

DRAFT

MHLS Director's Association

Minutes of Meeting –Thursday, March 5, 2015

Attendance

Columbia County

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

Dutchess County

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

Greene County

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

MHLS Staff

Advocate
Sloan
Aldrich
O'Connell

Putnam County

Brewster: Loprinzo
Carmel:
Cold Spring:
Garrison:
Kent: Donick
Mahopac:
Patterson:
Putnam Valley:

Guest(s)

Ulster County

Esopus: Dittmar
Highland:
Hurley:
Kingston: Menard
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: Raff

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

A. Action Items

1. Approval of Minutes – November 12, 2014: Cook moved, Rodriguez seconded, and it was unanimously voted to approve the minutes of the January 8 meeting.

2. Book Club Request Form - MHLS has created a Book Club Request Form which member libraries are requested to use to ask other libraries to check in books for their book clubs. Cook moved, Rodriguez seconded a motion to recommend the use of this form. All voted in favor with the exception of Cosgrove, who opposed the motion. The motion passed.

3. Required Data Entry Training - At least one staff person from each library should attend data entry training sessions in 2015. Rodriguez moved, Cook seconded that this be required. Twenty members voted in favor, Georghiou abstained. The motion passed.

4. Discontinuation of Kids Catalog - the Resource Sharing Advisory Committee recommends the discontinuation of the Kids Catalog, as only a small percentage of searches are

done in this catalog, which does not have novelist information and Lexile ratings. Cook moved, John Giralico seconded that it be discontinued. 23 voted in favor, none opposed. The motion passed.

5. Reschedule May DA Meeting Date - The Executive Director of EveryLibrary will be available to do a workshop at MHLS on May 7. It is therefore suggested that the May DA meeting date be changed to May 7. This would reduce the amount of driving required of directors. Rees moved, Pulice seconded a motion to this effect. 23 members voted yes. The motion passed.

6. Empower MHLS Tech Support to Extend Cardholder Expiration Dates for 10 days - The MHLS staff receive up to 10 e-mails a week from patrons with expired library cards, usually because they want to download an item from Overdrive. It would save patrons frustration if Mid-Hudson staff could extend expiration dates for 10 days as long as they don't owe more than \$10 in fines. Rodriguez moved, Menard seconded a motion to this effect. Tall voted in favor. The motion passed.

B. Table Talk: The members present were asked to review information associated with MHLS service fees. There are a wide range of perceptions on this topic. Information has been collected to try to help everyone understand the facts. Sloan and Advocate have studied the documents since 2008 to document the history of the MHLS service fees. This is a process which will continue over time. We will this summer have to make decisions about the 2016 assessment - a proposal will come to the June meeting. A few findings to date: Since 2012 the amount we pay to Mid-Hudson has gone up 16.77%. In 2014 18.58% of Mid-Hudson Budget came from member fees. Larger systems generate more of their budget from member fees, smaller systems less. However, they all provide different services. Mid-Hudson operating funds are down 12% from 2008 to 2013, the member revenues are collectively up 24% from 2008 to 2013.

C. Reports

1. MHLS Reports

i. Executive Director:

Circulation overall is down roughly 10% from 2013 to 2014. Mid-Hudson will be offering more dates for create lists to increase circulation. A variety of other related programs will be offered. Central Library will soon be sending a list of items which have not gone out in five years and should be weeded. We must be aware of handling the public relations aspect, which is best done if weeding is continuous. We don't want to be hoarders. Every book has to earn its keep.

The Town of Union Vale is unserved by a chartered public library, which is causing a hardship for surrounding libraries. By state law, the surrounding libraries are not allowed to charge for a library card. Restrictions may have to be imposed.

Our 66 libraries may be included in a RFP for broadband services. There is no commitment on the front end, but this may be a way to get better prices.

Mid-Hudson is creating an official alerts listserv to just contain alerts from Mid-Hudson. You can include staff members as well as the director. There will be a standard subject line beginning "MHLS Alerts for".

ii. Consultants

a. Merribeth Advocate: A new assessment of Interlibrary-loan services is being written. Most items requested are non-fiction books from colleges or universities. A special program for medical information exists, which has a very high fill rate. Ill accounts for more than 50% of Mid-Hudson's total postage costs. 57% of what we send outside of the system is for media. Now we will only lend non-fiction video recordings. Last year 347 items (plus 24 medical books) were borrowed by Mid-Hudson from libraries outside of the system. Member libraries received over 1,000 books directly from SEAL.

April 9 is the last date to get in summer reading grant applications. A poster and brochure will be offered on the correct language to use when talking about and with people with disabilities. You have accessible parking, not handicapped parking.

b. Rebekkah Smith Aldrich : We have been focused during the last month on increased funding at the state level. Initial response has been positive in both houses and for both Republicans and Democrats. We had a 65% increase in Mid-Hudson people who advocated for the state funding. In prior years, Mid-Hudson has had to wait as late as November to receive a state check. It looks like the budget may be on time this year. Rebecca would like to be notified if you plan to do a 414 vote this year. Boards should make a decision by April. She will soon send out an Action Memo concerning construction needs. Everyone must do at least the first page. About \$525,000 in construction grants go through Mid-Hudson each year. Mid-Hudson is one of the few systems which always has more demand than supply for the construction grant money. You must apply for a project which has not been finished by August. Any money spent before June is not reimbursable through the grant.

c. Thomas O'Connell : The best way to contact technical support is through techsupport@midhudson.org. This is the best way to receive timely help. Pulice asked if technical support could acknowledge requests for help when there is a system problem. Other directors thought that the response time for problems is good. The listserv is not a good way to report problems with Sierra - emailing techsupport is better. Perhaps there should be a separate notice to see if a problem has been reported. Action memos on green paper means that an action is required from each library. MHLS has not heard from some libraries about teleforms. They will count no response as a "no." There will be a March 27 lunchtime webinar by O'Connell. Webinars are very helpful for librarians who must travel a distance to get to Mid-Hudson.

2. Advisory Committees

i. Central Library/Collection Development: There is a dramatic increase in libraries buying e-books for Overdrive directly. Please continue to "Feed that Beast." Usage of databases was reviewed.

ii. Continuing Education/Professional Development: Did not meet.

iii. Marketing: Have met twice, helping libraries develop their brand . Getting the word out has to be a concerted effort with careful planning. Will meet again in May.

iv. System Services and Steering Committee: Will meet after this meeting.
Will report on member assessments.

D. New/Proposed Business and Information.

1. Directors Association Bylaws Revision The changes are straightforward. They are mostly changes of the name of the committee. Liaison duties to Mid-Hudson Board will be rotated. Changes will be voted on at the April meeting.

Adjournment: Lawrence moved, Stein seconded and it was unanimously voted to adjourn the meeting at 12:10

Respectfully submitted,
Carol Donick