

DRAFT

MHLS Director's Association

Minutes of Meeting –Wednesday, November 12, 2014

Attendance

Columbia County

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

Dutchess County

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

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

Guest(s)

Ulster County

Esopus: Dittmar
Highland: Dempsey
Hurley:
Kingston:
Marlboro: Cosgrove
Milton: Skelly
New Paltz: Giralico
Phoenicia:
Pine Hill:
Plattekill: Georghiou
Rosendale:
Saugerties: Rees
Stone Ridge:
Ulster: Priest
West Hurley: Lustiber
Olive-West Shokan:
Scott-Childress
Woodstock:

Call to Order: In Chair Giraldo's absence, Frank Reese called the regular meeting order at 10:00 am

A. Action Items

1. **Approval of Minutes – October 7, 2014:** Lawrence moved, Cook seconded the motion and it was unanimously voted to approve the minutes of the Oct. 7 meeting.

2. **Proposed DA Meeting Dates 2015** –Dempsey moved, Lawrence seconded that the list of meeting dates previously circulated be approved. John Giralico abstained, all others were in favor. The motion passed.

3. **Tumblebooks Multi-Year Renewal** - Lawrence moved, Dempsey seconded the motion that the Tumblebooks contract be renewed. Lawrence amended the motion to specify that we approve the 3 year contract. Julie seconded the motion. 30 were in favor, 2 opposed. The motion passed.

B. Reports

1. MHLS Reports

i. Executive Director: How do we set priorities? Which services are growing, staying the same, or declining? As we realign services, where are we trying to go? Circulation trends were discussed. As a system, circulation is down 2% a year. We must look at trends collectively. We should have continuing education which specifically addresses this trend. The group looked at the percentage of collections which are not checked out. MHLS will do a breakout of items not circulated. The list distributed currently includes new items, reference items, etc. The average is 13.95%. This number will change slightly from day to day. Periodicals are included. Is in library use included? Would it be helpful to look at number of holds per patron? The relationships between these measures are complex. Woodstock has circulation increasing at 9%, but a high % of books which have not circulated. When considering items loaned vrs items borrowed, why are certain libraries substantial net lenders? There can be the case, as in Pleasant Valley, where a large percentage of the library's items checked out are really being checked out at other libraries, and so are not counted in their circulation. We should look at the percentage of a library's budget which is spent on materials. Counties should talk about this among themselves. Carol Rodreiguez thanked Mid-Hudson for running these reports. There was general agreement that they were helpful. Careful attention should be paid to requests. Libraries are moving from a warehouse model to a kitchen model. Old editions of classics may not be as popular as newer editions. A library where the board is focused on building and grounds may be a net borrower. What older items reflect your community and will circulate if highlighted? In North Chatham junior biography circulated more when displayed with covers out. Early titles in a series should be available somewhere in the system. If your circulation is down, you should look at making some changes.

Need comments by Nov. 17 on the draft MHLS budget.

MHLS would like comments on annual membership meeting. Sally Alderdice felt that a meeting later in the morning would be better for people who live far away - perhaps starting at noon rather than so early in the morning. We could have an optional event following the meeting. In prior years we had a continuing education event before a luncheon meeting. Lunch at the Culinary Institute is more than twice the cost of this year's breakfast event.

ii. Consultants

a. Merribeth Advocate: We have had 148 people respond already to the survey on where to hold training programs. Staff and trustees should also respond. Directors are asked to forward the survey to them. An "Emerging Leaders" 3 sessions seminar offered by Jerry Nichols gives 21 contact hours for continuing education. Space is limited. John Bickford has extended the deadline for survey evaluating system services to Nov. 17. Should we ask libraries to identify themselves? If you have already submitted the survey, you will not be able to do it again on the same computer. You should attend the upcoming workshop if you are interested in the children's media lab.

b. Rebekkah Smith Aldrich : The property tax cap form must be filed by the 21st day of their fiscal year by any library which has had a public vote. 1.56% is the current tax cap. You can demonstrate a savings of what you would have spent if you had not been working collectively through MHLS. A particular claim can only be made once.

Schools were required to do this the first year, and school districts may have filed the forms for their school district libraries, as some libraries have already received checks.

If you have had a 414 vote, you should have subsequent 414 votes frequently to save problems with the tax cap.

Advocacy Day in Albany will be Feb. 25th. The Friends support group will be at the Kingston Library, not at MHLS. Regina Morini will be there. Daniella loved superpac presentation, advised having the presenter talk locally. Oral History would also be useful. Gillian Thorpe is the outgoing president of LAMS, Frank Rees is president elect. Erica of Red Hook advises libraries to join the Rural Libraries section. The Office of the State Comptroller plans to audit everyone eventually. OSC will do risk assessment audits before full audits - if you pass the first one you will not have to take the second. There may be a new NYLA roundtable on popular culture materials.

c. Robert Drake: This report was given by Thomas O'Connell in Robert's absence. Please respond to survey on days closed, both holidays in 2015 and days of the week when you are always closed. Yearly username maintenance - MHLS will send out a survey, please indicate usernames which are not being used. These surveys should be returned by Dec. 1st. Daniela Pulice suggests that MidHudson Tech Services post on the listserv when they are aware of a general problem and are working on it. Lawrence suggests that the Director's Listserv also be notified when there is a general Innovative problem. MHLS should also put a message on the listserv when it's OK to upload offline circ. When Mid-Hudson sends a ticket to Innovative, they will notify the libraries via both the Millennium and the general listserv. Libraries should please submit notice of problems to techsupport@midhudson.org. Quick acknowledgement that a problem has been reported would be helpful, even if a solution is not yet possible. There is overlap in different listservs - Millennium, and the Director's. Order records are currently not showing up in the catalog. When you run a web management report, you must go back to "review" and delete reports you are finished - we only have 100 slots for the entire system.

2. MHLS Board Liaison: Reese cited his written report

3. Advisory Committees

i. Central Library/Collection Development Will meet in the next week or 2

ii. Continuing Education/Professional Development: Hopes to have another legal issues workshop.

iii. Marketing: Will meet Oct 22. Library Aware is bundled with Next Reads. Each library can do a non-users survey for their own library. Pulice finds it excellent for her board. The non-user survey helped her board understand that there are people who don't use the library but think that it should be supported for other people. It is possible to forge an alliance with a former critic. Local experience was more useful than aggregate data

iv. Resource Sharing: Will meet Nov. 24

C. Break-Out Discussion

1. MHLS Plan of Service Section: Cooperative Efforts with Other Library Systems - Due to lack of time, the break-out session was postponed.

D. Old Business

1. Annual Holiday Luncheon Checks should be payable to Tom Lawrence. The lunch is hosted for Mid-Hudson Staff and celebrates the yearly successes of the system as a whole. Each director attending should bring a dessert. Lawrence will ask directors to help clean up after the luncheon.

Adjournment: Lawrence moved Cook seconded and it was unanimously voted to adjourn the meeting at 12:00

Respectfully Submitted,
Carol Donick, Kent Library

