

**MHLS Directors' Association
Minutes of Meeting – November 9, 2016
MHLS Auditorium**

Columbia County		Dutchess County		Green County		Putnam County		Ulster County	
<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 type="checkbox"/> Beacon	Raff	<input type="checkbox"/> Cairo	Kamecke	<input checked="" type="checkbox"/> Carmel	Buck	<input type="checkbox"/> Highland	Dempsey
<input checked="" type="checkbox"/> Germantown	Place	<input type="checkbox"/> Beekman	Fortier	<input checked="" type="checkbox"/> Catskill	Ray	<input type="checkbox"/> Cold Spring	Thorpe	<input type="checkbox"/> Hurley	Decker
<input type="checkbox"/> Hillsdale	Briggs	<input type="checkbox"/> Clinton	McGuirk	<input checked="" type="checkbox"/> Coxsackie	Deubert	<input 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 type="checkbox"/> Kinderhook	Giraldo	<input checked="" type="checkbox"/> E Fishkill	Goverman	<input type="checkbox"/> Haines Falls	Garcia	<input 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 checked="" 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 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	Farley	<input type="checkbox"/> Millbrook	Harrison					<input checked="" type="checkbox"/> Plattekill	Georghiou
<input checked="" type="checkbox"/> Valatie	Powhida	<input type="checkbox"/> NE Millerton	Leo			MHLS Staff		<input type="checkbox"/> Rosendale	Alexander
		<input checked="" type="checkbox"/> Pawling	Avery			<input checked="" type="checkbox"/> Advocate		<input type="checkbox"/> Saugerties	Rees
		<input checked="" type="checkbox"/> Pine Plains	Hill			<input checked="" type="checkbox"/> Aldrich		<input type="checkbox"/> Stone Ridge	Ford
		<input checked="" type="checkbox"/> Pleasant Valley	Pulice			<input checked="" type="checkbox"/> Drake		<input type="checkbox"/> Ulster	Priest
		<input checked="" type="checkbox"/> PPLD	Lawrence			<input checked="" type="checkbox"/> Sloan		<input type="checkbox"/> W Hurley	Lustiber
		<input type="checkbox"/> Red Hook						<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 checked="" type="checkbox"/> Stanford Christiansen							
		<input checked="" type="checkbox"/> Tivoli	DelPriore						
		<input checked="" type="checkbox"/> Wappingers	Harrison						

Meeting called to order by Chair Pro Tem Deubert at 10:09 AM

Chair set aside the agenda to recognize libraries with votes that passed on election day, 11/8.

- Patterson, Patti Haar – Run a good campaign and do your job every day
- PPLD, Tom Lawrence – Have had problems with BOE but budget and trustee vote passed by 20%
- Julie Delisle – Kinderhook passed and Columbia County funds were restored
- Rhinecliff, Joanne Meyer – Passed with a healthy margin even though the campaign started late. Joanne Meyer has given her notice effective 12/31/16. She will be missed!

Rebekkah Smith Aldrich reported on two libraries with lost votes:

- Putnam Valley – Lost due to several issues including that of trustees not elected
- Phoenicia – Unofficial loss but final count won't be known until absentee ballots are counted.

A. Spotlight

1. Follow That Book – Sue Ray, Catskill, gave a presentation on Catskill's story time program Follow That Book. Because they have no parking, story time at their location doesn't thrive, so they went out into the community and do story time at various locations, mostly businesses, in town. The theme of the story time is based on the type of business that hosts. They've visited over 65 locations. Before starting they made sure that their insurance would cover employee's whenever on the clock regardless of location.

B. Action Items

1. Motion by Lawrence, seconded by Georgiou, to accept the minutes of October 6, 2016. PASSED.
2. Proposed DA meeting dates 2017. Motion to accept the dates as submitted at the October meeting made by Lawrence, second by Ray. PASSED.

C. Discussion: Action Plan – Top Four Service Priorities MHLS Plan of Service 2017 – 2021; Director Sloan will visit all five county associations to discuss.

1. Priority 1, item 2a – Delivery Services; new RFP in 2019 will include cost of sorting, which is currently an in-house job.
2. Priority 1, item 2b – Van; currently used as a spare vehicle if courier trucks breaks down. Will evaluate.
3. Priority 2, item 2a – ILL contract up for renewal. Looking at layering products rather than contracting for a single integrated system. There is precedent for this.
4. Priority 2, item 2b – ILS training to increase by adding monthly webinar on Circulation Basics for New Employees. May take the place of some of the current training. Will also offer in-person workflow consulting.
5. Priority 2, item 2c – Drake reported that Sierra is a SQL system which has tremendous potential for running automated reports which would ease the workload significantly; capability would move to the libraries. Eventually, MHLS may be able to design code that produces State Annual Report stats. This may lead to staff reductions or reassignments.
6. Priority 4, item 2a – Aerohive Router purchase and installation is proceeding on schedule.
7. Priority 4, item 2b - Drake suggested that MHLS may be able to offer on-demand cloud management tech support and are looking to transition SAM libraries to command PCs or other services.
8. Priority 4, item 2c – Community Connectivity Projects may make it easier to apply for e-rate and use the money to expand service. Comment from floor – e-Rate compensation is shrinking, services that were eligible are no longer, and computers must be filtered. Additional comment from floor – Although the items are the top 4 in terms of importance, it seems that rather than expanding service to libraries, there are many cuts to services. Sloan remarked that they look for efficiencies.

D. Reports

1. MHLS

i. Executive Director Sloan

1. Referring to item 2. A. (1) Sloan that the 2017 MHLS Budget will continue three projects that were recommended by directors and funded in 2016; Member Libraries Assessment of \$600 per library; Library Elf year 2 at \$2,700; Aerohive Routers \$16,000.
2. 2. A (2); \$50,000 unassigned funds. Discussion will go to SSAC and then to DA. No guarantee that this will continue beyond 2017.
3. Item 2.A (3) b); Adjusting wages upward to address the \$15 minimum wage state requirements.
4. Item 2. B. Reserve Funds – Purpose is to keep MHLS running while waiting for State funds. Comments welcome – deadline 12/10/16.
5. Item 3 – Automation Agreement – MHLS Action Memo. Need two original signed agreements sent to MHLS by April 30. Some language in Agreement not clear and MHLS is addressing this in FAQs.
6. Sloan thanked everyone for supporting the Best Annual Meeting Ever.

ii. Consultants

1. Assistant Director Advocate

- a. New interface with Zinio and name change to RB Digital.
- b. New routing slips.
- c. Advisory list terms should be reviewed by county.
- d. Needs county meeting dates.
- e. Would like to hear about any great programs from NYLA.

2. Coordinator for Library Sustainability Smith Aldrich

- a. New appendix in Trustee Handbook which includes clarification regarding the role of Treasurer. Webinar coming soon.
- b. Fair Labor Standards Act rules for overtime have changed effective 12/1/16 increasing the salary threshold for paid overtime.
- c. Regarding library wins and losses and the election in general – this is a new time in history. We do good and we need to do more.

3. Technology Operations Manager Drake

- a. It's time to apply for E-Rate. Contact Drake in interested.
- b. Action memos need responses:
 - i. Sierra user names
 - ii. 2017 Days closed
- c. Aerohive update – nearly done with the first cohort.
- d. Since the Sierra server moved from California to Syracuse speed is, *on average*, 10% faster. Having tech support in the same time zone is a significant benefit.

iii. Board Liaison – Next meeting 12/10

2. Advisory Committees

- i. Central Library/Collection Development – Next meeting 11/29
- ii. Continuing Education/Professional Development – Next meeting TBD
- iii. Marketing – Next meeting 12/7
- iv. Resource Sharing – Next meeting 11/17
- v. System Services Advisory – Next meeting TBD

E. New/ Proposed Business & Information

1. Welcome Michelle DelPirore, new director at Tivoli.
2. Joanne Meyer thanked everyone for their good counsel, collegiality and friendship over the years of working together.

Moved by Georgiou to adjourn; meeting adjourned 11:36 AM.

Respectfully Submitted

Gloria Goverman, Secretary