MHLS Director's Association
Meeting of Wednesday, March 4, 2015
MHLS Auditorium: 10:00 a.m. – 12:00 p.m.

AGENDA ATTACHMENT

Action Item #2: Book Club Request Form

- **Background:** In order to acquire many copies of the same title for book clubs, there are postings on the listserv asking for libraries to check in their copy of the title to fill the hold. These listserv postings go to all libraries, and do not target just the ones that have the title.

- **Issue:** MHLS was asked to create a form that would improve this and help facilitate requests. The Book Club Request Form is now available for use. It is viewable from the topics page of midhudson.org or directly at http://midhudson.org/topics/resource-sharing-2/technology-operations/book-club-request-form/

- **Recommendation:** The Resource Sharing Advisory Committee recommends that staff use the new Book Club Request Form to ask other libraries to check in books for their book clubs.

- **Status:** Discussed at the 11/24/14 Resource Sharing Advisory Committee meeting; Discussed at the 1/29/15 Resource Sharing Advisory Committee meeting; Action Item at the cancelled 2/5/15 DA meeting; Action Item at the 3/4/15 DA meeting.

Action Item #3: Required Data Entry Training

- **Background:** Annually about 180,000 records are added to the database by hundreds of member library staff. Even if only one in ten records has an error, that is potentially 18,000 errors.

- **Issue:** Procedures need to be followed in order to ensure that our shared database be as accurate and efficient to use as possible.

- **Recommendation:** The System Services Advisory Committee and the Resource Sharing Advisory Committee recommend that MHLS offer data entry training in 2015, and that at least one staff person from each library attend.

- **Status:** Discussed at 1/8/15 System Services Advisory Committee meeting; discussed at the 1/29 Resource Sharing Advisory Committee meeting; Action Item at the cancelled 2/5/15 DA meeting; Action Item at the 3/4/15 DA meeting.

Action Item #4: Discontinuation of Kids Catalog

- **Background:** About .1% (one-tenth of one percent) of searches are done in the Kid's Catalogue.

- **Issue:** Why maintain something that is not used.

- **Recommendation:** The Resource Sharing Advisory Committee recommends the discontinuation of the Kids Catalog.

- **Status:** Discussed at 11/24/14 Resource Sharing Advisory Committee meeting; Action Item at 12/5/14 DA meeting; Discussed at the 1/29/15 Resource Sharing Advisory Committee meeting; Action Item at the cancelled 2/5/15 DA meeting; Action Item at the 3/4/15 DA meeting.

Action Item #5: Reschedule May DA Meeting Date

- **Background:** EveryLibrary Workshop Opportunity - EveryLibrary, the national political action committee (PAC) for libraries is the first and only national organization dedicated exclusively to political action at a local level to create, renew, and protect public funding for libraries of all types. They provide tactical and operational support to local voter awareness campaigns, seed and sustaining monies to local ballot committees and PACs, as well as conducting direct voter advocacy in support of library taxing, bonding, and referendum. *Learn more here:* http://everylibrary.org/about-everylibrary/

- **Issue:** EveryLibrary Executive Director John Chrastska will be in our region on May 7 and available to do a workshop here at MHLS.

- **Recommendation:** In order to facilitate convenient attendance at this event we are proposing that the May DA meeting date be changed from May 8 to May 7.

- **Status:** Action Item at the 3/4/15 DA meeting.

Action Item #6: Empower MHLS Tech Support to Extend Cardholder Expiration Dates for 10 Days

- **Background:** As the point of contact on the OverDrive Support page, MHLS Tech Support receives emails from patrons who need help using digital materials. A lot of these emails (possibly up to 10 per week) come from patrons with expired library cards. Currently, MHLS Tech Support can only refer these patrons to their local library to update their card.

- **Issue:** This inaction on the part of MHLS Tech Support can be frustrating for a patron whose local library isn't open, or won't be open for a couple days, as they will lose their hold if the card is not renewed.

- **Recommendation:** MHLS Tech Support should be empowered to extend the expiration date of any cardholder for a period of 10 days as long as that cardholder does not owe more than $10 in fines.

- **Status:** Recommended at the 2/20/15 Central Library/ Collection Development Advisory Committee meeting; Action Item at the 3/4/15 DA meeting.

New Business #1: Directors Association Bylaws Revision

- **Background:** Three DA Steering Committee members had terms expiring in 2015. Three of the five Steering Committee members serve on the System Services Advisory Committee as well. The Steering Committee had been meeting only once a year to elect a chair and secretary. The responsibility for planning programs and conducting affairs of the Association between meetings was being performed by the System Services Advisory Committee. The System Services Advisory Committee recommended that the Steering Committee be subsumed into the System Services Advisory Committee which was approved at the 10/7/14 DA meeting.

- **Issue:** The DA Bylaws need to be revised to reflect this change. In current Bylaws state the process: "Amendments to these Bylaws may be made by a majority vote at any regular meeting provided that the proposed changes shall have been submitted at an earlier regular meeting and that a copy of the proposed change is a part of the call of the meeting."

- **Recommendation:** The System Services Advisory Committee recommends the adoption of the revised Bylaws available at http://da.midhudson.org/wp-content/uploads/2015/01/SSAC-REVISED-bylaws-approved-3_2014-2.pdf

- **Status:** New Business at the cancelled 2/5/15 DA meeting; New Business at the 3/4/15 DA meeting.