

MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: May 3, 2023

Location: Virtual

Committee members attending:

- Matt Pavloff (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), Laurie Shedrick (MHLS)

Others Attending: N/A

Minutes from the January 2023 meeting were reviewed and approved.

Discussion Items:

1. Memo of Understanding (MOU)

Two main issues were noted by legal counsel:

The Legality of the Director’s Association as Policy Maker

The Director’s Association is not technically a legal entity, it is legally an advisory board to the MHLS Board of Directors, thus as is, the DA does not have the explicit authority to make policy. However, it can be empowered to create enforceable policy if the MHLS Board formally approves this capability which the DA has been operating under. SSAC agreed that Rebekkah Smith Aldrich could create an official resolution stating this for MHLS Board approval, which she hopes to have completed by fall.

Grievance Clause

Legal counsel suggested that “Grievance Clause” be changed to “Complaint Process”, as the former is too prescriptive, and does not fit our need to have the ability to address the variety of possible complaints. All agreed that simpler is better. In addition, the arbitration process being separate from and following the complaint process was clarified and put in the appropriate category to convey the correct order and intent.

Rebekkah will work to incorporate all necessary changes and will forward the revised MOU to the SSAC members to share at their county meetings.

2. Union Vale (UV) Update

Rebekkah has continued to work with the UV trustees to deepen their understanding of the charter application process. She announced that Frank Rees will replace Jane Minotti (sp?) as the new DLD liaison.

3. 2024 Members Assessment

Rebekkah reported that the new State budget numbers were flat. Two formulas were proposed for the 2024 Assessment – 1% or 2%. The SSAC unanimously recommended the 2% increase due to the nominal difference in the two options.

4. Review of DA Bylaws

The difficulty in accurately counting votes at virtual meetings was discussed. It was proposed that the bylaws be amended to indicate that roll call will be used for online voting, and in-person meeting voting will be a show of hands. Rebekkah and Mary will work on the new language for the document. SSAC members will continue to research alternative virtual voting options.

Ramapo Catskill Library System requested to attend a DA meeting to observe best practices. The SSAC agreed to the request and will mention to the members of the DA that we will have guests attending the next online meeting.

5. Delivery Stops by Volume

Reviewing stops to right-size and consolidate, paused during the pandemic, has begun again now that libraries are consistently open regular hours. Fifteen libraries lost one stop, two of those are a forward sort stop.

6. Innovative Contract Up in 2024

In 2018, MHLS reviewed all LSP marketplace vendors that could handle our system's volume and complexity. Two top contenders were identified, SirsiDynix and Innovative, and ultimately Innovative/Sierra was chosen. Laurie highlighted some changes that have occurred since then and asked for member's feedback on how to proceed once our contract is up next year. Two options are either a renegotiation of the Innovative contract or changing platforms and going with SirsiDynix. Laurie stated that if the former is chosen, Innovative needs to hold our cost the same since it has been 4 years and our new catalog has still not launched. Michele believes Innovative would continue to be preferable due to the difficulty of launching a new platform and that staff has not had complaints. Jesse concurred stating that unless there was a major price difference between the two vendors, we should renegotiate. SSAC agreed that if pricing and products are comparable among vendors, we should renegotiate our contract with Innovative. MHLS Staff will report back at the next SSAC meeting.

7. 2023 Salary and Benefits Survey

Rebekkah would like to establish a pattern of conducting the survey every 2-3 years; it was last done in 2020. Members agreed that the survey is beneficial for educating staff as well as trustees.

8. EDI Statement

Rebekkah will be including the statement in the new director's orientation packet.

9. NYS Broadband Connectivity Survey

NYS ConnectALL has requested input on regional plans related to digital equity and inclusion. MHLS will host two focus groups and help administer a survey to hear from those we serve regarding affordability, accessibility, having the right devices to connect, and digital literacy. It will ultimately be used to inform a state plan. Member libraries will be asked to assist as MHLS needs to obtain 138 responses. Rebekkah will communicate further pertinent details as they become available.

The next SSAC meeting will be in October, date TBD.

Jesse moved to adjourn, and Michele seconded.

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

- Title: **2024 Members Assessment**
- Background: Each year, member libraries are given options regarding the MHLS assessment. For 2024 the choices are a 1% or 2% increase to help MHLS offset rising costs.
- Issue: The assessment has remained at a 1% increase since 2019 and costs continue to rise at a greater rate.
- Recommendation: A 2% increase to help MHLS address rising costs as the difference between the two options for individual libraries is nominal.

- Title: **DA Bylaws Amendment**
- Background: Monthly DA meetings continue to be held in both virtual and in-person formats, however online voting procedure is not specifically addressed in the bylaws.
- Issue: Online meeting “Show of Hands” voting may not accurately capture all votes due to inherent difficulties in the format, i.e., not being able to see those phoning in and the complexity of reviewing those voting through the Chat function simultaneously with those who are on screen.
- Recommendation: To amend the current bylaws to state Roll Call voting will be used for virtual meetings, and Show of Hands voting for in-person meetings
