Meeting Called to Order by 2nd Vice Chair Menard at 10:05

A. Action Items
   1. Approval of minutes from September 6, 2019
      Motion by Lawrence; second by Dempsey. Passed unanimously.
   2. Proposed Annual DA Meeting Calendar
      Motion by Lawrence; second by Dempsey. Passed unanimously.
   3. Encore Menu Bar
      Recommendation: Replace the Resource buttons with a toolbar containing links to: Directory of member libraries (A-Z /& County list); Access to Databases (HOMEACCESS); Online Magazines (RBDigital); Online Courses (Universal Class); eBooks & eAudio books (OverDrive); Get a library card (list of member libraries with a link to their policy and how to get a card); and Learn a Language (Mango).
      Motion by DeBellis; second by Lawrence. Passed unanimously.
   4. Verified Account Policy
      Resource Sharing recommendation - revise the policy as follows:
      Verified Library Account – Borrowing physical materials requires a verified library account. Libraries assume

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<th>Columbia County</th>
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the financial responsibility of all transactions completed at their libraries when in violation of Resource Sharing Standards. Motion by Avery; second by Leo. Passed unanimously.

5. Claims Returned Policy
Recommendation from Resource Sharing - revise the policy as follows:
“A library may not place a claims return on any items that they do not own. A patron account with three items marked as claims returned will automatically be permanently blocked from circulation system wide.” After discussion, Lawrence moved to table the issue, Fortier seconded. Passed unanimously.

6. Renewal Policy
Recommendation from Resource Sharing - revise the policy as follows:
A. The library determines the loan rules for items checked out at their location, allowing up to two renewals per item. B. A library may override the renewal limit on their items only. C. Items can be renewed if the number of available copies in the system exceeds the number of open holds (DA 12/1/17).
Motion by Avery; second by Fortier. Passed unanimously.

7. Check-in Policy
Recommendation from RSAC - Adopt new policy:
A. An item checked in is considered accepted by the library that checks it in; at which point the library assumes responsibility for the condition. Financial responsibility does not extend to items whose damage cannot be determined visually, upon a cursory inspection. B. The check-in library must comply with all of the item’s pop-up messages entered by the owning library.
Motion by Scott-Childress; second by DeBellis. Passed unanimously.

B. New/Proposed Business & Information

1. Request for restrictions on Union Vale cardholders
Smith-Aldrich reviewed the “Request for Union Vale Restrictions” previously sent as an attachment to DA packet.
Action: Endorse the action and understand the implications of it. Motion by Dempsey; second by Thorpe. Passed unanimously.

2. Battle of the Books
Presentation by Jennifer Gay from Patterson, President of BOB and Matt Pavloff from Kinderhook, VP of BOB.

C. Reports

1. Advisory Committee Reports
   a. System Services Advisory Committee – Dempsey reviewed the written report from the October 10, 2019 meeting.
   b. Resource Sharing Advisory Committee – Buck reviewed the written report from the September 30, 2019 meeting.
   c. Central Library/Collection Development Advisory Committee – no report.

2. MHLS
   a. Shedrick:
      ILS Roadmap - building data for Decision Center, moving forward with Mobile Worklists. Mobile Worklists requires the purchase of a handheld device. There will be training in January.
      Going to Amazon has been problematic. Most libraries are back up on a static IP. Those that don’t have one should look into obtaining one.
      Knowledge Base has a section for e-resources, and there will be a link with statistics for libraries.
   b. Conlin:
      Advocates & Ambassadors and Civil Service workshops are coming up.
Turning Outward: Casey and Courtney Wimmers have gone through training. Directors should sign up if they’re interested in participating for 2020.

2020 Lab Project – “Increasing Yes votes.” Contact Casey if your library is going for a 414 vote in 2020 and would like to participate.

Great Giveback: Several libraries shared what they did; it was successful overall.

Census Update: There’s a map that shows which areas are “hard to count.” Training will be provided for library employees.

New legislation – there will be a 90%/10% match for construction grants for libraries who meet the criteria.

c. Smith-Aldrich:
  MacMillan embargo – During the embargo period, libraries can only purchase one copy of a title, and items purchased on Overdrive Advantage accounts cannot be shared with other libraries.

  MHLS is first upstate system to get their green certification. The program is launching at the NYLA conference. Contact Casey if you’re interested.

Motion to adjourn by Dempsey; meeting adjourned by Menard at 11:59.

Respectfully submitted by Gina Loprinzo

Next:
- DA Business Meeting: Wednesday, February 19, 2020, 10:00am (snow date February 20, 2020)
- DA Workshop: Thursday, March 5, 2020, 10:00am