



Executive Director's Report to Directors Association – July 2014

1) SORRY NOT TO BE ATTENDING THE JULY DA MEETING

- a) In November 2013, I reported to the DA, prior to your vote on 2014 meeting dates, I was not available to attend a meeting on July 25, 2014, due to a prior commitment.

2) MHLS BOARD – WEDNESDAY, JULY 9 – MHLS AUDITORIUM

- a) Passed a Resolution recognizing the service of former Greene County representative, Bill Conine;
- b) Were introduced to Thomas O'Connell the new Automation Coordinator, who assumed his position on July 7;
- c) Authorized the Executive Director to proceed with the Comparative Salary Survey for full-time employees, as stipulated in the CSEA Contractual Agreement;
- d) Reviewed the recommended guidelines for ranking Construction Grant applications regarding "energy conservation useful life maintenance projects";
- e) Approved the revised Charge of the Trustee Services Committee;
- f) Authorized Board county delegates to send a letter of introduction and information sheet to member library Board Presidents;
- g) Approved the System's 2014 mid-year budget revisions; and, reviewed the projected 2015 budget;
- h) Reviewed and accepted the audit review of the System's 2013 financial statements, prepared by Nugent & Haeussler, P.C., Certified Public Accountants;
- i) Reviewed the System's Delivery Service operations.
- j) The next meeting of the MHLS Board is scheduled for Wednesday, September 17@ 5:00 p.m. in the Community Room of the Mahopac Public Library.

3) MOVING FORWARD – ASSESSMENT OF MHLS SERVICES

- a) DA & MHLS Board Reviewed and Agreed to the Integrated Library System Services Assessment
- b) Two Service Assessments Underway – (1) Cataloging Services; (2) Delivery Services



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4) ENCORE

- a) Fifty nine (59) member libraries have implemented Encore.
- b) The *Encore Catalog Plus Articles* service includes three (3) databases:
 - i) *Opposing Viewpoints In Context* provides contextual information and opinions on hundreds of today's hottest social issues and is cited as particularly helpful to students conducting research, completing writing assignments, preparing for debates, and creating presentations.
 - ii) *General OneFile* includes 500 travel guides (hundreds of Fodor's titles published since 2006) and a full collection of NPR audio programs including transcripts and links to more than 5,000 video files of shows such as The Today Show, NBC Nightly News and Meet the Press.
 - iii) *Academic OneFile* features nearly 14,000 indexed titles, including more than 10,000 peer-reviewed journals and the full-text of The New York Times and the Times (London) from 1985.
- c) MHLS continues to work on adding the *Business Insights Essentials* database.
- d) MHLS is requesting you let us know when you find a problem with a search and/or search result. In order to resolve a problem, we need information in writing that will allow MHLS/Innovative to replicate the exact search/result issue you wish to report. Please send Robert Drake a written, step-by-step description of any Encore search/result issue.

5) ANNUAL MEMBERSHIP MEETING – FRIDAY, OCTOBER 24 – KEYNOTE SPEAKER

- a) We are very pleased to report the keynote speaker for the Annual Membership Meeting will be Dr. Joseph Luzzi, a writer and professor of Italian at Bard College. He will be speaking on the topic *Five Books Every Book Lover Should Read*. <http://josephluzzi.com/speaking-engagements/>
- b) He is the author of the very recently published memoir, *My Two Italies* <http://www.barnesandnoble.com/w/my-two-italies-joseph-luzzi/1116931462?ean=9780374298692>.

6) NOMINATION & ELECTION OF MHLS TRUSTEES

- a) Revised procedures approved by MHLS Board includes the following nomination process: *The county library association of each county for which a trustee is to be elected shall meet for the purpose of selecting a candidate from their county to nominate at the Annual Membership Meeting. The chair of*



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the county library association shall submit to the MHLS Executive Director the name of the county library association's nominee no later than two months prior to the Annual Membership Meeting.

- b) Three seats on the MHLS Board will be elected at the Annual Membership Meeting on October 24. MHLS has received nominations from the library directors' associations in Columbia and Dutchess counties. A nomination for a Greene County representative is pending.
- 7) AUTOMATION COORDINATOR HIRED
- a) Due to the resignation of Eric McCarthy, the position of Automation Coordinator was vacant.
- b) MHLS established a search committee composed of Robert Drake, Nina Acosta, Merribeth Advocate, Linda Vittone, and Tom Sloan.
- c) The position was posted in state and national job banks associated with libraries and library automation. MHLS received 18 applications.
- d) The search committee reviewed all applications, selected 4 finalists, and conducted phone interviews with the finalists. The committee selected 3 of the finalists for all day in-person interviews.
- e) The search committee selected Thomas O'Connell. His first day at MHLS was Monday, July 7.
- 8) MHLS 2014 CONSTRUCTION PROJECTS APPROVED & FUNDED
- a) Original aluminum windows in 1966 office building will be replaced with energy efficient windows
- b) Parking lot, of approximately 20,000 sq ft, will be repaired and resurfaced
- c) Cost/Funding = \$81,631
- i) State Construction Grant Awarded for \$40,815
- ii) MHLS Board Approved Matching Funding of \$40,815
- 9) COMPARITIVE SALARY SURVEY
- a) AGREEMENT By and between the MID-HUDSON LIBRARY SYSTEM and CSEA Local 1000 AFSCME, AFL-CIO is to institute a comparative salary study between MHLS and other comparable employers.
- b) The Salary Survey Working Group has: (1) Reviewed the prior MHLS salary study process and information, endorsing the use of a very similar process for the current study; (2) Reviewed methodology and statistics that support the selection of comparable organizations for collecting



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salary information on full time positions; and (3) Selected for the 2014 Salary Survey summary position descriptions, similar to those used in the last MHLS salary survey, for presentation to selected organizations.

- c) The MHLS Board has approved the Four County Library System (Vestal), the North County Library System (Watertown), the Ramapo-Catskill Library System (Middletown), and the Westchester Library System (Tarrytown) as comparable organizations for collecting salary information on full time positions.
- d) Timeline:
 - i) July - Staff issue survey to comparable organizations & compile findings
 - ii) August - Salary Survey Working Group reviews findings
 - iii) September 17 Board meeting - Staff report survey findings to Board
 - iv) September/October - Personnel & Planning Committee considers findings and develops a recommendation(s) to the Board
 - v) October 24 Board meeting - Board executive session to review recommendation(s) of Personnel & Planning Committee and to determine Board's plan of action
 - vi) November - Limited negotiations between MHLS and CSEA on salary compensation only
 - vii) December 6 Board Meeting - Board executive session to review and decide on any proposed CSEA Agreement change(s) regarding salary compensation
 - viii) Jan. 1, 2015 - Any staff salary adjustments granted by the Board go into effect

10) EXECUTIVE DIRECTOR'S EVENT PARTICIPATION - Since June 5

- a) Columbia County Directors Meeting
- b) PULISDO--Public Library Systems Directors Organization Conference Call
- c) State Library/Public Library System Directors Conference Call
- d) Putnam County Library Directors Meeting
- e) Current Trends of New Technology and Social Media Usage in Library Education Conference
- f) Children's Media Project Meeting
- g) WGXC Conference Call



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- h) Putnam County Library Association Annual Meeting
- i) Southeastern NY Library Resources Council Annual Meeting
- j) Clinton Community Library Board of Trustees Meeting
- k) MHLS Trustee Services Committee Meeting
- l) MHLS Finance Committee Meeting
- m) MHLS Board of Trustees Meeting
- n) MHLS Facilities Committee Meeting
- o) Ulster County Library Association Meeting