

MHLS Directors Association | Agenda Attachment

Special Business Meeting of Wednesday, December 7, 2022

Action Item #2: Ad Hoc OverDrive Committee Report

Background: In June 2022 the MHLS DA convened an Ad Hoc OverDrive Committee with a stated purpose for the committee “...to develop a recommended strategy, which may include a survey of member library directors, on purchasing standards for both digital and e-resources.” This committee met four times between August and October 2022 and drafted a report that was discussed at each county’s monthly meeting.

Committee Reports:

- [Meeting 1](#)
- [Meeting 2](#)
- [Meeting 3](#)
- [Meeting 4](#)

The Committee presented a [final report](#) at the November 2022 DA meeting.

Recommendation: The Committee recommends that the Directors Association “accept” this report. This would allow the report to be posted to the Directors Association web page and to move the suggestions in the report to the appropriate DA Advisory Committees for discussion and possible action.

Status: Discussed at the April, September, and November DA meetings. Presented as an Action Item at the Special Business Meeting in December.

Effective Date: Immediate.

Action Item #3: Notice Process

Background: The member libraries have set the circulation notice schedule. Sharing loan rules requires that the timing of the notices be consistent. Currently, overdue notices are generated 14 days after the due date, and bills are sent 14 days after the overdue notices are sent to email, phone or printer. In addition, a courtesy reminder is sent to patrons 3 days before the due date to alert them that either their item was renewed, and a new due date has been applied, or the item is due in 3 days. A second courtesy notice is possible since upgrading to 5.5. A vote to implement this second reminder was defeated in favor of reviewing and revising the notice timing.

Issue: More member libraries are fine free, which reduces the urgency for a return on or before the due date. Communicating an overdue item earlier should result in a timelier return.

Recommendation: Reduce the number of days past the due date that the overdue notice is sent to 7.

Status: Introduced as new business at the Directors Association, Friday November 18th

Effective Date: TBD by DA and MHLS Staff

Action Item #4: Resolution to Recognize the Service of Jeanne Buck to the MHLS DA

Background: The Resource Sharing Advisory Committee is charged with establishing best practices and procedures related to the sharing of resources among libraries and to recommend relevant policies to the Directors' Association. Activities include:

- Review Resource Sharing policies, procedure, and practices related to the shared ILS
- Review/edit the "Resource Sharing Standards"
- Address concerns submitted by member libraries pertaining to resources sharing among libraries

It is widely accepted that the Resource Sharing Standards provide the operating agreement among libraries to facilitate system-wide sharing of materials and good oversight of our shared Integrated Library Software (ILS).

Issue: Jeanne Buck, director of the Reed Memorial Library in Carmel, has served on the Resource Sharing Advisory Committee for many years, the last few years as chair. Jeanne has announced her retirement, effective at the end of this year.

Recommendation: It is recommended that the following resolution be passed in recognition of Jeanne's distinguished service to the MHLS Directors Association.

WHEREAS Jeanne Buck, director of the Reed Memorial Library in Carmel has been an influential and supportive member of the Mid-Hudson Library System; and

WHEREAS Jeanne led the Reed Memorial Library's Board of Trustees to seek a stable and sustainable funding source for the library by transitioning the library's funding and governance model to that of a special district public library and has tirelessly worked to improve services, the collection, and the historic library facility thereby improving the access to library services for the residents of their service area; and

WHEREAS Jeanne Buck, director of the Reed Memorial Library in Carmel has served on the Mid-Hudson Library System's Resource Sharing Advisory Committee since 2010; and

WHEREAS the Resource Sharing Advisory Committee is charged with establishing best practices and procedures related to the sharing of resources among libraries and to recommend relevant policies to the Directors' Association; and

WHEREAS Jeanne, in her capacity as chair of the committee, launched a four-year effort to holistically update the Mid-Hudson Library System's Resource Sharing Standards to ensure they are clear, reflect best practice, and continue to uphold equitable treatment of libraries and their patrons; and

WHEREAS Jeanne, calmly and kindly facilitated debates at the Directors' Association related to recommendations made by the Resource Sharing Advisory Committee; and

WHEREAS Jeanne's leadership has strengthened the Resource Sharing Standards, an essential document that enables member libraries to act cooperatively with trust which results in more expansive access to information, education, and entertainment for the people of the Hudson Valley, thereby upholding the core values of librarianship;

NOW THEREFORE BE IT RESOLVED that the Directors Association of the Mid-Hudson Library System expresses its gratitude and appreciation for Jeanne's twelve years of dedication and loyalty to the Mid-Hudson Library System community and wishes her a long and happy retirement.

Status: Discussed at the November 2022 DA meeting. Presented as an Action Item for the Special Business Meeting in December 2022.

Effective Date: Immediate