

**MHLS Directors' Association
Minutes of Meeting – May 5, 2017
MHLS Auditorium**

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
X	Chatham	DeLisle		Amenia	Devine	X	Athens	Dymond	X	Brewster	Loprinzo	X	Esopus	Dittmar
X	Claverack	Schoep		Beacon	Raff		Cairo	Kamecke	X	Carmel	Buck	X	Highland	Dempsey
	Germantown	Place	X	Beekman	Fortier	X	Catskill	Ray		Cold Spring	Thorpe	X	Hurley	Decker
	Hillsdale	Briggs	X	Clinton	McGuirk	X	Coxsackie	Deubert	X	Garrison	McCreery	X	Kingston	Menard
X	Hudson	Chameides		Dover	Buckley		Greenville	Flach	X	Kent	Donick	X	Marboro	Jennerich
X	Kinderhook	Giraldo	X	E Fishkill	Goverman		Haines Falls	Garcia	X	Mahopac	Capozzella	X	Milton	Skelly
	Livingston	Critchell	X	Fishkill	Spann		Hunter	Bain	X	Patterson	Haar	X	New Paltz	Giralico
	New Lebanon	Bogino	X	Hyde Park	Callahan		Windham	Begley	X	Put Valley	Federici	X	Phoenicia	Potter
	N Chatham	Kurashige		LaGrange	Potwin	MHLS ✓ Advocate ✓ Aldrich ✓ O'Connor ✓ Sloan							Pine Hill	Harp
X	Philmont	Farley	X	Millbrook	Harrison							X	Plattekill	Georghiou
	Valatie	Powhida	X	NE Millerton	Leo								Rosendale	Alexander
			X	Pawling	Avery							X	Saugerties	Scott-Childress
				Pine Plains	Stork								Stone Ridge	Ford
			X	Pleasant Valley	Pulice							X	Ulster	Priest
			X	PPLD	Lawrence							X	W Hurley	Lustiber
			X	Red Hook	Jardine							X	W Shokan	Lawlor
			X	Rhinebeck	Cook							X	Woodstock	Kerr
			X	Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Christiansen									
			x	Tivoli	DelPriore									
			X	Wappingers	Harrison									

Meeting called to order by Chair Deubert at 10:04 AM

Chair Deubert introduced Marjorie Federici, new director at Putnam Valley; Chrissy Lawlor, new director at Olive Free; and welcomed Katie Scott-Childress in her new role as the director at Saugerties.

A. Action Items

1. Motion by Lawrence, second by Cook, to accept the minutes of 4/5/17 - PASSED.
2. Motion by Lawrence, second by Dempsey, to accept the recommendation of the Central Library/Collection Development Advisory Committee to adopt Updated MHLS OverDrive Collection Development Guidelines footnoted as *4/21/17 recommended by the MHLS Central Library/Collection Development Advisory Committee.*
With 41 YES votes, 1 NO vote, 2 ABSTENTIONS, the motion PASSED.
3. Motion by John Georghiou, second by Lawrence to accept the recommendation of the Central Library Committee to authorize MHLS to remove the bibliographic record of select OverDrive titles and cancel patron holds on those titles; titles that fall under this rule are those that are metered with no checkouts left. Report will be done monthly. It is the library's responsibility to contact its patrons.
PASSED UNANIMOUSLY.
4. Motion by Dempsey; second by Fortier, to accept the recommendation of the Central Library Committee to enable the "share" model within OverDrive which allows items purchased through OverDrive Advantage Plus program to be shared among MHLS member libraries regardless of the owning library. The owning library's patrons will have local preference.
PASSED UNANIMOUSLY.
5. Motion by Dempsey; second by Haar, to accept the recommendation of the System Services Advisory Committee to purchase 10 additional Sierra licenses to increase the pool available to every library. Purchase to be funded from the Member Capital Fund and not to exceed \$9,000 which includes first year maintenance. Subsequent annual licensing fees will be paid from MHLS general funds.
PASSED UNANIMOUSLY.

B. New/Proposed Business & Information

1. The proposed 2018 Digital Resources cost shares will be an action item next month.
2. 2018 Tentative Member Assessment Table was reviewed. A corrected version will be presented at the next meeting as an action item.

C. Reports

1. Advisory Committees
 - i. Central Library/Collection Development – Next meeting 6/12.

1. Discussion of automatic checkout which is the current default for patrons with that option chosen. There is a concern that auto-checkouts that aren't wanted by the patron can be wasting checkouts on metered titles. The choice of opting in to auto-checkout can be removed for new registers but not retrospectively for existing patrons. Without auto-checkout, the patron has three days to pick up the title; this could be changed to four days. Libraries using checkouts for live demos should be sure that the title isn't metered.
This will be on the June Agenda as an Action Item.
 2. Forty-eight libraries requested Winter Weeding Project packets.
- ii. Continuing Education/Professional Development – next meeting TBD
 - iii. Marketing – next meeting TBD
 - iv. Resource Sharing – next meeting 6/16
 - v. System Services – next meeting 7/7
 1. Chair DeLisle reported that a new listserv has been created by MHLS called *MHLS Notices*. *MHLS Alerts* will be used for emergencies. *Notices* will be used for items that MHLS needs to send to every library using a monitored membership list.
2. MHLS
- i. Executive Director Sloan
 1. Reviewed the changes to the Fourth and Final Plan – Phase II of the 2017 – 2021 Plan of Service, which goes to the MHLS on 5/10.
 2. In order to help member libraries plan, MHLS has released certain 2016 Annual Report Data prior to State approval.
 3. Survey on the new proposed NYS Minimum Standards closes on 5/8.
 - ii. Consultants
 1. Assistant Director Advocate
 - a. MHLS Adult Literacy Mini-grant applications are due 6/5.
 - b. Tumblebook App is live.
 2. Coordinator for Library Sustainability Smith Aldrich
 - a. Federal Omnibus bill was fully funded and \$1 million added.
 - b. County Funding report attached.
 - c. Reviewed the hierarchy of authority when determining the number of trustees designated for public libraries. Aldrich requested that if any documents are sent to NYS Division of Library Development, she get a copy as well so that she can track and assist. She also stressed that if you need a resolution to your charter, DLD should write it.

3. Technology Operations Acting Manager O'Connor
 - a. Don't forget to use the Ticket System when contacting MHLS Tech.
 - b. Best practice to change Sierra logins when staff leaves.
 - c. Sierra upgrade will take place on Memorial Day. Version 3.1 will fix many bugs but may require a reinstall.

iii. Board Liaison – next meeting 5/10 at Hudson

D. Panel Discussion on OverDrive Advantage

1. Michele Capozella (Mahopac), Julie Dempsey (Highland) and Gloria Goverman (East Fishkill) fielded questions by Tom Sloan on their experience with OverDrive Advantage.

Meeting adjourned 12 Noon.

Respectfully Submitted

Gloria Goverman, Secretary