



## MHLS DA Steering Committee & System Services Advisory Committee Joint Meeting

Date: June 5, 2014

Location: MHLS Auditorium

### System Services Advisory Committee members attending:

- |                                  |                           |
|----------------------------------|---------------------------|
| X Sally Alderdice (Columbia)     | X Debra Kamecke (Greene)  |
| X Karen Garafalo (Columbia)      | X Patti Haar (Putnam)     |
| X Erica Freudenberger (Dutchess) | X Gillian Thorpe (Putnam) |
| X Carol Rodriguez (Dutchess)     | X Julie Dempsey (Ulster)  |
| X Linda Deubert (Greene)         | X Frank Rees (Ulster)     |

### Steering Committee members attending:

- |                              |  |
|------------------------------|--|
| X AnnaLee Giraldo (Columbia) | <input type="checkbox"/> Carol Donick (Putnam) |
| X Gloria Goverman (Dutchess) | X Frank Rees (Ulster)                          |
| X Linda Deubert (Greene)     |  |

**Staff Attending:** Tom Sloan, Merribeth Advocate

1. Approved Meeting Minutes of March 5, 2014  
<http://da.midhudson.org/wp-content/uploads/2014/01/MHLS-System-Services-Advisory-Committee-Meeting.pdf>
2. Old Business
  - a. Confirmed Issues Regarding Sierra User Names are Referred to the Resource Sharing Committee
  - b. Reviewed and Revised Salary & Benefit Survey
  - c. Plan of Service [http://midhudson.org/plan\\_of\\_service/POS-MHLS-Section4-ADOPTED.pdf](http://midhudson.org/plan_of_service/POS-MHLS-Section4-ADOPTED.pdf)
    - i. Evaluation by Library Directors
      1. Merribeth reported on the findings of DA Break Out Sessions on Outreach
      2. Next areas of evaluation
        - a. Library directors' evaluation of Element 6/COORDINATED SERVICES will be conducted via an online survey with findings reported to the DA on September 10.

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*The mission of the MHLS System Services Advisory Committee is to represent MHLS member library interests by collaborating with system staff and Board in determining services and how they are funded. Suggested Activities: Review and recommend changes in member services; Review and recommend changes in member assessments; Assist in the evaluation of System Services*



- b. Library directors' evaluation of Element 9/COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS will be conducted via breakout sessions conducted on November 12.

### 3. New Business

- a. Discussion on the purposes of Directors Association included:
  - i. Agreement on the need to more fully engage members, build a stronger community of library directors, and support directors learning from each other.
  - ii. Recognition that the current DA meeting format and agenda supports DA stated purposes to make decision regarding recommendations to the MHLS and the establishment, review, and modification of the policies and procedures for system automation.
  - iii. Recognition that the current DA meeting format and agenda does not maximize support for DA stated purposes to provide a forum for the exchange of ideas and to encourage the dissemination of information in the field of library management.
  
- b. Recommendations to DA
  - i. Hold 11 DA meetings in 2015, one per month except August
  - ii. Schedule meetings for a maximum of 2 hours (10 AM to noon) and agendas provide targeted time for each agenda item
  - iii. DA business and MHLS staff reports will be included on all meeting agendas
  - iv. Each meeting agenda will have a either a "Tweet Out" event or a "Table Talk" event conducted by directors
    1. Tweet Out Events
      - a. Tables and chairs in single large U shape
      - b. Each director will have an opportunity to speak up to 30 seconds on a topic of their choice
      - c. Tweet out topics might include what's new at your library, milestones/anniversaries, recommendation of a book or Website, special events, request for assistance with a specific issue
    2. Table Talk Events
      - a. Directors will select a topic(s) prior to the meeting

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- b. Tables and chairs arranged around a specific topic(s)
- c. Discussion is informal and unrecorded
- d. Topics might include management issues (e.g., staffing, budgeting, governance), professional topics (purchasing/deselecting materials), philosophical ideas (intellectual freedom)
- v. Meeting management and participation is informed by Robert's Rules including: (1) a speaker can't speak a second time until everybody else who wishes to speak has done so; and (2) speakers must address all remarks to the chair.

#### 4. Meeting Adjourn

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