules including: (1) a speaker can't speak a second time until everybody else who wishes to speak has done so; and (2) speakers must address all remarks to the chair

5. **Plan of Service** [http://midhudson.org/plan\\_of\\_service/POS-MHLS-Section4-ADOPTED.pdf](http://midhudson.org/plan_of_service/POS-MHLS-Section4-ADOPTED.pdf)
- Two elements were evaluated by library directors in 2014 (Coordinated Outreach through focus groups at Mar DA meeting; Coordinated Services through online survey in Sep)
  - Final results of 2014 Survey of Library Directors and Board Presidents by MHLS Board of Trustees will be available in Dec
6. **DA Bylaws** – DA approved merging the SSAC and DA Steering Committee at Oct 2014 meeting.
- Frank R. will draft amended DA Bylaws to reflect this, and will create an Executive Committee (Chair, Vice Chair, Secretary, Assistant Secretary).
  - Approval Process: *Amendments to these Bylaws may be made by a majority vote at any regular meeting provided that the proposed changes shall have been submitted at an earlier regular meeting and that a copy of the proposed change is a part of the call of the meeting.*
7. **MHLS Staff Salary Survey Findings:** Process and details for full and part time positions were reviewed by the committee. All full time MHLS staff positions are paid less than similar positions at comparable NYS public library systems.
8. **Annual Report Summary of Data:** What to continue to include, what to add. Tabled to next committee meeting.
9. **Future Meetings:** It was suggested that potentially some could be held in Rhinebeck
- Jan 8 (after DA meeting) - snowdate if needed is 1/9
  - Mar 4 (after DA meeting) - snowdate if needed is 3/5
  - May
  - Jul
  - Sep
  - Nov 5 (after DA meeting) - snowdate if needed is 11/6