

\*\*\*DRAFT\*\*\*

MHLS Director's Association

Minutes of Meeting – Thursday, June 5<sup>th</sup>, 2014

Attendance

Columbia County

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

Dutchess County

Amenia:  
Beacon:  
Beekman: Rodriguez  
Clinton:  
Dover Plains:  
East Fishkill: Goverman  
Fishkill: Spann  
Hyde Park: Callahan  
LaGrange: Potwin  
Millbrook:  
Millerton: Leo  
Pawling:  
Pine Plains: Hill  
Pleasant Valley: Pulice  
Poughkeepsie:  
Red Hook:  
Freudenberger  
Rhinebeck: Cook  
Rhinecliff:  
Staatsburg:  
Stanford: Christiansen  
Tivoli:  
Wappingers:

Greene County

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

MHLS Staff

Advocate  
Sloan  
Aldrich

Putnam County

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

Guest(s)

Ulster County

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

Call to Order: Chair Giraldo called the regular meeting order at 10:03 am

**A. Action Items**

**1. Approval of Minutes – May 6, 2014:** Cook moved, Alderdice seconded the motion and it was unanimously voted to approve the minutes of the May meeting.

**2. Sierra Log-ins:** Dempsey shared findings from the Resource Sharing advisory committee meeting concerning lack of compliance with Resource Sharing policy related to individual Sierra log-ins and the recommendation that the committee be allowed to develop a policy allowing for a “minimal access” group log in.

Discussion followed with concerns raised about addressing the larger issue of bringing all libraries in MHLS into compliance with policy and loss of accountability with the group log-in raised by Freudenberger and Pulice. It was clarified that waiving fines and creating patron records were not included in the “minimal access” that is currently being piloted in several libraries and Dempsey stated that the DA can still send suggestions for access limitations to Robert Drake and the Resource Sharing Committee before their July meeting.

Cook moved that Resource Sharing Committee be tasked with developing policy for a “minimal access” group login. 22 Aye, 3 Nay, 2 Abstentions

## **B. Reports**

### **1. MHLS Reports**

**i. Executive Director:** Suggestions from the last DA meeting have been implemented into the Integrated Library System Assessment. A general definition of “ILS” has been added as well as the MHLS definition of “ILS” for clarification purposes. Section e. Value of Service, iv has been changed to include average cost of different types of library formats. (see footnote 16). Members will have the necessary information to prioritize each service 1 – 15 to determine direction of the organization for 2016 service update. Deubert suggested if this works well for the system, could integrate a similar process for each library on an individual level.

Columbia, Dutchess and Greene County Associations have been asked to nominate trustees from their county library association. Several Directors raised questions concerning moving meeting times to accommodate the schedules of potential Trustees who work during the day or live far away from meeting sites. Sloan stated he would bring the question to the Board for consideration and the new push to have Board meetings in different locations might assuage the issue with distance from the meeting. It was clarified that Trustees can miss up to 4 meetings. Excused absences do not count as missed meetings.

Encore is live and is being shared with patrons in 33 libraries in the system. MHLS is asking Innovative to provide information on how “relevancy searching” works to aid users in explaining search results and why they’re coming in the way they are. Implementing Overdrive into search results has been completely successful in terms of being embedded and being a single source.

Two databases are live for Encore searching – academic one and general one files. Implementation is still in process with four additional databases. Innovative and EBSCO are working on problems with linking to full text for those four databases. Limiting searches to Academic One and General One files will bring up full text results while they work on getting the other four databases working. Sloan asked that libraries document problems they experience using Encore step by step for replication purposes when reporting issues to MHLS support. Encore has announced publicly that mobile will be available. MHLS was told verbally that there would be no additional cost for mobile access on Encore. No delivery date has been provided.

Directors should respond to Action Memo from Drake letting him know what databases we subscribe to individually. A separate Action Memo has been sent out to County Associations. Resource Sharing committee will review the system wide database list and address problems with incorporating new databases into Encore. Changes/additions to Encore will come through Resource Sharing committee. Informational handouts about Encore are now available on the homepage for distribution. Rebekkah is seeking feedback to develop FAQs further and will post the FAQs in editable format for libraries who wish to make them more personalized. Special thanks to Jessica at Woodstock who helped Rebekkah with developing the FAQs. Staff training, supported by Central Library Development Aid, is planned for Encore and database searching. Training will target how Encore differs from a reference standpoint as well as differences from legacy catalog.

Search for Automation Coordinator is underway with three strong candidates identified. Should have someone hired by next week to start as soon as possible.

Travel Grant information has been on Director's page. Boards are required to pass a resolution regarding reimbursement for travel. A template resolution form is available on Director's page. Send approved resolutions to Linda. Libraries that don't have their forms in by July 15<sup>th</sup> cannot claim for first half of the year. Forms only needed by libraries that are eligible for mileage reimbursement.

ii. Consultants

a. Merribeth Advocate: DA decided to move Just Returned titles to top of Overdrive Homepage display, replacing New Books which have recently been dominated by Juvenile Titles. Sloan advised that any decisions made at the DA meeting would need to be communicated to DA list with appropriate lead time for feed back/questions. Decision was made to send a listserv announcement to entire DA regarding implementation of change on Monday, June 9, 2014. Pulice stated that she would like to see a committee that handles eLibrary Decisions to address future issues that will continue to pop up going forward. She also requested that juvenile titles be given a three week loan period. Advocate stated that extensions of loan periods could not be limited to children's titles at this time. Goverman asked if Overdrive is working toward the ability to separate Kids and Adults titles in Display and, if not, if doing so could be recommended to them as a best practice.

Thank you to everyone who filled out attendance sheets for Encore training. Advocate will send out the Encore Webinar training form for staff to fill out via the MHLS listserv. If DA members would like to host a Continuing Education Program, they must fill out the CE program survey. A second survey will be sent to member libraries to identify locations they would like to attend trainings.

TASC materials are now in JobNow.

b. Rebekkah Smith-Aldrich: Advised DA that this is an election year and there may be a lot of turn over in districts so keep an eye on the hot ticket topics for competing officials. Library Construction Bill has passed. Retains reduced amounts in and allows for purchase of vacant property. MTA payroll tax will not be on the table again this year. Queens Library Bill may not happen this year. Changes largely concern Board and Director accountability including term limits for association library Boards. Directors who make over \$150,000 cannot have another job. Non-profit revitalization act goes into effect July 1<sup>st</sup>. Libraries registered with office of Attorney General will fall under the act. Must have conflict of interest, whistleblower policies. Smith Aldrich will send out more information about libraries registered with Attorney General. Property Tax Freeze. Information on types of libraries and how it applies still stands from last meeting. Too late for libraries that have had their vote already. May have to report on levy by January 21, 2015.

Deadline for the Construction Grant Program is Friday, August 8<sup>th</sup>. Technical assistance workshop is on June 20<sup>th</sup>. Notification on last year's grant applications should come in any day now. Once notification letter is received, give two weeks to let legislators make public announcement of project approval. Libraries have 6 months to start project after notification letter is received.

Leadership Circle, a roundtable for all Directors, meeting scheduled for October 7<sup>th</sup>. Each meeting will center around a specific topic and will feature directors with good experience dealing with that topic. Send Rebekkah ideas for topics by July 1<sup>st</sup>.

c. Robert Drake: Requested that support questions be directed to the provided contact emails and not individual MHLS personnel. Capturing departmentalized communications will aid in the creation of a

staff knowledge database. Pulice asked what the specific inefficiency with catalog questions referred to in Drake's report. Sloan clarified that the support staff are getting a lot of the same questions from different libraries and asked that Directors identify specific skills that need to be developed/trained for cataloging staff.

2. MHLS Board Liaison: Reported that last Mid-Hudson Board meeting was held on May 7<sup>th</sup>.

3. Advisory Committees:

i. Central Library/Collection Development: Special meeting about including databases that are not universally owned. Still being worked on. No recommendations at this point. Looked at current database usage stats. Looking into consortia prices for CREDO and Consumer Reports

ii. Continuing Education/Professional Development Report: Chair not in attendance to give report.

iii. Marketing: Will meet in July

iv. Resource Sharing: Will meet on July 10<sup>th</sup>

v. System Services: Joint meeting to discuss DA purposes immediately following this meeting.

Rebekkah acknowledged Jeanne Bogino – celebrity in our midst – New book and signing at BEA last week. Jeanne recommended Library Journal's Day of Dialog, Wednesday before BEA. Haar attested that its very worthwhile to go to BEA. Purchasers find it very helpful to feed the need for popular materials.

Adjournment: Cook moved, Rodriguez seconded and it was unanimously voted to adjourn the meeting at 11:37am

Respectfully Submitted

Jen McCreery

2014 Meeting Dates

Friday, July 25

Wednesday, September 10

Tuesday, October 7

Wednesday, November 12 (snowdate 11/13)

Friday, December 5