

DRAFT

MHLS Director's Association

Minutes of Meeting –Wednesday, October 7, 2014

Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Sloan
Aldrich
Drake

Putnam County

Brewster:
Carmel: Buck
Cold Spring:
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: Rees
Stone Ridge:
Ulster: Priest
West Hurley: Lustiber
Olive-West Shokan:
Scott-Childress
Woodstock: Raff

Call to Order: Chair Giraldo called the regular meeting order at 10:00 am

A. Action Items

- 1. Approval of Minutes – February 6, 2014:** Sally Alderdice moved, Susan Ray seconded the motion and it was unanimously voted to approve the minutes of the Sept. 10 meeting.
- 2. DA Steering Committee Subsumed into the System Services Advisory Committee:** Frank Rees moved, Carol Rodriguez seconded the motion to combine the two committees. All were in favor; the motion passed.
- 3. Notification of Library Card Expiration:** Susan Ray moved, Daniella Pulice
- 4. Purging Patron Cards Expired more than 3 Years:** Tom Lawrence moved, Daniela Pulice seconded the motion that Mid-Hudson will annually purge patron cards which have been expired more than 3 years. 1 opposed, 2 abstained, 34 in favor, the motion passed. It will become effective January 2nd.
- 5. Adding 'Articles' Tab to Encore Catalog:** Tom Lawrence moved, Daniela Pulice seconded the motion to add an "Articles" tab to the Encore catalog. The motion passed unanimously.

B. Reports

1. MHLS Reports

i. Executive Director: Tom Sloan The chairs and tables in the meeting room have been rearranged to promote table talk. The greatest value of a system is directors talking to each other. Sloan wants to encourage informal conversation. He hopes many will come to the annual membership meeting on October 24th. It will include recognition of outstanding libraries, and a good speaker.

The assessment process is continuing. If you have suggestions for changes, contact MHLS. They will be adding in revenue - how things are paid for. Cooperative collection development, interlibrary loan will be considered. A large number of staff are working on resource sharing. They will determine from patron use level, what is growing, staying the same, in decline.

System wide circulation is down 2% per year for past 3 years. How should this be addressed? How much does it matter? It is reversible? There are changes in policies and practices which have been successful at other libraries, and in some Mid-Hudson libraries circulation is growing. We may want to check the number of new library cards issued, which seems to be increasing even at libraries where circulation is declining. Changing loan periods can cause decreases in circulation. Circulation may not be the only or best measure of patron service. Weeding tends to increase circulation, but takes time. Do holds keep going up? Is growth in circulation of your own materials, or other people's? It would be good to track holds in and out. Weeding often requires that if no one has touched an item in 3 years the library won't keep it. Turning a book outward on every shelf may increase circulation. Sending notices for renewal will also increase circulation.

Dutchess County had some difficulties in selecting a new MHLS board member. Should the county selection process be made more formal? Do we want MHLS to prescribe a process, or leave it up to each county? Currently each county is different.

ii. Consultants

a. Merribeth Advocate: MARC records for almost all 17 common databases are in Encore. 25,000 new records added. MHLS is working on clearing out duplicates.

A new session has been added on Dec. 3rd for the collection development workshops. If you would like to switch out of Nov. 20 session, which is very full, please let Merribeth know. What penalty can there be if a library director does not attend a collection development workshop? Jim Cosgrove offered to call people who haven't signed up yet. Perhaps someone from the director's own county should call. Weeding may be more important than how much you buy. Merribeth Advocate will send out list of which libraries attended the sessions. The digital literacy workshops will be given by the same person who came in 2012, but curriculum has been updated.

Annual Survey - 32 directors have responded, only 15 board presidents. The survey is administered by an individual board member, not by Mid-Hudson. Perhaps the survey should be for a shorter time period. Board presidents were asked to take it to their board meeting and discuss it there. Survey responses are due in November.

b. Rebekkah Smith Aldrich : Two Ulster County libraries were contacted for audits. Margie Menard was contacted by the comptroller's office. They read through a year of minutes, policies and procedures, financials, and made some minor suggestions. Her

board approves payments before they are made. There will be a trustee webinar on trustee financial controls. The Office of the State Comptroller website has helpful information on policies. On Wednesday, Dec 10, Aldrich will meet with Friends members. The new directors' roundtable will discuss directors' relationship with Friends groups. Aldrich will create a civil service guide for directors. The date for county advocacy meeting may change. Boards should officially accept resignations of staff members.

c. Robert Drake: Beginning Nov. 1 the legacy catalog will have a notice that the old catalog will stop working beginning Dec 1. The kid's catalog is not being used. Infotrac newsstand database with 1,100 regional newspapers will be included in Encore. When you search in Encore and specify full text, you get many articles which are not full text. Mid-Hudson may change the wording on the button which is confusing. Not every article which is labeled as full text is really full text. At the next meeting the Director's Association may vote on a change to clarify this.

2. MHLS Board Liaison: Reese reported that the last Mid-Hudson Board meeting was held Sept 17th . Meetings are well organized and much gets done.

3. Advisory Committees

i. Central Library/Collection Development: Met on Sept 25. Prices for three databases were looked at. Discussed how database recommendations are done - they should come through counties, not from individuals. Perhaps Overdrive fees should be based on usage.

ii. Continuing Education/Professional Development: Will meet next week on Oct 14th .

iii. Resource Sharing Will meet on Nov. 24

iv. System Services and Steering Committee: Will meet Nov 12 at 12:30

D. New/Proposed Business and Information

1. At the next meeting we will discuss the holiday luncheon and 2015 meeting dates. Three libraries have not yet submitted salary information. Rebecca will send a sample form to report personnel actions to library boards. Merribeth will send chart of savings from our group buys of databases to share with funders.

Adjournment: Tom Lawrence moved, Carol Rodriguez seconded and it was unanimously voted to adjourn the meeting at 11:43

Respectfully Submitted,
Carol Donick, Kent Library

