

*** DRAFT ***

MHLS Directors' Association
Minutes of Meeting – Wednesday, March 5, 2014

Attendance

Columbia County

Chatham: Dittmar
Claverack: Alderdice
Germantown: Place
Hillsdale:
Hudson:
Kinderhook: Giraldo
Livingston:
New Lebanon: Bogino
North Chatham: Kurashige
Philmont: Garafalo
Valatie: Powhida

Dutchess County

Amenia:
Beacon: Keaton
Beekman: Rodriguez
Clinton:
Dover Plains:
East Fishkill:
Fishkill: Spann
Hyde Park: Callahan
LaGrange: Potwin
Millbrook: Barnard
Millerton: Leo
Pawling: Conlin
Pine Plains:
Pleasant Valley:
Poughkeepsie: Lawrence
Red Hook: Freudenberger
Rhinebeck: Cook
Rhinecliff: Meyer
Staatsburg: Rothman
Stanford: Christiansen
Tivoli:
Wappingers:

Greene County

Athens:
Cairo: Kamecke
Catskill:
Coxsackie: Deubert
Greenville:
Haines Falls:
Hunter:
Windham:

MHLS Staff

Advocate
Drake
McCarthy
Sloan
Aldrich

Putnam County

Brewster:
Carmel: Buck
Cold Spring: Thorpe
Garrison: McCreery
Kent: Donick
Mahopac: Capozzella
Patterson: Haar
Putnam Valley:

Guest(s)

Ulster County

Esopus:
Highland: Dempsey
Hurley:
Kingston: Menard
Marlboro: Cosgrove
Milton: Skelly
New Paltz: Giralico
Phoenicia:
Pine Hill:
Plattekill: Georghiou
Rosendale:
Saugerties: Rees
Stone Ridge:
Ulster: Priest
West Hurley: Lustiber
Olive-West Shokan: Scott-Childress
Woodstock:

Call to Order: Chair Giraldo called the regular meeting order at 10:00 am

A. Action Items

1. **Approval of Minutes – February 6, 2014:** Lawrence moved, Dempsey seconded the motion and it was unanimously voted to approve the minutes of the previous meeting.
2. **DA Bylaws-** revision Lawrence moved, Carol Rodriguez seconded that the bylaws be revised as recommended by the system services and steering committees. The motion passed unanimously

B. Old Business- Break-out Discussion on MHLS Plan of Service – Outreach The directors broke up into small discussion groups at 10:05, and regrouped at 10:20. They shared the following observations: Mid-Hudson has provided the member libraries with tips over the years, and have small grants to encourage partnerships. Mid-Hudson staff are willing to come to board meetings to give advice on outreach. Some directors stated that outreach was not directly Mid-Hudson's responsibility, but that they should provide support when library directors request it. Perhaps Mid-Hudson could facilitate a round table where directors could share information about what works for them. It was said that there was some confusion on what Mid-Hudson's role should be, and that grants would be more helpful if requirements were not so specific that they don't work in some communities.

C. Reports

1. **MHLS Reports**

i. **Executive Director:** See report in DA packet. Sloan thanked directors for their help and support. He highlighted the new mileage reimbursement plan and annual member survey. Comments should be submitted by March 17.

ii. **Consultants**

a. **Merribeth Advocate:** Thanked the directors for the effort which was put into preparing their annual reports. Mid-Hudson was one of the two first systems to complete all of their reports. Annual reports are going public, being put up online. The New York State early literacy website looks very nice – it has a daily book and activities. We will soon have an Overdrive Juvenile digital portal. Funds are coming from a family literacy grant and another source.

b. Rebekkah Smith Aldrich : Praised the people who attended Library Advocacy Day in Albany on February 26. We need to continue to contact our representatives in Albany. Information about the property tax freeze proposal is given in her report. Member libraries will soon get a memo allowing them to state their intention to apply for a construction grant. The Director-to-Director mobile device sharing program has been launched. The Marketing Committee is trying to reach non-library users to survey their opinions. They have a goal to get 400 responses and want replies from a broad spectrum of people. It takes effort to get opinions from non-users. Rebekkah has contacted people who have done this kind of survey before. Several member libraries are participating in the Edge Initiative. Cosgrove asked about how Edge compared to the Impact Survey. Edge is primarily an internal staff competency and equipment survey, Impact is a user survey.

The Friends Support Group will meet on April 2nd to discuss signature fund raising events. The Library Trustee institute will be held in Westchester on May 2 and 3.

c. Robert Drake: The E-rate deadline for form 471 is March 26. We need to take out Sierra user names which are no longer in use. Usernames must specify location by beginning with the three letter library code. Usernames are important for security.

d. Eric McCarthy:— We may have more answers soon from Innovative concerning the recent Sierra slowdown. Eric has put in new tickets every day. If you see local issues, he will try to help you trouble shoot them as well. Things seem to be improving. Send e-mails to techsupport@Midhudson.org when problems occur. Cosgrove asked if Mid-Hudson knows what bandwidths are for member libraries. Only about half of libraries answered Mid-Hudson's recent technology survey. Cosgrove suggested that libraries may need more guidelines on bandwidth. Libraries which see problems with brief records should send them via email to cataloging@midhudson.org. Skelly requested another Sierra user's group meeting. It may have to wait until Encore is launched, which should be soon. Librarians should include the bib number when have a question concerning a hold, the p number for a patron.

2. MHLS Board Liaison: Reese reported that the next Mid-Hudson Board meeting will be on March 22nd.

3. Advisory Committees

i. Central Library/Collection Development - WAM statistics are being reviewed. They may not compare properly between different databases. Gale is not very accurate. March 17 is the target date to implement Encore. Mid-Hudson will post vendor's statistics on databases, which are more accurate. Adriance will provide training in customer service and how to use Encore. Mid-Hudson has given general library login for Overdrive to each library, so that you can see the titles that patrons from your library are waiting for, number of checkouts per month, how many patrons are registered to download. You can combine more than one library in the report if you want. Each library can create their own Overdrive account through Advocate, allowing them to purchase ebooks themselves, which will be available to all Mid-Hudson patrons.

ii. Continuing Education/Professional Development: Will meet May 21

iii. Marketing: Will meet in March.

iiii. System Services: will meet immediately after this meeting.

Adjournment: Lawrence moved, Dempsey seconded and it was unanimously voted to adjourn the meeting at 11:30

The next meeting of the MHLS Directors' Association is scheduled for **Thursday, April 3, 2014 at 10 am.**

Respectfully submitted,

Carol Donick
Kent Public Library

2014 Meeting Dates

Thursday, April 3rd

Tuesday, May 6th

Thursday, June 5th

Friday, July 25th

Wednesday, September 10th

Tuesday, October 7th

Wednesday, November 12th (*snowdate 11/13*)

Friday, December 5th