

# MHLS Directors Association | Meeting Minutes

November 12, 2020 | Online—GoToMeeting

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
	Chatham	DeLisle	X	Amenia	Herow	X	Athens	Grounds		Brewster	Loprinzo	X	Esopus	Dittmar
X	Claverack	Schoep	X	Beacon	Salierno	X	Cairo	Kamecke		Carmel	Buck	X	Highland	Dempsey
	Germantown	Place	X	Beekman	Fortier		Catskill	Ray	X	Cold Spring	Thorpe	X	Hurley	Campbell
X	Hillsdale	Gaskell	X	Clinton	Bancroft	X	Coxsackie	Benson	X	Garrison	McCreery	X	Kingston	Menard
X	Hudson	Chameides		Dover	King	X	Greenville	Flach		Kent	Donick	X	Marlboro	Jennerich
X	Kinderhook	Dragon	X	East Fishkill	Goverman	X	Haines Falls	Garcia	X	Mahopac	Capozzella	X	Milton	Skelly
X	Livingston	Tremper-Wollerton	X	Fishkill	Spann	X	Hunter	Rennig	X	Patterson	Harrison	X	New Paltz	Giralico
X	New Lebanon	Sears		Hyde Park	Callahan		Windham	Begley	X	Putnam Valley	Farabaugh	X	Phoenicia	Potter
X	North Chatham	Wills		LaGrange	De Bellis								Pine Hill	Vella
X	Philmont	Farley	X	Millbrook	Finnigan							X	Plattekill	Lanspery
X	Valatie	Powhida	X	NorthEast-Millerton	Leo-Jameson							X	Rosendale	Scott-Childress
			X	Pawling	Avery							X	Saugerties	Lydecker
				Pine Plains	Stork								Stone Ridge	Ford
			X	Pleasant Valley	Pulice							X	Ulster	Priest
			X	Poughkeepsie	Lawrence							X	West Hurley	Lustiber
			X	Red Hook	Jardine								West Shokan	Lawlor
			X	Rhinebeck	Cook								Woodstock	Kerr
			X	Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Cerul							X	<b>MHLS Staff</b>	
			X	Tivoli	DelPriore							X	Rebekkah Smith Aldrich	
			X	Wappingers	Harrison							X	Laurie Shedrick	
			X									X	Casey Conlin	

## Meeting 1: Business Meeting

Meeting called to order by Chair Margie Menard of Kingston Library at 10:06 a.m.

### A. Action Items

1. A motion was made by Katie Scott-Childress of Rosendale Library, accept the [minutes](#) from the September 9, 2020 Directors Association Business Meeting with the one change: noted that Rosendale attended the September 2020 meeting. This was seconded by Tom Lawrence of Poughkeepsie, and it passed unanimously.
2. The motion to accept the [Annual Directors Association 2121 Meeting Calendar](#) as presented was made by Julie Kelsall-Dempsey from Highland, Carol Fortier from Beekman seconded it, and all were in favor.
3. **Systemwide Global Extension of Due Dates and Patron Expiration During Widespread Closure** – Julie Kelsall-Dempsey presented on behalf of Shared Services Advisory Committee, and made the motion: Each library needs to reach out that they are open, to save time, in order for MHLS do a global update. Wendy Tremper Wollerton from Livingston, seconded it and all were in favor.

4. **Addition of Alias Field to Patron Record** – Rhiannon Leo-Jameson of NorthEast-Millerton Library spoke on behalf of Resource Sharing Advisory Committee. An addition of an Alias field will be added to the patron record. It is gender neutral and could be for a nickname for patrons. This is intended to make patron feel more comfortable when presenting their name for checkout. Rhiannon made the motion for the addition of alias field to patron record, to be used as the preferred name and/or alternative name to use in notice and other templates. Julie Spann of Blodgett Memorial Library, Fishkill seconded the motion and it passed unanimously.
5. **Bylaws Amendments** — Julie Kelsall-Dempsey of Highland presented from the System Services Advisory Committee, the SSAC, and recommends a review of [changes to the DA bylaws](#) so there are not separate from the DA Pandemic Policy. The committee requests a change from when things can be proposed and voted on, so there is not a long time to wait to get a change accepted. For this reason, the Directors Association plans to have a special second meeting take place immediately following this meeting. This first meeting is just to review the change in advance of the next meeting.

## B. New/Proposed Business & Information

### C. Reports

#### a. Advisory Committee Reports

##### i. System Services Advisory Committee

Julie also reported on behalf of the SSAC committee. They met and went over the information regarding the “Coronavirus Aid, Relief, and Economic Security Act” or “CARES Act” and the committee felt the best way for the funds to be used would be for its use at MHLS, on behalf of all the libraries.

##### ii. Resource Sharing Advisory Committee

Resource Sharing Committee’s Tammy Gaskell of Hillsdale, Ro-Jan Library, reported that their information may be found in their committee’s minutes to the DA. They made a recommendation for discussions to take place at County meetings, where there would be a change in classification of material type from “Periodical” to “Magazine”. This change is intended to make it easier for patrons to search for and place holds on these materials.

##### iii. Central Library/Collection Development Advisory Committee

Central Library / Collection Development Advisory Committee’s Carol Fortier from Beekman Library reported that RBdigital is in the process of being acquired by OverDrive and the delivery may be different starting in January 2020. The committee recommend individual libraries or counties make their selections for purchase and give them to Laurie Shedrick, who in turn will get them to the rep as soon as possible, a list of what unfunded magazines your county would like to pick and begin paying for these titles. We are pursuing the order despite the uncertainty of how OverDrive, who now owns RBdigital will proceed with integrating magazines into their platform.

#### b. MHLS

- i. **Staff Report** (Note: numbers correspond to [MHLS Report to Member Library Directors - November 2020](#) for reference) The Mid-Hudson Library System Report was done by Rebekkah Smith Aldrich—if there are any questions regarding ILS Road Map 2.0, ask Laurie for guidance.

(2.1.a.) Laurie Shedrick presented on the ILS Road Map and Serials will be implemented without additional expense. Serials are now ready. Training is available in [kb.midhudson.org](http://kb.midhudson.org), and both new and old products are both there. The MHLS Cataloging Team is available to help. Mid-Hudson is doing all the background work, with 2021 serials catalogued using the new system. If you need help regarding Serials in Sierra, reach out to MHLS. New records are being processed right now, but until the magazine cover date says 2021, process the same way that has been done in the past. Around Thanksgiving is when magazines with the cover date of 2021 begin to roll out, and Mid-Hudson staff can give you a walkthrough. Information and training are available through [MHLS Knowledgebase](#).

(2.1.c.) Mid-Hudson is working on making Patron Images for the desktop application available to show up in Sierra. They are still looking into the equipment to be used for this to happen. If a library is interested in using this new feature, it is suggested they open up a help desk ticket and they'll add your library to the list.

(2.3) Vega will be coming though in the spring. Other consortia are interested in joining in. We have a strong voice in the change.

Casey presented about upcoming training for library trustees.

(4.1) Trustee Education: Trustee training is all online. Please share the information with your trustees. They won't have to travel, and they can learn from the comfort of their own home, as the classes have been scheduled in the evening.

(4.1.a.) Financial & Fiduciary is considered intermediate training. It's recommended for trustees who have been on their library board for more than a year, and focuses on transparency and accountability in handling public funds entrusted to the board.

(4.1.b.) Seven Habits of Highly Effective Boards is considered advance training. This training focuses trustees on providing collaboration working toward the common goals of providing quality public library service to their community. Although the training is geared toward library boards, directors are welcome to attend the 7 Habits of Highly Effective Boards, as well as all presentations.

(5.1) There is a template available from the [Mid-Hudson website for COVID-19 updates](#). This is a [library specific template](#) that was shared. By having Pandemic plans in place, it may help to make it less stressful, should our area be affected by a [Cluster Action Initiative](#) and must quickly act upon restrictions imposed to help stop the spread of infection.

(5.2) Sick Leave is for Association libraries to provide Paid Sick Leave to employees. [Guidance](#) for the amount of leave, accruals, eligibility and more, is provided from NYS. If you have any questions, you can reach out to Casey Conlin.

(5.3) The Great Give Back. Tough year to figure out, but more libraries participated this year compared to last year There were 44 in total. Beekman Library collected food for their food pantry and receive a letter of recognition from Saint Columba Church Food Pantry, their area's local Hudson Valley Food Bank agency. The library plans to continue to help with this need in the

community. The [GGB follow up form](#) needs to be filled out, and thank you to all who participated, to overcome the limitations this year presented to libraries.

(5.5) Rebekkah Smith Aldrich said we need to look at the Salary and Benefits survey again, because boards look at this for hiring new employees. It begins in December, but you can look at it ahead of time and everyone needs to complete the survey.

(5.6) Turning Outward Online for 2021. This program will be conducted online for next year. It was put on hold this year because we can't have large groups meeting inside one place. Maybe in the future we can have this meeting outside. But, we need to get community input, and this is part of the new requirements for library standards in order to make long range plans for libraries. If interested in participating, reach out to Casey Conlin.

(5.7) New Minimum Standards for Libraries: They go into effect January 1, 2021 and there is guidance through [DLD's Helpful Information for Meeting Minimum Public Library Standards](#). There is also a side by side comparison, the [Minimum Standards Comparison Chart](#) and you are probably already meeting these new standards. When you fill out the Annual Report in February 2021, you will be reporting on 2020 standards. You have a whole year to meet the new standards.

(6.2) Casey Conlin reminded us that the 2020 Census is over and gave a thank you for the big push from libraries to get the word out. Libraries helped their communities know how important this was to fill out. Good job by everyone.

(7.1) Laurie Shedrick reported that for ILLs, MHLS is putting documentation together. Although this accounts for a small amount of transactions, it will be a new process. Training and videos will be available in the Road Map area in kb.midhudson.org. Tech ops will walk the person who does this for your library through the steps. It is coming in 2021. The contact for ILLs at Mid-Hudson is Tara Stohr.

Also, there is another release coming for mobile worklists with propriety paging. MHLS did the updates and have put the tickets in to review the new features. They plan to add it back into the product as soon as they can run enough tests on the lists it produces. They are planning to have it back out in the beginning of February at the latest. Encore will be upgrading also, but no date yet.

(8.1) Casey explained the 2020 Construction grant awards announcement refers to the 2019 grant applications received.

(8.4) A survey will go out to provide information to MHLS to let them know what construction grant priorities there are in our library system. This should take 5 minutes. Deadline is November 30.

(10.1 and 10.2) Grant award winners are being contacted if they were successful in winning the 2020-2021 Adult Literacy Grant and 2020-2021 Family Literacy Grant. They are awarded at a reduced level of funding, so if changes are made, due to the lesser amount of funding, let Casey Conlin know.

(12.1) The 2020 Election of MHLS Trustees for 5-year Terms: Jill Leinung, Barry Ramage, Debra Klein.

(12.2) 2022-2026 MHLS Plan of Service: Over the next year we'll hear more about this. This is similar to a long-range plan that libraries are familiar with. This is the MHLS long-range plan, with similar requirements for input from members and trustees. A survey will go out. [Free Direct Access Plan](#) is part of the System Plan of Service and will also be developed by staff, by the Directors Association, focus groups and committees. A survey will go out for input for ranking services. Rankings are not of equal weightings, so MHLS needs to hear from member libraries what their priorities are.

**ii. Board Liaison Report.** Our liaison was unavailable to attend the current DA Meeting to report. Rebekkah Smith Aldrich shared the financial update from the Board.

All categorical aid has been received. Central Library fund, used for items such as nonfiction purchases, has been restored.

MHLS planned for how badly revenues would be impacted, and thankfully this was not the case. Funding from the state was reduced by 22.6% over last year, and it has not been restored.

Library aid, Local Library Services Aid should be planned that we've received all we will. No layoffs or reductions in service for 2020. Current planning is for the same for next year, based on 2019 funding.

MHLS avoided layoffs and core services have not been cut. Our plan is to use the CARES Act funding to be used for COVID-19 reimbursement.

Rebekkah Smith Aldrich pointed out that with the challenges of remote learning and with so many members of the public struggling to find jobs, this revealed a vacuum in leadership for digital inclusion by libraries. We need to help each other figure out how to do this, getting factual information to leaders to where our efforts need to lie. We may not feel we are in crisis mode, but we need to reimagine our libraries and how we together can better communicate and create partnerships to make the best of this challenging situation.

DA Chair Margie Menard of Kingston Library—This would normally be our system luncheon, and it's not the same since we're not meeting in person. Thank you to all the system staff who's been doing incredible things, keeping us afloat and our heartfelt thanks to everyone at Mid-Hudson. We can't imagine a better team.

Rebekkah Smith Aldrich said since the entire staff is not part of the call, they missed the opportunity to hear this appreciation also, but she'll pass it along.

Julie Kelsall-Dempsey of Highland Library made the motion to adjourn the meeting and Brooke Dittmar of Esopus Library seconded, and all the motion passed unanimously.

The meeting concluded at 11:00 a.m.

Respectfully submitted by Catherine Benson

Next:

- DA Workshop: To be announced.
- DA Business Meeting: February 18, 2021, 10 a.m.

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## Meeting 2:

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
	Chatham	DeLisle	X	Amenia	Herow	X	Athens	Grounds		Brewster	Loprinzo	X	Esopus	Dittmar
X	Claverack	Schoep	X	Beacon	Salierno	X	Cairo	Kamecke		Carmel	Buck	X	Highland	Dempsey
	Germantown	Place	X	Beekman	Fortier		Catskill	Ray	X	Cold Spring	Thorpe	X	Hurley	Campbell
X	Hillsdale	Gaskell	X	Clinton	Bancroft	X	Coxsackie	Benson	X	Garrison	McCreery	X	Kingston	Menard
X	Hudson	Chameides		Dover	King	X	Greenville	Flach		Kent	Donick	X	Marlboro	Jennerich
X	Kinderhook	Dragon	X	East Fishkill	Goverman	X	Haines Falls	Garcia	X	Mahopac	Capozzella	X	Milton	Skelly
X	Livingston	Tremper-Wollerton	X	Fishkill	Spann	X	Hunter	Rennig	X	Patterson	Harrison	X	New Paltz	Giralico
X	New Lebanon	Sears		Hyde Park	Callahan		Windham	Begley	X	Putnam Valley	Farabaugh	X	Phoenicia	Potter
X	North Chatham	Wills		LaGrange	De Bellis								Pine Hill	Vella
X	Philmont	Farley	X	Millbrook	Finnigan							X	Plattekill	Lanspery
X	Valatie	Powhida	X	NorthEast-Millerton	Leo-Jameson							X	Rosendale	Scott-Childress
			X	Pawling	Avery							X	Saugerties	Lydecker
				Pine Plains	Stork								Stone Ridge	Ford
			X	Pleasant Valley	Pulice							X	Ulster	Priest
			X	Poughkeepsie	Lawrence							X	West Hurley	Lustiber
			X	Red Hook	Jardine								West Shokan	Lawlor
			X	Rhinebeck	Cook								Woodstock	Kerr
			X	Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Cerul							X	MHLS Staff	
			X	Tivoli	DelPriore							X	Rebekkah Smith Aldrich	
			X	Wappingers	Harrison							X	Laurie Shedrick	
													Casey Conlin	

Meeting called to order by Chair Margie Menard of Kingston Library at 11:01 a.m.

### Action Item: [Bylaws Amendment](#):

ARTICLE V: DIRECTOR ASSOCIATION MEETINGS Section 1. Frequency: **Both regular and special meetings may be held virtually in the event of a weather, civil, or public health emergency. Authority to make this decision rests with the Chair of the SSAC or the Chair of the DA and the Executive Director, both of whom need to agree to this action. Votes taken during virtual meetings shall be done by a roll call of those present. All virtual meetings shall be recorded and MHLS shall email the link to said recording to each member library director's email on file within twenty-four (24) hours after the conclusion of the meeting.**

Section 3. Voting: Issues that arise at meetings shall be tabled and placed on agenda for a vote at the next Directors Association meeting. **Issues that arise at a special meeting that are both time sensitive and caused by a civil or public health emergency but not a weather emergency can be voted on at that meeting. All votes shall be done by a roll call of those present.**

ARTICLE VII: AMENDMENTS: These By-Laws shall be reviewed at least biennially by the SSAC for currency. The SSAC shall report to the Directors Association of the review and its outcome.

Amendments to these Bylaws may be made by a majority vote at any ~~regular~~ meeting provided that the proposed changes shall have been submitted ~~at an earlier regular meeting and that a copy of the proposed change is a part of the call of the meeting/~~ **to the membership no later than ten (10) calendar days prior to the scheduled meeting at which the vote will take place.**

Julie Kelsall-Dempsey explained that the Pandemic Policy was not meant to be permanent. So, the bylaws need to be amended for the cases of civil and public emergency. AnnaLee Dragon of Kinderhook Memorial Library made the motion and it was seconded by Julie Kelsall-Dempsey, and the motion passed unanimously.

Julie Kelsall-Demsey explained the amendments and made the motion to accept them as presented. AnnaLee Dragon made the motion to accept them. It was seconded by Tom Lawrence of Poughkeepsie and all were in favor.

Tom Lawrence made the motion to adjourn the meeting, Julie Kelsall-Dempsey seconded it, and all were in favor. The meeting adjourned at 11:04 a.m.

Respectfully submitted by Catherine Benson