

**MHLS Directors' Association  
Minutes of Meeting – December 4, 2015**

| <b>Columbia County</b>                        |           | <b>Dutchess County</b>                                    |               | <b>Green County</b>                           |         | <b>Putnam County</b>                          |            | <b>Ulster County</b>                           |                 |
|-----------------------------------------------|-----------|-----------------------------------------------------------|---------------|-----------------------------------------------|---------|-----------------------------------------------|------------|------------------------------------------------|-----------------|
| <input checked="" type="checkbox"/> Chatham   | DeLisle   | <input type="checkbox"/> Amenia                           | Devine        | <input type="checkbox"/> Athens               | Widrick | <input checked="" type="checkbox"/> Brewster  | Loprinzo   | <input checked="" type="checkbox"/> Esopus     | Dittmar         |
| <input checked="" type="checkbox"/> Claverack | Schoep    | <input checked="" type="checkbox"/> Beacon                | Raff          | <input type="checkbox"/> Cairo                | Kamecke | <input type="checkbox"/> Carmel               | Buck       | <input checked="" type="checkbox"/> Highland   | Dempsey         |
| <input type="checkbox"/> Germantown           | Place     | <input type="checkbox"/> Beekman                          | Fortier       | <input type="checkbox"/> Catskill             | Ray     | <input type="checkbox"/> Cold Spring          | Thorpe     | <input checked="" type="checkbox"/> Hurley     | Decker          |
| <input type="checkbox"/> Hillsdale            | Briggs    | <input checked="" type="checkbox"/> Clinton               | McGuirk       | <input checked="" type="checkbox"/> Coxsackie | Deubert | <input type="checkbox"/> Garrison             | McCreery   | <input checked="" type="checkbox"/> Kingston   | Menard          |
| <input type="checkbox"/> Hudson               | Chameides | <input type="checkbox"/> Dover                            | Totter        | <input type="checkbox"/> Greenville           | Flach   | <input checked="" type="checkbox"/> Kent      | Donick     | <input checked="" type="checkbox"/> Marlboro   | Cosgrove        |
| <input type="checkbox"/> Kinderhook           | Giraldo   | <input checked="" type="checkbox"/> E Fishkill            | Goverman      | <input type="checkbox"/> Haines Falls         | Garcia  | <input checked="" type="checkbox"/> Mahopac   | Capozzella | <input type="checkbox"/> Milton                | Skelly          |
| <input type="checkbox"/> Livingston           | Critchell | <input type="checkbox"/> Fishkill                         | Spann         | <input type="checkbox"/> Hunter               | Bain    | <input checked="" type="checkbox"/> Patterson | Haar       | <input type="checkbox"/> New Paltz             | Giralico        |
| <input type="checkbox"/> New Lebanon          | Bogino    | <input type="checkbox"/> Hyde Park                        | Callahan      | <input type="checkbox"/> Windham              | Begley  | <input type="checkbox"/> Put Valley           | McLaughlin | <input checked="" type="checkbox"/> Phoenicia  | Potter          |
| <input checked="" type="checkbox"/> N Chatham | Kurashige | <input type="checkbox"/> LaGrange                         | Potwin        |                                               |         |                                               |            | <input type="checkbox"/> Pine Hill             | Slater          |
| <input type="checkbox"/> Philmont             | Garafalo  | <input checked="" type="checkbox"/> Millbrook             | Harrison      |                                               |         |                                               |            | <input type="checkbox"/> Plattekill            | Georgiou        |
| <input type="checkbox"/> Valatie              | Powhida   | <input type="checkbox"/> NE Millerton                     | Leo           |                                               |         |                                               |            | <input type="checkbox"/> Rosendale             | Alexander       |
|                                               |           | <input checked="" type="checkbox"/> Pawling               | Conlin        |                                               |         |                                               |            | <input checked="" type="checkbox"/> Saugerites | Rees            |
|                                               |           | <input type="checkbox"/> Pine Plains                      | Hill          |                                               |         |                                               |            | <input type="checkbox"/> Stone Ridge           | Ford            |
|                                               |           | <input checked="" type="checkbox"/> Pleasant Valley       | Pulice        |                                               |         |                                               |            | <input checked="" type="checkbox"/> Ulster     | Priest          |
|                                               |           | <input type="checkbox"/> PPLD                             | Lawrence      |                                               |         |                                               |            | <input checked="" type="checkbox"/> W Hurley   | Lustiber        |
|                                               |           | <input checked="" type="checkbox"/> Red Hook              | Freudenberger |                                               |         |                                               |            | <input type="checkbox"/> W Shokan              | Scott-Childress |
|                                               |           | <input checked="" type="checkbox"/> Rhinebeck             | Cook          |                                               |         |                                               |            | <input checked="" type="checkbox"/> Woodstock  | Dymond          |
|                                               |           | <input checked="" type="checkbox"/> Rhinecliff            | Meyer         |                                               |         |                                               |            |                                                |                 |
|                                               |           | <input type="checkbox"/> Staatsburg                       | Rothman       |                                               |         |                                               |            |                                                |                 |
|                                               |           | <input checked="" type="checkbox"/> Stanford Christiansen |               |                                               |         |                                               |            |                                                |                 |
|                                               |           | <input type="checkbox"/> Tivoli                           | Corrado       |                                               |         |                                               |            |                                                |                 |
|                                               |           | <input type="checkbox"/> Wappingers                       | Sherman       |                                               |         |                                               |            |                                                |                 |

**MHLS Staff**

- Advocate
- Aldrich
- Drake
- Sloan

Meeting called to order by First Vice-Chair Linda Deubert at 10:04 AM.  
Introduced and welcomed Caitlin Decker, the new director at Hurley.  
Said farewell to Jim Cosgrove of Marlboro who is retiring and relocating.

**A. Action Items**

1. Motion by Lawrence, seconded by Cook to accept the minutes of November 5, 2015. PASSED.
2. Motion by Lawrence, seconded by Kelsall-Dempsey to accept the proposed DA meeting dates for 2016. PASSED.
3. Motion by Kelsall-Dempsey, seconded by Lawrence to contract with Recorded Books to provide system-wide access to Zinio for Libraries starting 1/1/16. PASSED.
4. Motion by Kelsall-Dempsey, seconded by Lawrence to accept the recommendation of the Resource Sharing Advisory Committee to place a Zinio for Libraries button on the right side of the catalog. PASSED.
5. Motion by Kelsall-Dempsey, seconded by Lawrence to change the default item cost in the item cost field from \$30 to \$18 to better reflect market prices. PASSED.

## B. Reports

### 1. MHLS

#### i. Executive Director Tom Sloan

1. Praised Assistant Director Advocate for bringing eMagazines to the Central Library/Collection Development Advisory Committee; for working closely with Margie Menard, Chair of the Committee and with Lawrence & Goverman in setting up an opening day collection. Advocate announced that setup will move quickly. By 12/15 library staff will have access and 1/1 patrons will. Opening day collection will be over 90 titles. Staff webinars; patron webinars and promotional materials will all be available. Advocate explained that funding was provided by Central Library aid, East Fishkill and Poughkeepsie Public Library Districts. Titles list can be reviewed and tweaked in April.
2. Sloan announced that the completion of two new Assessment Reports as part of the Moving Forward project. Rebekkah Smith Aldrich and Robert Drake explained what they do. Sloan said that in the spring, services will be ranked.
3. Budget Report – Possible uses of unassigned excess funds are: reduction in member assessment; waive capital fee; contribute to Zinio 2017; system-wide purchase of routers. Will come to the DA on the March 4 meeting.
4. Reminder that there's an RFP for broadband services written and distributed by BOCES that may have benefits for MH Libraries.
5. Sloan ended with a personal / professional message noting that he just completed his second year and he thanks MerriBeth Advocate who, "has been amazing" from his first day.

#### ii. Consultants

1. Assistant Director Advocate
  - a. Advocate reviewed items 1 & 2 of her written report; Annual Reports will be due soon and the Poughkeepsie Barnes & Nobles is holding a Holiday Book Drive.
2. Coordinator for Library Sustainability Smith Aldrich
  - a. Call to action for NYS budget – get the word out to library stakeholders.
  - b. Tax Cap form must be completed and submitted if the member library has ever held a vote.
  - c. FOL Survey – focus is on recruitment. Meeting scheduled for 2/18/16.
3. Technology Operations Manager Drake
  - a. E-Rate applications will be due soon.
  - b. OSC Policy indicates that all financial transactions with patrons and between libraries should be accompanied by a printed receipt.
  - c. Two recent end-of-year action memos need to be completed and returned; scheduled closings in 2016 and updated Sierra User logins.
  - d. Training manual is close to being completed.

iii. Board Liaison - no report

2. Advisory Committees

i. Central Library/Collection Development – Chair Menard

1. Lawrence has distributed competency documents at every county meeting and would like to know in which areas the DA would like training. Lawrence mentioned that the cost of a search in Gale is not good.

ii. Continuing Education/Professional Development – Reported by Dittmar

1. Encouraged all staff members to complete survey re: What do you struggle with?

iii. Marketing – Chair Thorpe

1. No meeting.

iv. Resource Sharing –Chair Dempsey

v. System Services Advisory – Reported by Deubert

1. No action items to report.

C. New/ Proposed Business & Information

1. The Marketing Advisory Committee mission remains unchanged. Representing the Committee, Smith-Aldrich reported on branding, the Committee's primary focus.

Moved by Lawrence to adjourn; meeting adjourned at 11:35 AM.

Respectfully Submitted,

Gloria Goverman, Secretary