

**MHLS Directors' Association  
Minutes of Meeting – October 6, 2016  
MHLS Auditorium**

<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 checked="" type="checkbox"/> Cairo	Kamecke	<input checked="" type="checkbox"/> Carmel	Buck	<input type="checkbox"/> Highland	Dempsey
<input type="checkbox"/> Germantown	Place	<input checked="" type="checkbox"/> Beekman	Fortier	<input checked="" type="checkbox"/> Catskill	Ray	<input checked="" type="checkbox"/> Cold Spring	Thorpe	<input type="checkbox"/> Hurley	Decker
<input type="checkbox"/> Hillsdale	Briggs	<input checked="" type="checkbox"/> Clinton	McGuirk	<input checked="" type="checkbox"/> Coxsackie	Deubert	<input checked="" type="checkbox"/> Garrison	McCreery	<input checked="" type="checkbox"/> Kingston	Menard
<input checked="" type="checkbox"/> Hudson	Chameides	<input checked="" type="checkbox"/> Dover	Buckley	<input type="checkbox"/> Greenville	Flach	<input checked="" type="checkbox"/> Kent	Donick	<input checked="" type="checkbox"/> Marlboro	Jennerich
<input checked="" type="checkbox"/> Kinderhook	Giraldo	<input checked="" type="checkbox"/> E Fishkill	Goverman	<input type="checkbox"/> Haines Falls	Garcia	<input checked="" type="checkbox"/> Mahopac	Capozzella	<input checked="" type="checkbox"/> Milton	Skelly
<input type="checkbox"/> Livingston	Critchell	<input checked="" type="checkbox"/> Fishkill	Spann	<input type="checkbox"/> Hunter	Bain	<input checked="" type="checkbox"/> Patterson	Haar	<input type="checkbox"/> New Paltz	Giralico
<input checked="" type="checkbox"/> New Lebanon	Bogino	<input checked="" type="checkbox"/> Hyde Park	Callahan	<input type="checkbox"/> Windham	Begley	<input type="checkbox"/> Put Valley	McLaughlin	<input type="checkbox"/> Phoenicia	Potter
<input type="checkbox"/> N Chatham	Kurashige	<input type="checkbox"/> LaGrange	Potwin					<input type="checkbox"/> Pine Hill	Ortloff
<input checked="" type="checkbox"/> Philmont	Garafalo	<input checked="" type="checkbox"/> Millbrook	Harrison					<input checked="" type="checkbox"/> Plattekill	Georghiou
<input type="checkbox"/> Valatie	Powhida	<input checked="" type="checkbox"/> NE Millerton	Leo					<input type="checkbox"/> Rosendale	Alexander
		<input checked="" type="checkbox"/> Pawling	Avery			<b>MHLS Staff</b>		<input checked="" type="checkbox"/> Saugerties	Rees
		<input checked="" type="checkbox"/> Pine Plains	Hill			<input checked="" type="checkbox"/> Advocate		<input type="checkbox"/> Stone Ridge	Ford
		<input checked="" type="checkbox"/> Pleasant Valley	Pulice			<input checked="" type="checkbox"/> Aldrich		<input type="checkbox"/> Ulster	Priest
		<input type="checkbox"/> PPLD	Lawrence			<input checked="" type="checkbox"/> Drake		<input checked="" type="checkbox"/> W Hurley	Lustiber
		<input checked="" type="checkbox"/> Red Hook				<input checked="" type="checkbox"/> Sloan		<input type="checkbox"/> W Shokan	Scott-Childress
		Freudenberger						<input checked="" type="checkbox"/> Woodstock	Dymond
		<input type="checkbox"/> Rhinebeck	Cook						
		<input checked="" type="checkbox"/> Rhinecliff	Meyer						
		<input checked="" type="checkbox"/> Staatsburg	Rothman						
		<input type="checkbox"/> Stanford Christiansen							
		<input type="checkbox"/> Tivoli	DelPriore						
		<input checked="" type="checkbox"/> Wappingers	Harrison						

Meeting called to order by Chair Fortier at 10:00 AM

**A. Action Items**

1. Moved by Giraldo, seconded by Lawrence, to accept the minutes of September 7, 2016 PASSED.
2. Moved by Lawrence, seconded by Spann to accept the recommendation of the SSAC to adopt the revised Member Capital Fund Policy as presented. With 37 yes votes and 1 abstention, the motion PASSED.
3. Moved by Lawrence, seconded by Spann, to accept the MHLS Automation Agreement with Member Libraries as presented. With 37 yes votes and 1 abstention, the motion PASSED.

**B. Table Talk; Topic, Board President/ Director Relationship**

**C. Reports**

1. MHLS

i. Executive Director Sloan

1. Referring to 1B on his report, PLAN OF SERVICE, Sloan thanked the DA for their participation in passing the Plan of Service and he introduced the Action Plans which will

fill in more detail than covered in the Plan of Service. This will be done over time; it will take one year to format a plan of service for all 16 services named in the Plan of Service. This is an internal document and doesn't get filed with the state.

2. Referring to item 2 on his report, MHLS BUDGETS Sloan stated that the SSAC will review the 2017 budget on 11/9 and then it will go to the MHLS Board on 12/10.
3. Referring to item 4 on his report, CANCELLATION POLICY, Sloan explained that according to the DA By-Laws, it's the DA Chair who determines when meetings are canceled. Likewise, for the Advisory Committees, it's the Chair of the Committee who makes that decision.

ii. Consultants

1. Assistant Director – Advocate
  - a. Advocate highlighted item 1 of her written report with a review of OVERDRIVE, reminded member libraries that they can manage OverDrive purchases directly; and discussed the Working Paper on OverDrive Circulation and Budget developed by the Central Library/Collection Development Advisory Committee in which it has been determined that the financial model that was originally set up can no longer be sustained.
2. Coordinator for Library Sustainability - Smith Aldrich
  - a. Referencing item 1 on her report, ESSENTIAL DOCUMENTS, Aldrich reviewed Essential Documents, highlighting Conflict of Interest, Internal Financial Controls, Facility Plans. Aldrich referred people to the MHLS web page for samples and details.
  - b. Referring to item 4 on her report, NYLA – SI, Aldrich talked about the NYLA Sustainability Initiative that will launch at the NYLA conference. Erica Freudenberg and Casey Conlin will be presenting.
  - c. There is an outstanding issue of concern regarding the Office of the State Comptroller Division of Local Government and School Accountability's assertion that it is not permissible for a public library treasurer to be a member of the library board. OSC Counsel refused to provide a written opinion. Aldrich submitted answers to frequently asked questions on this topic that she and Jerry Nichols drafted that had been reviewed by the Office of the State Comptroller, the State Education Department's Office of Counsel and the Division of Library Development. which have been found to be acceptable and will be released soon.
3. Technology Operations Manager - Drake
  - a. The Sierra server is moving to Syracuse NY on 10/11 – 10/12. There should be no impact on regular Sierra operations although SAM, OverDrive, Hoopla and Freegal will be impacted.
  - b. Reminder that no purchases can be made through MHLS during the month of December.
  - c. Aerohive project continues.

- d. Drake suggested *If This Then That (IFTTT)* as a good app to use for getting text alerts for meeting cancelations. He is available to help with set-up.
- iii. Board Liaison – Deubert
  - 1. Reported that the MHLS BOT met at the Mountain Top Library and that the meeting was very efficiently run. Details available on the MHLS page.
- iv. Central Library/Collection Development – Menard – Next meeting 11/29
  - 1. Menard reported that DA practices and policies are misaligned creating an unsustainable final model for OverDrive purchases. There was a questions from the floor asking why the checkout/holds limit was increased from 3 to 10. There was an observation from the floor that the cost of OverDrive products is rising exponentially. Also suggested that once a cart is prepared, ordering should take place immediately otherwise duplicate orders will occur.
- v. Continuing Education/Professional Development - Next meeting 11/15
- vi. Marketing – Chair Thorpe – Next meeting 12/7
- vii. Resource Sharing –Chair Dempsey – Next meeting 11/7
- viii. System Services Advisory – Chair Deubert – Next meeting 11/9
  - 1.

D. New/ Proposed Business & Information

- 1. Proposed 2017 DA meeting Schedule
  - i. Everyone was asked to check the schedule for conflicts; it will be an action item next month.
- 2. Holiday Luncheon
  - i. Frank Rees is coordinating and he requests that all directors bring a dessert and stay to help clean up.
- 3. Suggestion from the floor that library directors consider attending the Innovative Users Conference in 2017 when it will be held in Baltimore.

Moved by Lawrence to adjourn. Meeting adjourned by President Fortier.

Respectfully Submitted

Gloria Goverman, Secretary