

MHLS Directors' Association
Minutes of Meeting – November 2, 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		Catskill	Ray	X	Cold Spring	Thorpe	X	Hurley	Golliher
	Hillsdale	Briggs	X	Clinton	Bancroft	X	Coxsackie	Deubert		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		Mahopac	Capozzella	X	Milton	Skelly
	Livingston	Critchell		Fishkill	Spann		Hunter	Bain	X	Patterson	Haar	X	New Paltz	Giralico
	New Lebanon	Bogino	X	Hyde Park	Callahan		Windham	Begley		Put Valley	Federici		Phoenicia	Potter
	N Chatham	Kurashige	X	LaGrange	Sassi	MHLS ✓ Advocate ✓ Aldrich ✓ Shedrick ✓ Sloan							Pine Hill	Harp
	Philmont	Farley	X	Millbrook	Harrison								Plattekill	Georghiou
X	Valatie	Powhida		NE Millerton	Leo								Rosendale	Alexander
			X	Pawling	Avery							X	Saugerties	Scott-Childress
				Pine Plains	Stork								Stone Ridge	Ford
			X	Pleasant Valley	Pulice								Ulster	Priest
			X	PPLD	Lawrence								W Hurley	Lustiber
			X	Red Hook	Jardine							X	W Shokan	Lawlor
				Rhinebeck	Cook							X	Woodstock	Kerr
				Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Christiansen									
				Tivoli	DelPriore									
				Wappingers	Harrison									

Meeting called to order by Chair Deubert at 10:03 AM

A. Action Items

1. Motion by Giraldo, second by Lawrence, to accept the minutes 10/3/17 - PASSED.
2. Deubert announced that there would be information on the December luncheon soon.

B. New/Proposed Business & Information

No new business.

C. Reports

1. Advisory Committees

- i. Central Library/Collection Development – Next meeting 11/6
- ii. Resource Sharing – Next meeting 11/14
- iii. System Services Advisory – Next meeting 11/2

2. MHLS

- i. Teleforms 3.1 - Shedrick explained how Teleforms works and several directors testified that it has helped their operations. There was a question from the floor regarding MHLS eRate discount being passed on to participants. Shedrick will research and respond.
- ii. LIU Public Library Administrators Certificate - 4.3 Several directors testified that this program helped them professionally.
- iii. 2018 Community Engagement Laboratory Project 5.1 – Anyone interested in joining this project should contact Aldrich. There was a discussion about the use of statistics and how to address libraries with inflated or deflated user counts due to environment, local practices, and charters. Annual purge of patron database of patrons with expired cards and no activity within 3 years of expiration will take place in January 2018.
- iv. Book Club in a Bag Timeline 6.1 – Advocate reviewed reasons for discontinuing and timeline.
- v. Collection/Circulation Statistics 6.2 – Sloan reviewed annual circ trend chart. (note – a corrected chart was circulated after the meeting). There was a discussion around the challenges of budgeting for formats that may be decreasing in use (DVDs) while adding newer methods of content delivery such as streaming.
- vi. Plan of Service 13.1 – Sloan reviewed the past four years of working on the Plan of Service which included identifying tasks, assigning a cost, surveying the stakeholders, designing an Action Plan that is tied to the Plan of Service, creating an integrated reporting system. He thanked everyone for their patience and said that we're in a much better process; the Action Plan is viewed by MHLS staff as a dynamic process.
- vii. MHLS 2018 Budget 13.2 – Sloan presented the proposed 2018 budget for MHLS. They are expecting no new receipts; it's a balanced budget at \$3.4 million. Following MHLS policy, they keep 60% reserve for operations because state

income is unpredictable and this keeps them from taking out loans if state is late in disbursements.

It was noted that in 2017 member libraries were not invoiced for \$600 per library for licenses and that this will change in 2018. Libraries that budgeted based on 2017 invoices will be short that amount.

Sloan was thanked for creating a budget and budget process that is transparent and accessible. Sloan thanked Tom Lawrence and Linda Vittone for their contributions.

- viii. Board Liaison Report – Next MHLS BOT meeting is 12/9.
- ix. MHLS Annual Meeting was given a quick review by several members who were in attendance and all were quite positive.
- x. Chair Deubert introduced Carol Bancroft, Adult Programming Coordinator at Clinton Community Library and Lynne Asha Gollither new director at Hurley Library.

D. PR Idea Exchange Event

- 1. Each director present spoke for 30 seconds on their top PR or programming event.
- 2. Gillian Thorpe, AnnaLee Giraldo, & Daniela Pulice led a panel discussion on Facebook, print newsletter and Instagram respectively.
- 3. Gallery Walk – Items that libraries sent in were posted around the room and every one had some time to wander, look and discuss.

Meeting adjourned 11:40 AM.

Respectfully Submitted

Gloria Goverman, Secretary