

**MID-HUDSON LIBRARY SYSTEM**  
**Resource Sharing Advisory Committee Meeting**

**Date:** November 18, 2011

**Location:** MHLS Auditorium

**Committee members attending:**

<input type="checkbox"/> Luisa Sabin- Kildiss (Columbia)	X Jeanne Buck (Putnam)
X Daniela Pulice (Dutchess)	X Amy Raff (Ulster)
X Carol Rodriguez (Dutchess)	X Kelly Tomaseski (Ulster)
X Bonnie Snyder (Greene)	X Laurie Shedrick (MHLS)

**Staff Attending:** Karen O'Brien, Merribeth Advocate

**Others Attending:** Lisa Karim (LaGrange), Janet Huen (PPLD), Tom Lawrence (PPLD), Christine Houlihan-D'Aleo (Tivoli)

Meeting called to order at 10:10am by Amy Raff

Carol Rodriguez made a motion to approve the minutes of the August 17<sup>th</sup> meeting, seconded by Daniela Pulice

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**Action Items:**

1. The Resource Sharing Standards document will be revised to include the most recent changes and made available online by January 1, 2012.
2. Laurie Shedrick will create i-types for DVDs, adult fiction, and juvenile fiction to be classified as LOCAL HOLDS to ensure local taxpayers receive local copies first.
3. The process for dealing with deceased patron records will be added to the Resource Sharing Standards—see discussion item 5.
4. An additional line will be added to the brief bib display to include Blu-ray/DVD combo pack, revised edition, etc. In addition, patrons will not be allowed to request materials from the brief bib display. This feature was lost after the last upgrade.
5. Laurie Shedrick will check to see if the feature of deleting records of another library can be frozen.
6. Resource Sharing Standards will be changed to include the following clarification: "If at time of payment, fines totaling \$25 or more are owed to any one other library, that amount of money must be forwarded to the owning library."
7. Laurie Shedrick will mention to the DA the importance of removing extraneous slips of paper from circulating items.

**Discussion Items:**

1. Lisa Karim suggested mandatory patron entry training for 2012. Your local town hall should be able to provide the library with a map/list of addresses in your town. Christine Houlihan-D'Aleo suggested one staff person at each library to fact check patron info entered into Millennium.
2. The contract with Sierra has been signed with plans to migrate in the spring 2013. MHLS plans to move to the cloud in January 2013 to see if it works properly. A committee will be formed to evaluate the cloud and make a recommendation to the DA. If we are unhappy with it all our data will be moved back to our hardware at no additional cost. MHLS will continue to be billed quarterly.
3. Loan Rule Change: Pleasant Valley and LaGrange are happy with the result of the pilot. Based on p-type, LOCAL HOLDS items are only holdable by local taxpayers. This does not change the hold threshold and can only be done when the library owns at least two copies. MOTION: Amy Raff made motion, seconded by Daniela Pulice, unanimous—see action item 2.

4. The committee reviewed the wording used for items that have been lost or damaged and the replacement cost paid, and recommend no change at this time.
5. Deceased Patrons: If upon learning of the death of a patron, you notice they have items checked out from another library, the committee recommends the following procedure be followed. Contact the owning library to see if they plan to take action to collect their items. If they do not, the patron's record can be deleted by the home library. If the owning library wishes to send a billed notice, the home library will add a pop-up message stating that the patron is deceased, the expiration date will be changed, and a stop will be placed on the account. MOTION: Daniela Pulice made motion, seconded by Bonnie Snyder, unanimous-see action item 3.
6. Blu-ray/DVD: An additional line will be added to the brief bib display to include Blu-ray/DVD combo pack, revised edition, etc.—see action item 4.
7. Items with Missing Pieces: The last library to check in an item that is missing parts is responsible for the replacement cost of that item. The committee reviewed this policy and sees no need for a change at this time, however it does recommend additional staff training.
8. Editing Another Library's Records: For several reasons, the committee recommends the use of several layers of log-in access in addition to a password update. It is possible for each library staff person to have his/her own unique log-in and the committee would eventually like to see 100% of member libraries using this feature—see action item 5.
9. Fine Limits: If at time of payment, fines totaling \$25 or more are owed to any one other library, that amount of money must be forwarded to the owning library—see action item 6.
10. SEBCO e-books: The committee recommends that the catalog not be opened up to SEBCO at this time as they would like to see a consortium level buy-in made available.
11. Closed Dates: Individual libraries will be responsible, beginning January 1, 2012 for entering their closed dates in Millennium. To do so, click on admin, parameters, circulation, and days closed. Then days can be inserted and deleted. Because they are rolling dates with no specific year, this should be done toward the end of each year.
12. Annual Report Info: MHLS provided information to the member libraries from the GEAC system, because it was not available, except for at the central site. Millennium's administrative reporting tools make it possible for libraries to gather their own data. MHLS will transition the gathering of data for the annual report to the members after this year. Libraries will be responsible for the 2012 reporting year data, which will be entered in 2013. Committee recommends training should be made available in 2012, with a fee structure being implemented for the following year.
13. Julie Dempsey of Highland will be serving as the new committee chair in 2012.

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Amy Raff made a motion to adjourn at 1:11pm, seconded by Kelly Tomaseski  
Next Meeting: TBA