

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: January 17, 2020 10:01am

Location: MHLS Auditorium

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); Linda Vittone (MHLS)

Others Attending: None

Minutes from the October 10, 2019 meeting were reviewed and approved with a motion by Tom Lawrence, seconded by Julie Kelsall-Dempsey, and the motion passed unanimously.

Discussion Items:

1. Committee Orientation began with the history of committee.
2. Committee Charge was presented so members know what is expected of the committee.
3. Committee review schedule for drafting, presenting and approving the Member Assessment. This should be approved by the June DA meeting so libraries can be plan for the future.
Feb 11 is next DA meeting.
4. **Member Assessment Fee:** We made a 2-year commitment for a 1% increase in 2020 and 2021. Discussion followed to make it more stable increase as a pattern, moving forward, so it can be planned for by MHLS member libraries. The recommendation is to keep it ongoing, agreeing to keep it at about a 1% increase, unless something arises to prohibit it or some hardship. We need to tie it to a timetable. In case MHLS gets a windfall, or if their budget is flat, it may be adjusted otherwise. There will be flexibility. Our timeframe must to be MHLS fiscal calendar, January-December. Annually, at the DA June meeting it would need to be voted on for approval. We need to decide at our SSAC May meeting what is recommended for to be put forth to the DA meeting in June for approval.

e-Resources: In the past, *Mango* gave us a reduced rate because we signed on to a multi-year commitment. Last year, we renewed for only one year. This year it is significantly higher than in the past. The renewal was in July. Central Library in the past has absorbed any increases and member libraries pay a portion of it, splitting it evenly.

OverDrive: looking at price increase, on the eResources 2020 Master List, the pricing is recorded as being much lower in June 2019 when it was prepared. It has thus increased since then.

We make the recommendation to the Central Library Committee that they cover the full amount of the increases.

Because of automatic renewals, the cost of circulation may go up and that cost should be anticipated by member libraries in the future.

5. **System Services:** Oct 1st, 2021 the new Plan of Service is due to the State. Rebekkah Smith-Aldrich drew our attention to the MHLS 5-year Plan of Service. Areas focused on get shifted from the information gathered in response to the members.

A new ILS Road Map will be developed for 2020-2021 which will include Sierra and online catalog issues. We want to improve the user experience and the products we've invested in.

Project Outcome and Turning Outward are going to continue in 2020. Participants from 2019 felt it was successful and new participants are signed up for 2020. New minimum standards say we have to have community-based input for long range plans, and we can see the benefit from it.

There will be continued support and orientation for new directors.

There will be a focus on the 2020 Lab Project of increasing YES votes for support of libraries.

MHLS will plan a mini-conference on the topic of Sustainable Thinking and will support libraries pursuing the NYLA Sustainable Library Certification Program.

MHLS will continue raising awareness and advocacy to its member libraries and giving us guidance regarding the 2020 Census.

6. **DA 2020 Meeting Event Topics:**

A list of future topics received from survey feedback in 2018: purchasing with state contracts; dealing with volunteers; managing director burnout; administering employee benefits, paid time off and FLMA; The committee started collecting feedback and surveys from participants and requiring sign up ½ way through the year, so there isn't really good data to draw from to make informed decisions based on solely on data.

Noted for this year: if anticipated attendance is below 15 for these workshops, they are going to see if the presenter and MHLS feels it is still worthwhile to continue with it. One week notice will be given to cancel.

Business Meeting: February 19 (snow date Feb 20)- Panel Discussion: Library things and museum passes (cleaning, storage, loan rules, organizing) Some items are very unique that are available for circulation. Wish list for participants include: Cold Spring, Phoenicia, Chatham, Patterson, and a team member from MHLS cataloging will also be available to lend their expertise and to debunk the mystery of cataloging these items. *(Tom Lawrence will organize.)*

Workshop: March 5 – DecisionCenter or look into Paid Time Off; *(Julie Kelsall-Dempsey organize and will contact Bob and Ellen.)*

Business Meeting: April 7 – Table talks—at least 30 minutes on the agenda, with a member of the committee to facilitate the discussion. Topic will be special populations. Separate tables will have targeted populations: special needs, homeschoolers, homeless, homebound, veterans, seniors.) *(Margie Maynard will organize.)*

Workshop: May 5 – DecisionCenter or Paid Time Off. Julie will contact Bob and Ellen to look into Paid Time Off. *(Julie Kelsall-Dempsey will organize.)*

Business Meeting: June 10 – Panel Discussion with wish list of Julie Kelsall-Dempsey and other directors participating on the topic of Fines: Fines free, readaway your fines, unlikely debt, unlikely to be recovered, must be waived by the board. It has to be balanced. Some libraries are

entirely fine free, and some are fine free for special demographics, by patron type or item type.
(AnnaLee Dragon will organize.)

Workshop: July 9 – Office of General Services (OGS). (Michele Capozzella will organize.)

Business Meeting: September 6 – Business Meeting: 60 minute business meeting and 60 minute PR exchange. Facebook ads, paid advertising vs. free, dedicated staff to do PR, print vs. online pieces. (Rebecca and MHLS Staff will organize.)

Workshop: October 6 – E-Rate, Internet-dealing with filters. It's recommended to contract with John Rossi from Teletech Associates, because he'll assist with filing your library's paperwork. For those libraries that are building and adding Internet equipment, adding a new router, upgrading their Internet service to faster fiber optic connectivity, etc., this is a good time for looking into E-Rate if you haven't before. There will be a discussion of dealing with filters. (Julie Kelsall-Dempsey will organize.)

Business Meeting /Luncheon: November 12 – Mary De Bellis graciously agreed to organize it again.

7. **Board Liaison Assignments:** meetings run from 10am-12pm For representation, we are looking for volunteers and thank you to those who are now assigned to attend the MHLS Board meetings:
 - a. Saturday, February 1 @ MHLS-Julie Kelsall-Dempsey
 - b. Saturday, March 21 @ MHLS-Mary De Bellis
 - c. Wednesday, May 13 @ Stanford Free Library-Tom Lawrence
 - d. Wednesday, July 15 @ MHLS-Gina Loprinzo
 - e. Wednesday, Sept 16 @ Claverack Library-Thea Schoep
 - f. Friday, Oct 23 - MHLS Annual Meeting
 - g. Saturday, Dec 12 @ MHLS-AnnaLee Dragon

8. **NYLA Library Skills Academy:** Should we bring it to MHLS? Yes. This is a three week course aimed at those working in libraries who would like to learn more in these 3 full day courses accomplished in 3 weeks. The topics include the following: an introduction to libraries and library service; reference services; public services; technical services. They have been offered several times a year by other library systems and colleges throughout the New York State.

9. **Salaries and Benefits:** We need to update the survey that was done back in 2014. It was found to be difficult to have all directors participating. Maybe we could do an electronic questionnaire, perhaps through Survey Monkey? After looking at the form, a discussion followed to understand the details of reporting and how difficult it is to compare the same employee work titles, but even within our own libraries, employees with the same titles have different work responsibilities. Our next step will be to seek feedback from fellow directors on the questions to be included in the survey.

Next SSAC meeting: After the DA meeting; May 5th at the MHLS auditorium.

Respectfully submitted,
Catherine Benson
Assistant Secretary