

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: January 13, 2021 3:00pm

Location: Online

Committee members attending:

- AnnaLee Dragon (Columbia)
- Thea Schoep (Columbia)
- Mary De Bellis (Dutchess)
- Tom Lawrence (Dutchess)
- Catherine Benson (Greene)

- Sue Ray (Greene)
- Michele Capozzella (Putnam)
- Gina Loprinzo (Putnam)
- Julie Kelsall-Dempsey (Ulster)
- Margie Menard (Ulster)

Staff Attending: Rebekkah Smith-Aldrich (MHLS); Laurie Shedrick (MHLS); Saran Camara (MHLS)

Others Attending: None

Minutes: Chair Julie Kelsall-Dempsey opened the meeting at 3:00pm. Everyone received the agenda in advance. There was a motion to accept the minutes from the October 29,2020 meeting with one change, under the heading 3.b. 2020 DA/SSAC Officers should be “2021 DA/SSAC Officers”. Tom Lawrence made the motion, Margie Menard seconded it, and all were in favor.

Welcome to Saran. Everyone introduced themselves.

Discussion Items:

1. Committee Orientation: Committee History; Committee Charge; 2021 Committee Meeting Schedule

Since the committee members are the same as last year, we don't need to orient new members, go over the committee history, learn the committee's charge or discuss the 2021 committee meeting schedule in depth, as we can refer to the information in the agenda for this meeting for all to review on our own.

2. Member Assessment & eResources Fee

a. Background:

i. [2021 Member Assessment Table](#) – *Approved by MHLS Directors Association 6/10/20*

1. Revisit 2019-2020 Commitment of 1% increase: This topic needs to be revisited for the recommendation for an increase of 1% or more for member assessment. Even though our circulation was down throughout the system from what it was in the past, we would still make the commitment of a 1% or more increase and make the recommendation to the Directors Association. The committee agrees to recommend that the 2020 circ stats will not be included in the rolling average used to determine the assessment.
2. Rebekkah and Laurie have been giving an orientation for Saran, to learn more about the Member Assessment Table. She will also meet with Julie and Tom, to gain further understanding of its development and details.

ii. E-Resources: Digital Content, Databases, Catalog Enhancements Cost Shares: [2021 Estimate for eResources](#).

1. MHLS staff will work on a 2021 actual to update everyone on where things stand in 7 months.

2. For background on the 2021 Member Assessment Table—We look at circulation, as this one consistent factor we all have, is used to base the assessment. The group will review what is represented in the table and report back in May.

b. Timeline

- i. March: Draft charts will be presented by MHLS to SSAC
- ii. May: SSAC recommendations will be brought to DA
- iii. June: DA review/approval at DA Business Meeting

3. System Services

a. Background:

- i. [MHLS Plan of Service](#)
- ii. [2021 Action Plan](#)

1. Items of note:

- a. The MHLS Plan of Service is being prepared and they are focusing on the 2021 Action Plan. MHLS communications aim to be focused, keeping on top of the changing landscape on the COVID front.
- b. ILS Road Map 2.0 is in the process of being implemented, and this includes innovation for serials, ILL, materials booking, patron images and Encore harvesting modules.
- c. MHLS will be looking at trends in circulation and seeking ways to increase it, along with patron usage, retention rates, program attendance.
- d. Migration to Vega Discover will be done, a new catalog offered through Innovative.
- e. MHLS will be looking at more ways there can be digital inclusion.
- f. For library advocacy, MHLS will reach out to all legislators in our library system and we recommend that each library director reach out to introduce themselves to their legislators; some are newly elected this year. Keep in mind, this is not going to be a traditional budget year. Storytelling is key!!! Talk about how libraries have coped through COVID and supported their communities; programs went online and libraries adapted services. So, when Advocacy Day is implemented, this will not be the first time we are talking to our legislators. This library advocacy training is going to take place over 2 weeks.
- g. There will be a focus on cultural competency issues including implicit bias and microaggressions.
- h. Still being researched is a reciprocal lending agreement for OverDrive with neighboring library systems.

iii. [Process for Revision MHLS Plan of Service](#)

- a. System Plan of Service. Tom Lawrence and AnnaLee Dragon volunteered to help Rebekkah with the planning so there is some representation from this committee. There will also be county-based input, community-based input, along with a priority of services survey. This critical feedback is due in October.

- b. A survey, based on Transform Libraries will be used for the system, for example, what is being designed for webinars and services. There will be clarity on the process and the timeline.

Continued Business

4. Salary Survey Update

Salary Survey—Poughkeepsie will provide information, although it may skew the numbers for the rest of the system libraries. The survey results are being looked at by boards. In order for libraries to obtain professional staff, the budgets need to be built up, to a stable place. The discussion was that we need to have this information so it may be used for comparison, and we should be aspirational to make library boards understand what is out there. Benefits are also important, for more stability offered to directors and staff. Part-timers in the system know what is out there too.

5. Determining DA 2021 Meeting Event Topics

- a. Review DA Workshop Procedures: We looked at topics from last year. Do we plan for June or do we hold off for June or revisit the idea? We meet again in May and we can revisit it then. It might be a good time to share. February was a panel discussion, how people are in their service now, Director's Briefings will continue, that is COVID-specific. The committee agreed we don't want to give MHLS something else to do. It may too stressful have a lot of directors venting their frustrations. But, we realize that with discussions, there is also community building. This will be revisited.

February: Garrison Library's Bake-off event was Zoom-bombed. Jen McCreery may present on it to share an opportunity for best practices in February. Examples of security to lessen the vulnerability: make sure your meeting's access is password protected, only allow participants who registered ahead of time. In this case, there was vulnerability in the program access itself. Julie will reach out to see if Jen would be interested in presenting.

April: With an eye to the future, while some programs may stay virtual, we still need to plan for when we come out of this. What has changed, how do we move forward? If have a facilitated discussion, more people can contribute. Are there themes? What are we all thinking? The feedback can give us ideas for future spotlight discussions. Julie and Rebekkah will send out questions ahead of time to get them out to the group and come June, see who is doing well, and what is working. In September we'll revisit.

6. 2021 Board Liaison Assignments

Upcoming MHLS Board Meeting: January 20. MHLS Board meetings have moved to Wednesdays. Board packet will be sent out to attendees for access to their online meetings. Catherine is the liaison for this month. For the future: March 13 – Mary; May 12 – Michelle; July 14 – AnnaLee; September 29 – Julie; December 15 - Tom

7. Other

- a. Annual Report: Rebekkah told us for annual reports, there is no news yet. She wants participation in a data gathering exercise from the State Library, based on reporting our weekly hours. The hope

is that curbside service will count. As a member of Public Library Systems Directors Organization (PULISDO), she is contact with leadership and when she learns news regarding this, Casey will pass it along.

- b. OverDrive/RBdigital: Laurie reported that with Overdrive taking over RBdigital, and when we get the contract, MHLS will be ready to move on it February 4th. Central Library re-allocated funding so MHLS staff can procure records to upload them into Sierra quickly for patrons to use. It will be searchable. The list of available e-magazines was shared with the counties. This is exclusive of the serials module. Will staff see it first? No. It will be a link in the catalog, so staff and patrons will know where they can get it. There is availability, and no limits. As always, it's recommended to log into Encore so patrons get the richest experience to find all their library offers.
- c. Vega Discovery platform will be going live in the summer. Innovative will harvest and convert our bibliographic records into a test environment, where we will be able to interact and test the developing platform with our own local records. More information will be provided at the May meeting.
- d. NOVEL, New York Online Virtual Electronic Library, databases found at [NOVEL NY](#), Innovative has been purchased by ProQuest, and their records will be integrated. We obtain this access to these databases for free through the NYS Library.

Tom Lawrence made the motion to move the meeting to adjournment at 4:00pm, Mary DeBellis seconded it and all agreed.

Next SSAC meeting: TBD for May 2021

To include in DA Business Meeting Agenda Attachment as an Action Item:

- Title:
- Background:
- Issue:
- Recommendation:
- Status:

To include in DA Business Meeting Agenda Attachment as New/Proposed Business & Information:

- Title:
- Background:
- Issue:
- Recommendation:
- Status:

Respectfully submitted:
Catherine Benson
Assistant Secretary