

MHLS Directors Association

Business Meeting of Thursday, November 12, 2020

Meeting #1:

Action Item #3: Systemwide Global Extension of Due Dates and Patron expiration During Widespread Closures

Background: In the event of unplanned extended closures there are items that will become due and patron records will expire. Managing that task can be done by individual tickets, but when many libraries close at once managing the extensions in batches becomes more efficient to implement and easier to update when the reopening schedule is unpredictable. During COVID-19 closures in March of 2020, most libraries were closed. Until the directors agreed to extend globally, there were many libraries who did not request extensions or did not manage further extensions as the library remained closed.

Issue: Providing extensions eliminates uncertainty and loss of online services for patrons. Once staff are no longer reporting to the library for work they may be difficult to reach by both patrons and staff. Updating records globally is more efficient once a large number of libraries have closed. Maintaining those extensions globally can be predictably managed globally by MHLS staff.

Recommendation: When unplanned closures reach the agreed upon threshold of 75% of libraries closed, MHLS staff is authorized to globally extend the due dates of items checked out, and expiration dates in patron records by 14 days. The system staff will post that the update will take place 1 business day prior on the MHLS-Alerts list, citing the time that the update will be completed. Any library who would like to opt-out of the extension of either due dates or the patron expiration dates must open a ticket to alert MHLS that they decline to be included in the global extensions. MHLS will continue to manage the global extensions as long as the threshold remains in place at 2-week intervals

Status: Discussed at the 10.29.2020 System Services Advisory Committee meeting; Action Item at November 12 DA meeting

Action Item #4: Addition of Alias Field to Patron Record

Background: The patron record currently has a standard name field for patrons. It is possible to include an additional field called the "Alias." This field, when present, can allow patrons to have a preferred name.

Issue: We currently do not have the Alias field. We do not have a field to retain the patron preferred name or "alias" in the record.

Recommendation: Include the Alias field to be used optionally in the patron record, providing the ability to store a preferred name and/or an alternative name to use in notices and other templates.

Status: Discussed at 10.22.2020 Resource Sharing Advisory Committee meeting; Action Item at November 12 DA meeting.

Action Item #5: Bylaws Amendments

Background: Every two years the DA bylaws call for a review of the bylaws by the System Services Advisory Committee.

Issue: Due to the March 2020 passage of the DA Pandemic Policy the committee reviewed the bylaws to ensure elements of that policy are adequately incorporated to provide for the flexibility to meet online during the remainder of the pandemic and for a broadened number of reasons including severe weather, civil, or other public health emergencies. During the course of the discussion it was also discovered that the amendment clause should be revisited.

Recommendation:

- A.** Amend Article V: DIRECTOR ASSOCIATION MEETINGS, Section 1. FREQUENCY:
- B.** Amend Article V: DIRECTOR ASSOCIATION MEETINGS, Section 3. VOTING:
- C.** Amend Article VII: AMENDMENTS:

A revised draft has been provided in the DA packet which provides proposed wording for each amendment.

Status: Discussed at the 10.29.2020 System Services Advisory Committee meeting; Action Item at November 12 DA meeting and second, special meeting of the DA to be held directly after the regularly scheduled November 12 DA meeting.

Meeting #2:

Action Item #1: Bylaws Amendments

Background: "As per the current DA Bylaws, any amendments to the bylaws must 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 part of the call of the meeting."

Issue: See Action Item #4 from Meeting #1

Recommendation: See Action Item #4 from Meeting #1

Status: Discussed at the 10.29.2020 System Services Advisory Committee meeting; Action Item at November 12 DA meeting and second, special meeting of the DA to be held directly after the regularly scheduled November 12 DA meeting.