

**MHLS Director's Association**  
**Meeting of Tuesday, October 7, 2014**  
**MHLS Auditorium: 10:00 a.m. – 12:00 p.m.**

**AGENDA ATTACHMENT**  
Revision 2; 9/30/14

**Action Item #2: DA Steering Committee Subsumed into the System Services Advisory Committee**

- **Background:** Three DA Steering Committee members have terms that expire in 2015. Members of the steering committee are nominated in October. Three of the five Steering Committee members serve on the System Services Advisory Committee as well. The Steering Committee meets only once a year to elect a chair and secretary.
- **Issue:** Issue: The responsibility for planning programs and conducting affairs of the Association between meetings is being performed by the System Services Advisory Committee.
- **Recommendation:** The System Services Advisory Committee recommends that the Steering Committee be subsumed into the System Services Advisory Committee and that the bylaws be amended to reflect these changes.
- **Status:** Discussed at 9/3/14 System Services Advisory Committee meeting; New Business at 9/10/14 DA meeting; Action Item at 10/7/14 DA Meeting.

**Action Item #3: Notification of Library Card Expiration**

- **Background:** Many library patrons do not discover their library cards have expired until they attempt to access OverDrive. This frustrates patrons and creates unnecessary work for Tech Services.
- **Issue:** Improve customer service by notifying patrons their library cards are about to expire.
- **Recommendation:** Add to the MHLS Resource Sharing Standards: Establish a best practice of creating a monthly list of patrons whose library cards are about to expire and notifying those patrons to have their card updated.
- **Status:** Discussed at 9/16/14 Resource Sharing Advisory Committee meeting; Action Item at 10/7/14 DA Meeting.

#### **Action Item #4: Purging Patron Cards Expired More Than 3 Years**

- **Background:** There are many inactive patrons who have library cards that have been expired for over three years in the patron database.
- **Issue:** This inflated number of patrons adversely affects circulation statics and inflates database costs.
- **Recommendation:** Mid-Hudson should annually purge the database of all patrons who have library cards that have been expired for three years and owe less than \$10.
- **Status:** Discussed at 9/16/14 Resource Sharing Advisory Committee meeting; Action Item at 10/7/14 DA Meeting.

#### **Action Item #5: Adding 'Articles' Tab to Encore Catalog**

- **Background:** The Encore catalog currently has tabs for "Catalog" and "Catalog Plus Articles". There is no tab for patrons interested in accessing only articles.
- **Issue:** Improve access to databases.
- **Recommendation:** Add a third tab for articles only to the catalog. The tabs will read "Catalog", "Catalog Plus Articles", and "Articles".
- **Status:** Discussed at 9/3/14 System Services Advisory Committee meeting; New Business at 9/10/14 DA meeting; Action Item at 10/7/14 DA Meeting.