

MHLS Directors Association | Agenda Attachment

Business Meeting of Friday, November 18, 2022

Action Item #2: DA Meeting Schedule

Background: The DA bylaws call for five or more regularly scheduled meetings annually to be held at the discretion of the System Services Advisory Committee (SSAC).

Issue: While the bylaws allow for these to be announced in January, to facilitate systemwide planning of events and to aid those students in the LIU/Palmer Advanced Certificate Course in Public Library Administration with planning the dates are being proposed now.

Recommendation:

- Thursday, February 9 (online)
- Thursday, April 20 (online)
- Tuesday, June 13 (in person, followed by a New Directors Forum in person)
- Friday, September 22 (online)
- Wednesday, November 15 (in person, followed by luncheon / snow date: Monday, November 20)

Status: Discussed at 10.28.2022 SSAC meeting. Action Item for November DA meeting.

Effective Date: 2023

Action Item #3: 2023 DA/SSAC Officers

Background: The DA bylaws call for officers of the DA to be named from the System Services Advisory Committee (SSAC).

Issue: The SSAC has put forth a slate for the 2023 DA/SSAC Officers.

Recommendation:

- Chair (serves as DA Chair): Michelle Capozzella (Mahopac)
- First Vice-Chair (serves as SSAC Chair): Thea Schoep (Claverack)
- Second Vice-Chair (fills in for Chair, in lieu of 1st Vice Chair, takes minutes in absence of the Secretary): Jesse Chance (Hyde Park)
- Secretary (takes minutes of DA meetings): Mary De Bellis (LaGrange)
- Assistant Secretary (takes minutes of SSAC meetings): Johanna Reinhardt (Cold Spring)

Status: Discussed at the 10.28.2022 SSAC meeting. Action Item for the November DA meeting.

Effective Date: 2023

Action Item #4: Equity, Diversity, and Inclusion Statement for the Directors Association

Background: In response to discussions by the DA in April & May of this year related to the DA's commitment to topics related to equity, diversity, and inclusion (EDI), the System Services Advisory Committee (SSAC) was charged with drafting an EDI Statement for the DA.

Issue: The SSAC has drafted a proposed EDI Statement as a first step towards a visible commitment to the tenets of EDI to help influence operation and best practices at the DA level.

Recommendation:

The SSAC recommends this EDI Statement for the DA's consideration:

The Mid-Hudson Library System (MHLS) Directors Association (DA) is committed to cultivating a professional environment that is open, representative, respectful and equitable to all.

This professional statement on equity, diversity, and inclusion, developed by the System Services Advisory committee, is provided as a framework to acknowledge our goal to be an association that values differences and creates a welcoming environment that is comfortable, inclusive, and empowering while opening the door for innovation, increased participation and an elevated sense of community and belonging for all.

We broadly define diversity to include ability, age, ethnicity, gender, gender expression, gender identity, immigration status, national origin, race, religion, sexual orientation, and socioeconomic status.

The MHLS DA is committed to supporting our members to be leaders in their communities and our profession. To this end, we strive to:

- ensure that our DA leadership, policies, and practices are inclusive
- promote and nurture an environment in which diverse perspectives and experiences are respected and valued
- celebrate diversity in our professional development opportunities
- recruit and retain association leaders from traditionally underserved groups

We acknowledge that there is much work to be done by both individuals and institutions in pursuing equity, diversity, and inclusion, and we are committed to continuous, proactive growth and action to counter oppression as we strive to ensure that all constituents can see themselves reflected in their libraries and in their communities.

Status: Discussed at the May 2022 DA meeting; the 10.28.2022 SSAC meeting. Action Item for November DA meeting.

Effective Date: Immediately upon approval.

Action Item #5: 2nd Courtesy Notice 1 day prior to due date.

Background: Courtesy Notices go out three (3) days before an item is due. If the item can be renewed the patron is informed of the new due date. If the item cannot be renewed (it is in demand or has reached the maximum number of renewals) the patron is told that the item could not be renewed and reminded of the due date. Courtesy notices are enabled system wide. MHLS sends the notices in an automated process each morning. Patrons receive only one notice for all items that are due in 3 days.

Issue: In Sierra release 5.5 we now have the opportunity to follow the first courtesy notice with a 2nd notice if the item is still outstanding. The second courtesy notice is a reminder only and does not attempt a renewal.

Recommendation: The Resource Sharing committee recommends that the DA vote to determine if a second courtesy notice will be adopted. If adopted, edit 1st notice to indicate that if the item is not returned a final reminder will be sent one (1) day before the item is due.

Status: Discussed at October Resource Sharing Advisory Committee meeting. Action Item for November DA meeting.

Effective Date: To be determined by the DA and MHLS Staff and to include a period for member library staff education.