

Consultant Reports
Directors Association Meeting - June 2011

Merribeth Advocate, Outreach & Education Coordinator

1. **Summer Reading program Mini-Grants:** Thank you to all of the 32 libraries that applied. The overall quality of the applications was very high. Members have crafted some very good programs for the summer. We are sorry that not all proposals could be funded.
2. **Digital Downloads from the Talking Book and Braille Library (TBBL):** TBBL lends recorded books to eligible residents of NYS. Users registered with TBBL may now also download more than 20,000 digital books and over 40 magazines by registering with the BARD (Braille and Audio Reading Download) service. I will briefly demonstrate this at the DA meeting. More information, including applications for patrons at <http://midhudson.org/outreach/main.htm>
3. **Responses to Survey about Local History & Genealogy Materials at Your Library:** At this point over 70% of MHLS member libraries have responded to the survey. The Central Library / Collection Development Advisory Committee is requesting that **every MHLS library**, even if you do not have materials like this, fill out the survey at <http://www.surveymonkey.com/s/mhls/history> .
4. **MHLS Advisory Committee Membership:** A reminder that the terms of ½ of each MHLS Advisory Committee members expire at the end of 2011, so county directors groups should plan to decide their upcoming membership. A chart of the current advisory committee membership is attached. More information about MHLS Advisory Committees at <http://midhudson.org/mhls/committee/main.htm>
5. **Public Library / School Partnerships:** There was increased attendance from public library staff at each of the 3 partnership events (Ulster, Dutchess, Putnam) that were held this spring. Schools are encouraging their staff to partner with their public library. Some of the ways school libraries are promoting summer reading in public libraries are:
 - Putting SRP bookmarks from the public library into books being checked out at the school library.
 - Promoting the theme by displaying related books in the school library and reading promos on the morning announcements.
 - Planning displays of student art work at the public library in the summer to bring kids (and their families) in.
 - Holding follow-up recognition events in the fall for students that participated.
 - Encouraging teachers to volunteer a day at the public library.



Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability

1. **Albany Update:** I will have the latest info from the NYLA Legislative Committee at the meeting.
2. **Recent amendment to the Open Meetings Law:** All member libraries fall under Open Meetings Law so it is important that all boards are aware of a recent amendment that may impact where you hold your board meetings:

“Effective immediately, §103 of the Open Meetings Law requires that public bodies make reasonable efforts to hold meetings in rooms that can “adequately accommodate” members of the public who wish to attend. The intent of the amendment, as expressed in the accompanying legislative memorandum, is for public bodies to hold meetings in rooms that can reasonably accommodate the number of people that can reasonably be expected to attend. For example, if a typical board meeting attracts 20 attendees, and meetings are held in a meeting room which accommodates approximately 30 people, there is adequate room for all to attend, listen and observe. But in the event that there is a contentious issue on the agenda and there are indications of substantial public interest, numerous letters to the editor, phone calls or emails regarding the topic, or perhaps a petition asking officials to take action, the new provision would require the public body to consider the number of people who might attend the meeting and take appropriate action to hold the meeting at a location that would accommodate those interested in attending, such as a school facility, a fire hall or other site. (Open Meetings Law §103[d], Laws 2010, Chapter 40, effective April 14, 2010.)” [Source: New York Department of State’s Committee on Open Government]
3. **Trustees & the Use of Email:** At the recent Trustee Institute library lawyers Bob Schofield and Ellen Bach shared tips on the *“Do’s and Don’ts of Use of Email”* in the context of Open Meetings Law (OML) and the Freedom of Information Law (FOIL):

- **Don't** use email among trustees to vote upon or discuss and decide up on any matter which would otherwise be determined in a public or executive session meeting of the board.
- **Do** use email among trustees to distribute and comment on an agenda; to air informal suggestions, ideas, and proposals; and to efficiently exchange information, questions, and pre-decisional points of view.
- **Don't** assume that trustee or staff emails relating to library business are "personal" or "unofficial" records which are not subject to FOIL, even if these individuals use their own personal or home computer.
 - **Do** follow the "New York Times Rule." If you would be embarrassed to see your email printed on the front page of the New York Times, it's probably best not to send it. The only safe exception is for emails to and from your lawyer, for the purpose of seeking and receiving legal advice. Such emails are not discoverable, even under litigation discovery rules.

4. Oath of Office Reminders:

- Municipal, School District Public Library and Special District Public Library trustees are required to take and file an oath of office **within 30 days of taking office**. Only association libraries are exempt from this.
- Failure to take or file the oath of office may cause the trustee's position to be deemed vacant and can nullify decisions made at board meetings where trustees who have not taken the oath in a timely manner were part of the quorum.
- Oaths are to be filed with the county clerk. Municipal public library trustees may file with either the county clerk or the town clerk.

For more information, including oath language and instructions for filing visit the NYS Division of Library Development's web site at <http://www.nysl.nysed.gov/libdev/pltrust/oath.htm>

5. **Please invite your legislators into your library this summer**, particularly if you can facilitate a photo op with children, a tour of your building or a town hall style meeting with library patrons.

6. Upcoming Workshops:

- June 8: Building the Digital Branch: Designing Effective Library Web Sites
- July 8: Roundtable for New Directors (Topic: Budgeting)
- July 14: Friends Support Group – Fundraising Idea Exchange
- July 20: Small Libraries Roundtable @Staatsburg

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Laurie Shedrick: Automated Systems Manager

1. **Release 2009b 1.3:** We successfully updated to this release on May 24th. While no new options were included, many patches were incorporated.
2. **Sierra:** Innovative is heavy into marketing their new ILS, Sierra, with webinars, iPad giveaways, and a social media blitz. To learn more about Sierra, Visit <http://sierra.iii.com/>
3. **Clearing The Holdshelf:** You must regularly (AT LEAST once per week, but it should be Daily) clear your holdshelf. It is not an option. Not clearing the holdshelf leaves records with broken links.
4. **Group Buys:** The orders have been made. We hope to be receiving your orders soon. We will arrange delivery as soon as items are here and ready for shipment. We will pursue more group purchasing in the future if there is a cost savings.
5. **OPAC-**Yes, finally after reorganizing a department, I am back to work on the OPAC. I hope to have a final product for viewing at the next Director's meeting.
6. **Reminder:** Only items with delivery slips should go into the delivery. They are clearly marked with a delivery van if you are using a receipt printer to print the template. Often items reserved for a library as the patron, end up in the bin with the holdshelf note. Oddly enough, in some cases the pick-up library is other than the patron name. When this happens the delivery guys bring it to me.

MHLS Committee membership 2011

	Columbia	Dutchess	Greene	Putnam	Ulster
Director's Association Steering Committee	Carol Briggs '12	Tom Lawrence '12	Linda Deubert '12	Pat Kaufman '11	Julie Dempsey '11
Central Library / Collection Development Advisory Committee	Sally Alderdice '13	Greg Callahan '11 Gloria Goverman '13	Linda Deubert '11	Kathleen McLaughlin '11	Margie Menard '13 John Giralico '11
Continuing Education / Professional Development Advisory Committee	Vicki Kurashige '13	Julie Spann '11 Nancy Rogers '13	Candace Begley '11	Maria Steinberg '13	Jim Cosgrove '11 Tracy Priest '13
Marketing Advisory Committee	Jeanne Bogino '11	Erica Freudenberger '11 Lorraine Rothman '13	Barbara Flach '13	Gillian Thorpe '13	Faith Johnson '11 Kara Lustiber '13
Resource Sharing Advisory Committee	Luisa Sabin-Kildiss '13	Daniela Pulice '11 Carol Rodriguez '13	Bonnie Snyder '11	Jeanne Buck '13	Amy Raff '11 Kelly Tomaseski '13