

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: January 17, 2019

Location: Highland Public Library

Roll Call:

- Thea Schoep (Columbia)
- Julie DeLisle (Columbia)
- Tom Lawrence (Dutchess)
- Mary De Bellis (Dutchess)
- Margie Menard (Ulster)
- Julie Dempsey (Ulster)

- Catherine Benson (Greene)
- Sue Ray (Greene)
- Stephanie Harrison (Putnam)
- Gina Loprinzo (Putnam)
- Rebekkah Smith Aldrich (MHLS)
- Laurie Shedrick (MHLS)
- Linda Vittone (MHLS)

Discussion Items:

1. Committee History

Tom Lawrence reviewed how the System Funding Task Force became the System Services Advisory Committee. The purpose of the committee was to help vet issues for the Directors' Association. The standard was set to have 2 committee members from each county.

2. Committee Charge

"The charge of the MHLS System Services Advisory Committee is to represent MHLS member library interests by collaborating with System staff and Board in determining services and how they are funded. Activities include:

- Review and recommend changes in member services
- Review and recommend changes in member assessments
- Assist in the evaluation of System Services"

3. 2019 Committee Meeting Schedule

a. January 17

- i. Orientation to the Committee
- ii. Review of committee charge
- iii. Planning for the year

b. May (date TBD)

- i. Finalize and recommend Member Assessment
- ii. Review and recommend Delivery Stop Schedule

c. October (date TBD)

- i. Review and recommend annual DA Meeting Calendar
- ii. Review and recommend Allocation of Member Capital Fund
- iii. Review of MHLS Budget
- iv. Choose SSAC Officers and Board Liaisons for the coming year

4. Member Assessment & eResources Fees

Member Assessments: Member assessments make up ¼ of MHLS revenue. Tom reviewed the tentative 2019 Member Assessment Table from June, 2018.

eResources Fees: The CL/CD Advisory Committee will be re-evaluating it. Some new databases being considered for system funding are Niche Academy, Mango, and Ancestry.com. Draft charts will be presented to the SSAC in March, recommendations will be made to the DA in May, and submitted for approval in June.

5. System Services

Rebekkah reviewed the 1/1/17-12/30/21 MHLS Plan of Service, the 2019 Action Plan, and the process for revising the Plan of Service. Currently, the three components of the Plan of Service are: Priorities; Goals, Results and Orientation; and Action Plans.

Action Items:

6. Determining DA 2019 Meeting Event Topics

Results of the member survey revealed that the top 3 topics directors would like to be covered at meeting/workshops are: Long-term Strategic Planning; Staff Evaluations; and Policies and Procedures. The top 3 topics indicated by new directors were: Long-term Strategic Planning; Policies and Procedures; and Staff Evaluations/Director-Board Relations (tied). It was decided that the Business Meeting on February 20th would include a Table Talk on Organizational Planning. Committee members will be stationed at each table to gather information from directors as to what they'd like to be covered in a future Strategic Planning workshop. The topic for the March 7th Workshop will be Director/Trustee Relations, presented by Rebekkah, with Thea acting as liaison. The April 9th Business Meeting will include a tweet-out: "Fact is Stranger Than Fiction – What's the Craziest Thing That's Happened in Your Library?" The topic for the May 3rd Workshop will be "Things I Wish I Knew Before Becoming a Director," and will be organized by Tom. Meeting topics for the second half of the year will be determined at a future date.

7. ILS Whitepaper Recommendation

After very little discussion, the SSAC unanimously endorsed the recommendation to negotiate a new 5-year "Success Plus Subscription" with Innovative.

8. Review & Recommend Allocation of Member Capital Fund

Tom gave some background on the Members Capital Fund Policy. Currently there is a fund balance of \$214,587. Current fund categories include licenses, modules/enhancements, and migration which do not reflect upcoming projected costs. Laurie explained that some service fees are not yet completely quoted, and expressed a need for a plan that includes annual training in the bundle. The recommendation is to include a motion on the February DA meeting agenda for the capital funds to be consolidated into a single fund, and to authorize expenditure of up to \$100,000 to be allocated to Implementation and Training.

Next SSAC meeting: TBD