

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

MHLS Director's Association

Minutes of Meeting –Wednesday, Sept 10, 2014

Attendance

Columbia County

Chatham: Delisle  
Claverack: Alderdice  
Germantown:  
Hillsdale:  
Hudson: Chameides  
Kinderhook: Giraldo  
Livingston:  
New Lebanon: Bogino  
N. Chatham: Kurashige  
Philmont: Garagalo  
Valatie: Powhida

Dutchess County

Amenia:  
Beacon:  
Beekman: Rodriguez  
Clinton: Graves  
Dover Plains: Totter  
East Fishkill:  
Fishkill:  
Hyde Park: Callahan  
LaGrange: Potwin  
Millbrook: Harrison  
Millerton: Leo  
Pawling: Conlin  
Pine Plains: Hill  
Pleasant Valley: Pulice  
P'keepsie: Lawrence  
Red Hook:  
Rhinebeck: Cook  
Rhinecliff: Meyer  
Staatsburg: Rothman  
Stanford: Christiansen  
Tivoli: Corrado  
Wappingers: Stein

Greene County

Athens:  
Cairo:  
Catskill: Ray  
Palenville Branch  
Coxsackie:  
Greenville:  
Haines Falls:  
Hunter:  
Windham:

MHLS Staff

Advocate  
Sloan  
Aldrich  
Drake

Putnam County

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

Guest(s)

Ulster County

Esopus: Dittmar  
Highland: Dempsey  
Hurley:  
Kingston: Menard  
Marlboro: Cosgrove  
Milton: Skelly  
New Paltz: Giralico  
Phoenicia: Potter  
Pine Hill:  
Plattekill: Georghiou  
Rosendale:  
Saugerties:  
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 – July 25, 2014:** Amendments were made to the minutes. Lois Skelly from Milton is not a new member of the Director's Association. Lawrence moved, Sally Alderdice seconded the motion and it was unanimously voted to approve the minutes of the July 25th meeting as amended. Stephanie Harrison, the new director of the Millbrook Library was introduced.

**2. Databases included in Sierra Search - Julie** Dempsey moved, Carol Rodriguez seconded the motion that databases purchased by some but not all MHLS libraries be included in the catalog if their licensing agreement allows such remote searching, and patron requests for full text articles can be filled. All were in favor.

**3. 2015 Estimate of E-Resources: Databases, eBook/eAudio, Catalog Enhancements - Central Library and Member Library Cost Shares.** Tom Lawrence moved, Steve Cook seconded the motion that the estimate of costs to the member libraries for e-resources in 2015 as stated in the spreadsheet included in this month's packet be adopted. The motion carried unanimously.

**4. 2015 Tentative Member Assessment Table.** Tom Lawrence moved, Steve Cook seconded that the 2015 member assessment table provided at the July 25 meeting be adopted. All were in favor.

**5. Sierra Group Login.** Tom Lawrence moved, Steve Cook seconded that libraries be allowed to create a group log in with very limited permissions. Julie Dempsey said that more senior staff can easily override by putting in their initials and password when a function is blocked. One opposed, one abstention. The motion passed with 36 in favor,

## C. Reports

### 1. MHLS Reports

**i. Executive Director:** The next step will be to assign priorities to the Plan of Service. Mid-Hudson will send out a survey asking member libraries to rank services 1 to 15 in order of importance. They will then develop an action plan, for the next 2 to 3 years, with specific steps.

Cataloging services is not cited in Mid-Hudson's plan of service, but is a major service which MHLS provides. The first step is to identify key outputs, usually statistics. Outcomes are more general - harder to measure, but show why the statistics are important. The next category is costs. Staff is the biggest expense. It is necessary to break out percentages on how staff spends their time. General overhead will be added in last. The final category is the value of services, determined by market value. They will break it up as if there were 5 county systems, since only one library in the system is large enough to contract with III individually. They cannot find a vendor who provides help desk services, so can't do a cost comparison. Mid-Hudson gets 20 to 40 communications a day about adjustments to bib records. Once we agree on what we're doing now and how much it costs, then we should consider how it could be improved.

All New York Library Systems are different, making it difficult to do comparisons. Different people require different levels of detail to rank services. Lawrence will eventually want data on the direct cost to the individual library to help with the task of ranking services. We have a long list of things we are supporting.

Delivery outputs are calculated using the number of times MHLS staff touch something - over 4 million touches - to move over 1 million items.

The value of services has been calculated by what it would cost to send out items by U.S. postal service or UPS. Were also able to compare to the Westchester Library System. One can calculate a per item delivery cost.

Three county library associations have provided nominations to the Mid-Hudson board.

### ii. Consultants

**a. Merribeth Advocate:** The Battle of the Books is aligned with the common core. Summer Reading Program final reports were due a few days ago - 8 are 2 days overdue. There will be a new Overdrive big library read. Various posters and handouts can be printed from the Mid-Hudson website. The Overdrive big read will be October 13

to 28. Mid-Hudson will host a Digital Literacy Workshop for anyone who helps patrons learn computer and Internet skills on October 21. This is free and provides continuing education credit - and even a free lunch.

The NYLA conference has preconferences on Wednesday, Nov. 5th with documented continuing education credit. The main conference runs Thursday to Saturday, Nov. 6 to 8, and also provides continuing education hours. When interviewing MLS libraries certified by the state after 2010 one should ask about continuing education hours. Advocate can give information regarding trustee attendance at MHLS trustee workshops. Directors are also welcome to attend these sessions if they are coming with trustees. Merribeth will send out copy of handouts if you request them via email. All library directors are required to attend sessions in October and November on collection development and how to make data driven decisions. Directors can also bring staff members to these workshops if they want to. For 5 months there have been issues with Overdrive reporting on new patron registrations. Data is not accurate relative to past data, so new patron statistics have been removed.

**b. Rebekkah Smith Aldrich:** Please check with Rebekkah Aldrich if you have questions about the Tax Cap forms which your library may have to fill out. A draft of "Property Tax Freeze Answers was distributed. This affects fiscal year 2015 and 2016. The nonprofit revitalization act affects Friends groups as well as libraries. Mid-Hudson has made available a "Civil Service 101 for Public Library Trustees" handout. Carol Donick stated that librarians who are hired to work in any New York library other than an Association Library and are not hired from an established Civil Service list have only been hired provisionally, and their boards may be forced to terminate their employment when the Civil Service list for their position is certified.

There will be a workshop on advocating for county funding.

**c. Robert Drake:** Sierra found a bug in their server. On the last two Saturdays Mid-Hudson has not had reports of slowness issues, as they did on previous Saturdays. Encore is being heavily used, and soon will incorporate 4 databases. Mid-Hudson is preparing next year's training catalog. Libraries can ask for group logins to be created beginning on Monday Sept 15.

## **2. Advisory Committees**

**i. Central Library/Collection Development:** Will meet Monday.

**ii Continuing Education/Professional Development:** Will meet Oct 14.

**iii. Marketing:** Will meet Oct 22.

**iv Resource Sharing** Will meet Sept 16.

**v. System Services and Steering Committee:** The hosting fee will increase for member libraries when money in the capital fund is expended. This will be phased in

over 4 or 5 years. The committee recommend a bylaws change to merge the System Services Committee and the Steering Committee. Tom Lawrence will improve the format of the spreadsheet on salaries and benefits when all libraries have submitted their data. A few libraries have not yet submitted the data for their library. Merribeth will send out an email to libraries who have not yet submitted their data urging them to do so.

**Adjournment:** Tom Lawrence moved, Carol Rodriguez seconded and it was unanimously voted to adjourn the meeting at 11:37 am.

Respectfully Submitted,

Carol Donick

2014 Meeting Dates

Tuesday, October 7

Wednesday, November 12 (snowdate 11/13)

Friday, December 5