

**MHLS Directors' Association**  
**Minutes of Meeting – October 6, 2015**

**Columbia County**

- Chatham DeLisle
- Claverack Schoep
- Germantown Place
- Hillsdale Briggs
- Hudson Chameides
- Kinderhook Giraldo
- Livingston Critchell
- New Lebanon Bogino
- N Chatham Kurashige
- Philmont Garafalo
- Valatie Powhida

**Dutchess County**

- Amenia Devine
- Beacon Verdibello
- Beekman Fortier
- Clinton McGuirk
- Dover Totter
- East Fishkill Goverman
- Fishkill Spann
- Hyde Park Callahan
- LaGrange Potwin
- Millbrook Harrison
- NE Millerton Leo
- Pawling Conklin
- Pine Plains Hill
- Pleasant Valley Pulice
- PPLD Lawrence
- Red Hook  
Freudenberger
- Rhinebeck Cook
- Rhinecliff Meyer
- Staatsburg Rothman
- Stanford Christiansen
- Tivoli Corrado
- Wappingers Stein

**Green County**

- Athens Widrick
- Cairo Kamecke
- Catskill Ray
- Coxsackie Deubert
- Greenville Flach
- Haines Falls Garcia
- Hunter Bain
- Windham Begley

**Putnam County**

- Brewster Loprinzo
- Carmel Buck
- Cold Spring Thorpe
- Garrison McCreery
- Kent Donick
- Mahopac Capozzella
- Patterson Haar
- Put Valley McLaughlin

**MHLS Staff**

- Advocate
- Aldrich
- Drake
- Sloan

**Ulster County**

- Esopus Dittmar
- Highland Dempsey
- Hurley Decker
- Kingston Menard
- Marlboro Cosgrove
- Milton Skelly
- New Paltz Giralico
- Phoenicia Potter
- Pine Hill Slater
- Plattekill Georghiou
- Rosendale Alexander
- Saugerites Rees
- Stone Ridge Ford
- Ulster Priest
- W Hurley Lustiber
- W Shokan Scott-Childress
- Woodstock Dymond

Meeting called to order by Chair Fortier at 10:02 AM

Chair Fortier introduced Janet Dymond, the new director of Woodstock and Thea Schoep interim director of Claverack.

**A. Action Items**

1. Motion by Lawrence, seconded by Cook to accept the minutes of September 2, 2015.  
PASSED.
2. Revised Language of Members Capital Development Fund Policy.  
 On an annual basis and within 30 days after a final MHLS annual audit reported is accepted by the MHLS Board, MHLS will report the audited balance of the Capital Development Fund to the System Services Advisory Committee. The Directors Association, based upon a recommendation of the System Services Advisory Committee,

will allocate the annual income among the 3 categories, by majority vote voting as authorized in the Bylaws of the Directors Association.

Moved by Lawrence, seconded by Garafalo to accept the recommendation of SSAC to adopt new language. PASSED.

3. The System Services Advisory Committee recommends adopting a new delivery schedule as outlined in the *Adjust Outliers to Align with Circulation and Keep Saturday Delivery Document*.  
Moved by Lawrence, seconded by Haar. PASSED.
4. OverDrive Lending Period  
The Resource Sharing Advisory Committee recommends that a 21 day lending period option be made available to Overdrive Patrons.  
Motion by Cook, seconded by Giraldo. PASSED.
5. The Resource Sharing Advisory Committee recommends that, in order to increase circulation, the *Display* Status should be holdable.  
Motion by Lawrence, seconded by Pulice. PASSED with 1 abstention.
6. The Resource Sharing Advisory Committee recommends the removal of the *Availability* facet in Encore.  
Motion by Giraldo, seconded by Giralco. PASSED.
7. The Resource Sharing Advisory Committee recommends the adoption of updated procedures for *Resource Sharing Standards Violation*.  
Motion by Giraldo, seconded by Deubert. PASSED with four abstentions.
8. The Central Library/Collection Development Advisory Committee recommends that Zinio for Libraries and OverDrive eJournals be tested by a group comprised of two directors from each county and report findings to CLDA. CLDA further requested that the two libraries which already have Zinio (East Fishkill PLD and Poughkeepsie PLD) participate. There was no vote needed.

## B. Reports

### 1. MHLS

#### i. Executive Director

##### 1. Executive Director Sloan

- a. Moving Forward will be completed by March 2016 at which time the DA will sort by priority and the results will be used in preparing the MHLS Five Year Plan. State mandated items will not be available for priority sorting.
- b. Resource Sharing Circulation Trends – there was a jump in circulation from 2013 to 2014.
- c. Although the registration deadline is past, MHLS will be able to accommodate more attendees at the 2016 Annual Meeting. The theme is sustainability.

- d. BOCES is preparing an RFP for bandwidth providers which includes the entire membership of MHLS. Some politicians have shown an interest e.g. Didi Barrett.
- e. Midyear Budget report includes a new feature – a narrative description of changes.

ii. Consultants

1. Assistant Director Advocate

- a. County chairs asked to send 2016 advisory committee assignments
- b. MHLS Trustee John Bickford requests that the directors and member board presidents who have not yet responded, to please do so.

2. Coordinator for Library Sustainability Smith Aldrich

- a. Framing public libraries as educational institutions as the new budget is prepared in Albany.
- b. There are some new opinions regarding the Non-profit Revitalization Act, e.g. libraries do not need to register as charitable organizations.
- c. New Pew study shows a slide in attendance at public libraries emphasizing the importance of marketing campaigns.
- d. Removing Barriers Mini Conference scheduled for later in the year.
- e. Libraries that received bullet aid should contact their legislators to thank and offer photo ops.  
Sloan gave a shout out to Smith Aldrich for her exemplary work in facilitating bullet aid.

3. Technology Operations Manager Drake

- a. eRate workshop scheduled.
- b. Webinar with EnvisionWare (time/print management for patron computers) scheduled for 10/13 from 1PM to 3PM. This is informational only and no support from MHLS is offered.
- c. Regularly scheduled webinar with Thomas O'Connell is scheduled for 10/27
- d. Reminder that the procedure regarding damaged items is to return them to the owning library.
- e. There have been some violations of circulating items before the street date mandated by the publisher. Drake has run a report and will send the results to individual libraries. There was no discernable pattern to the violations.

iii. Board Liaison - no report

## 2. Advisory Committees

### i. Central Library/Collection Development – Chair Menard

1. Chair Menard reported that the committee is comparing Zinio for Library and OverDrive eJournals. Assumptions are that whichever product is chosen, it will be centrally managed. This will most likely not be available until 2017 to accommodate budget cycles.
2. Concern was expressed by the libraries that currently have Zinio about losing access to their back issues if a group contract were adopted.
3. Menard said that a workshop on Sierra is being offered by MHLS and all libraries are encouraged to send at least one person.
4. Next meeting November 3.

### ii. Continuing Education/Professional Development – Next meeting November 10.

### iii. Marketing –

### iv. Resource Sharing – Next meeting November 19.

### v. System Services Advisory – Next meeting November 5.

## C. New/ Proposed Business & Information

1. The Dutchess County Directors Association requested that the DA give full consideration to the suggestion that the MHLS Board transfer 2015 unspent mileage Reimbursement funds to the OverDrive eBook and eAudiobook budget line. The DA determined that this should be directed to the SSAC for review and a recommendation.
2. There was a request from SSAC to send ideas for Table Talks to the committee.

Moved by Cosgrove to adjourn; meeting adjourned at 11:50 AM.

\*Note that reports from MHLS and advisory committees were distributed in advance of the meeting.\*

Respectfully Submitted,

Gloria Goverman, Secretary