

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: October 28, 2022

Location: Virtual

Committee members attending:

☐ Elizabeth Powhida (Columbia)
☒ Thea Schoep (Columbia)
☒ Jesse Chance (Dutchess)
☒ Mary De Bellis (Dutchess)
☒ Catherine Benson (Greene)

☐ Maureen Garcia (Greene)
☒ Michele Capozzella (Putnam)
☒ Johanna Reinhardt (Putnam)
☒ Julie Kelsall-Dempsey (Ulster)
☒ Margie Menard (Ulster)

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

Others Attending: None

Minutes from the May 2022 meeting were reviewed and a motion to accept was made by Julie, seconded by Michele, with unanimous approval.

Discussion Items:

Review Draft Memo of Understanding (MOU)

Committee members were asked to review the current Document of Understanding, as it is over 20 years old thus out-of-date in relation to our current practices and ILL contract. Similarly, the Automation Agreement from 2016 is overdue for a review. To address these issues, Rebekkah, Laurie, Michele and Thea created a merged draft of these two documents into a Memo of Understanding (MOU) for the committee's consideration. By combining the documents, removing out-of-date language and concepts, and clarifying issues that had been questioned over the past few years, the new MOU will reflect current practice, shared understanding, and our present Innovative contract. The SSAC Committee found the draft to be well-written and comprehensive in addressing where we are today, with no revisions necessary. Mary made a motion with Jesse seconding to present the MOU to the DA for endorsement or a second draft. It unanimously carried. This will be vetted at county meetings before being brought to the DA for a vote in the first quarter of 2023.

Path to System Membership

The town of Union Vale in Dutchess County has voted to create a new municipal library from the ground up: they are not chartered, there are no bylaws, there is no facility, etc. MHLS should take steps to ensure a process by which the new organization will be an active, participating system entity by creating a formal "Path to System Membership" (PTSM) document. All new organizations would be required to adhere to this document, as there currently is no standard rubric. After reviewing state law, regulations, and the MHLS Bylaws as well as through discussions with the NYS Division of Library Development, a draft document has been created for discussion with the goal of recommendation to the MHLS Board by the DA.

Draft Steps to Membership:

1. Become chartered by the State Library and Board of Regents
2. Be able to meet the conditions of the Memo of Understanding approved by the MHLS DA and MHLS Board of Trustees
3. Agree to a modified Assessment fee while three years of data is accumulated (fee to be an average assessment of libraries serving a similar population)
4. Library recommended for membership by the DA to the MHLS Board
5. MHLS Board votes to accept membership request.

The committee discussed what data directors would be looking for in order to effectively and efficiently onboard the new organization to help make the recommendation to the MHLS Board: for example, does MHLS underwrite the new library while they have provisional status or how else will it pay for all of the associated system fees (i.e. delivery contracts); what should their expected spending level be, etc. to show that the organization is not just taking from the system but contributing? New libraries have five years to meet minimum standards after they receive their provisional charter, so how will they meet those standards as a contributing MHLS member? Rebekkah made a point that the MOU as well as the "Path to System Membership" will be critical documents that go hand in hand to clarify and enforce standards for the relationship between a new library and the system. She will be assisting the new Union Vale trustees to stage their path for success which will benefit all in the system. Things to consider include what if they become a reading center, do they become a pickup spot, do they have access to the MHLS catalog, etc. Thea would like directors to be sure to discuss this development as soon as possible at their county-level meetings.

Equity, Diversity, and Inclusion Statement/Policy for the MHLS DA

As discussed at the May 2022 DA meeting, a draft statement was prepared by Thea, Michele and Rebekkah to reflect the diversity of our system for the SSAC Committee's consideration. It was agreed that the policy was comprehensive and well written. Mary mentioned that all should be prepared for questions as to the method for implementing the statement. Rebekkah concurred saying we need to be aware of how we can live our values out loud when we write our policies. A motion was made by Michele with Jesse seconding for the draft statement as written to be presented to the DA.

Proposed dates for 2023 DA Meeting

With no scheduling conflicts found, Julie made a motion with Catherine seconding that the following 2023 meeting dates be presented to the DA:

- 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)

MHLS Staff Report

2023 Action Plan

Rebekkah stated that the 2023 Action Plan remains unchanged.

Niche Academy Launch

Laurie will be giving a detailed presentation at the November DA meeting on NA, a learning management system that will house webinars/tutorials and recordings on three “academies”: Sierra, Sustainability, and Trustee Education. Directors will have control over who has access to what content with assigned logins for staff and trustees. This will allow directors to keep track of staff/trustee progress in completing education requirements. NA will also provide certificates of attendance for proof of completion for civil service and to meet mandates, etc. The launch is set for January 2023 in time for the new trustee education mandate going into effect on January 1, 2023. Mary asked what other platforms besides NA are available. Rebekkah stated that other pre-approved continuing ed providers will still be available for use, some of which include Web Junction, the New York State Library, and NYLA.

Vega Update

Laurie stated that there are big platform changes coming soon. Vega will be dynamic and customizable by dragging and dropping images, etc. and will be a nice change to the look and feel consistent with that in the catalog. A newsletter will be generated by MHLS to communicate updates. Some to note include a change in daily notifications (i.e. pickups/holds). In approximately six months, these notices will be moved to Vega and will be customizable. MHLS will offer training for any staff that handles these. As of now, this feature is for stand-alone libraries. MHLS is working to get a search feature configured in order for e-resources to work with your logins, i.e. so that patrons won't see things in their search that aren't available to them. Laurie recommended that all staff look at the Vega pilot showcase in Knowledge Base to get an idea of how it will look and function.

Minimum Standard Compliance

The state library has implemented more stringent requirements regarding meeting the minimum standards - system attestation is now required. Previously only member libraries had to attest that they had met the requirements. Rebekkah used the example that member library's policies must be posted to their websites. She asked for everyone's assistance in helping MHLS by doing their part to ensure the standards are being met.

2023 DA/SSAC Officers

DA Bylaws allow for two-year terms for DA/SSAC officers. Thea mentioned that we will be getting a new member from Columbia County upon Elizabeth's retirement. Catherine motioned and Julie seconded that the following slate of officers move forward to the DA:

- 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)

Library Road Trip

To elevate libraries system-wide through increased public visibility, Rebekkah proposed a program called "[Library Road Trip](#)" modeled after the Mid-York Library System's (MYS) successful event. MYS offered the use of their graphics and strategies to help us get the program running. MHLS would budget money and look for underwriters for the program if member libraries decide to participate. The program is similar to the smaller scale Library Passport program that Putnam County libraries offered over the summer, where patrons visit as many libraries as they can during a specified period and are eligible to win prizes at the conclusion. Rebekkah would want to see all libraries on board. She will be getting more details from MYS at NYLA and will report back.

Next SSAC Meeting

Rebekkah will send a poll to determine the next SSAC meeting date.

A motion was made to adjourn by Jesse, seconded by Michele.

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

- Title: **Draft Memo of Understanding (MOU)**
 - Background: The current Document of Understanding is over 20 years old and outdated, and the Automation Agreement (AA) is also in need of review
 - Issue: The documents need updated language, and to reflect current practices and policies
 - Recommendation: Merge the old MOU and AA into one updated Memo of Understanding for endorsement or revised draft. It would then go to the MHLS board, followed by all library boards. The draft can be found [here](#).
 - Status: For DA vote in 2023
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- Title: **Path to System Membership**
 - Background: With the creation of the new Union Vale municipal library, MHLS would like to take steps to ensure it will be an active, participating organization by creating a formal "Path to System Membership" document all new organizations would be required to adhere to. After reviewing state law, regulations, and the MHLS Bylaws as well as through discussions with the NYS Division of Library Development, a draft document has been created.
 - Issue: There has never been a formal Path to System Membership document
 - Recommendation: Create a Path to System Membership document that new organizations must adhere to be active participants in the system.

Draft Steps to Membership:

1. Become chartered by the State Library and Board of Regents

2. Be able to meet the conditions of the Memo of Understanding approved by the MHLS DA and MHLS Board of Trustees
 3. Agree to a modified Assessment fee while three years of data is accumulated (fee to be an average assessment of libraries serving a similar population)
 4. Library recommended for membership by the DA to the MHLS Board
 5. MHLS Board votes to accept membership request.
- Status: For county-level discussion as to data needed for the document including the modified assessment fee, then to the DA for a vote with the goal of having a completed document to present to MHLS Board prior to the end of 1st Q 2023.

 - Title: **2023 DA Meeting Schedule**
 - Background: Proposed dates for the 2023 DA meetings were reviewed at the October 28, 2022 SSAC meeting
 - Recommendation: The following mix of in-person and online dates are proposed for the 2023 DA meetings:
 - 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: For DA vote