

# MHLS Directors Association | Meeting Minutes

November 15, 2023 | MHLS Auditorium

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
	Chatham	Merk	X	Amenia	Herow	X	Athens	Giarraputo		Brewster	Loprinzo	X	Esopus	Chance
X	Claverack	Schoep		Beacon	Salierno		Cairo	Kamecke		Carmel	Perolli		Highland	Dempsey
	Germantown	Place		Beekman	Fortier		Catskill	Jardine (interim)		Cold Spring	Reinhardt		Hurley	Priest
X	Hillsdale	Gaskell	X	Clinton	Bancroft		Coxsackie	Benson		Garrison	Farabaugh	X	Kingston	Menard
X	Hudson	Chameides		Dover	Smith		Greenville	Flach	X	Kent	Donick		Marlboro	Jennerich
	Kinderhook	Pavloff	X	East Fishkill	Goverman		Haines Falls	Garcia	X	Mahopac	Capozzella	X	Milton	Skelly
X	Livingston	Holik	X	Fishkill	Spann		Hunter	Johnson	X	Patterson	Harrison	X	New Paltz	Murphy
X	New Lebanon	Hoffman		Hyde Park	Callahan (interim)		Windham	Begley	X	Putnam Valley	Chaudhri		Olive	Lawlor
	North Chatham	Wills	X	LaGrange	De Bellis								Phoenicia	Potter
	Philmont	Farley	X	Millbrook	Tsahalis								Pine Hill	Vella
	Valatie	Kranick		NorthEast-Millerton	Leo-Jameson							X	Plattekill	Lanspery
				Pawling	Fisher							X	Rosendale	Scott-Childress
				Pine Plains	Tackett								Saugerties	Russell
			X	Pleasant Valley	Pulice								Stone Ridge	Ford
				Poughkeepsie	Lawrence								Ulster	Collins
			X	Red Hook	Geller								West Hurley	Lustiber
				Rhinebeck	Savolainen								Woodstock	Gocker
				Rhinecliff	Bartlett									
				Staatsburg	Rothman									
			X	Stanford	Cerul								<b>MHLS Staff</b>	
				Tivoli	DelPriore							X	Rebekkah Smith Aldrich	
			X	Wappingers	Campbell							X	Laurie Shedrick	
												X	Laura Crisci	

Meeting Called to Order by Chair Michele Capozzella at 10:01am

## A. Action Items

- Approval of minutes: September 2023:** approved as distributed by unanimous consent
- Approval of 2024 DA/SSAC Officers:** Thea motioned, Julie S. seconded: approved by unanimous consent.
- Memo of Understanding:** motion to approve the fifth draft of the MOU to be forwarded to the MHLS Board for their consideration made by Thea, seconded by Julie S; passed unanimously.
- DA Bylaw Revisions:** presented here for informational purposes **only**; will be an action item at the February 2024 DA meeting.
- Temporary Resident Account:** motion to update Resource Sharing Standards Patron Registration policy to include rules for the creation of temporary resident library accounts made by Carol B., seconded by Jesse; approved by unanimous consent with a correction to remove an extra comma in the first bullet and to correct the spelling of “policies” in the third bullet.

6. **Vega Discover Guides:** motion that the Vega Discover Guides language be accepted for installation in time for the 12/6/23 launch date made by Mary D., seconded by Julie S. Discussion ensued about the purpose of the guides and the option to be turned on or off by each library. Laurie negotiated acquisition of the guides at no cost to MHLS, saving \$20,000 per year. Motion approved by unanimous consent.

B. New/Proposed Business & Information - **NONE**

C. Reports

a. Advisory Committee Reports

- i. **System Services Advisory Committee** – met 10/3 and all action items were voted on at this meeting; Thea recommends that all directors go over the proposed DA Bylaws revisions and get their questions answered in preparation for voting at the February 2024 meeting.

The Path to System Membership Joint Committee met on 10/26 and reviewed the steps to becoming a chartered system member library to ensure content achievable by all libraries. Directors' feedback on the document is welcome.

An update on the status of the town of Union Vale's efforts to start their own library was provided.

- ii. **Resource Sharing Advisory Committee** – met 10/23 and all action items were voted on at this meeting. Carol B. reminded us to send overdue notices out regularly and not to check in damaged items or those with missing components.
- iii. **Central Library/Collection Development Advisory Committee** – met last week. Universal Class is leaving Libby and the price is expected to increase dramatically. Funding for continuation of NOVELny is being discussed in Albany.

b. MHLS

i. Staff Report

**Rebekkah Smith Aldrich**

- Reminder from Tom Finnigan to sort the delivery bins appropriately as per MHLS upcoming holiday closures.
- There is a new edition of the *Handbook for Library Trustees of New York State* with enhanced chapters and updated essential policies. There are a limited number of print copies available from MHLS, ordering information will be release soon, but it can be viewed digitally through the New York State Library catalog.
- The sample public policies page on midhudson.org has been upgraded with new and current examples and resources. Please use the spreadsheet to facilitate the 5-year review schedule for your library.
- Reminder that the mandatory sexual harassment prevention training is to be done annually prior to October 1. The state has been randomly auditing libraries, so we must be prepared.
- 75% of MHLS revenue comes from the state. Awareness and advocacy efforts will be earlier than usual this year starting right after Thanksgiving to get a jump on the Governor's budget. Watch for a call to action from NYLA. Advocacy Day is February 7, 2024 and there will be busses to Albany again. The MHLS mini-grants are at risk to be cut if the system is not funded adequately.

- After 10 years of effort, the 414 Bill was signed into law to require just 25 signatures for libraries to get on the municipal ballot. New resources will be developed to help library boards take advantage of this change in the law.
- We welcome 3 new MHLS staff members: Elizabeth Garcia, Finance Assistant; Ashley Teal, Administrative Assistant; Stephanie Wersky, Library Sustainability Associate & Communication Specialist.
- MHLS is mid-way through their Plan of Service lifespan. They will be hosting a new round of community conversations at our County meetings in early 2024 to develop the next Plan.
- The highlight reel of 2023 from the recent MHLS Annual Meeting was reviewed, listing all of MHLS staff's accomplishments in technology, member library support, digital equity, EDI, trustee resources, and patron services. It's Laurie's second year of working with pilot libraries for digital equity and now 30% of our libraries have better connectivity. Laura has been here for one year and took the initiative to educate our libraries about the significance and applications of Artificial Intelligence. Nina has done a great job with implementing authority control in the OPAC.
- We must continue to combat book challenges by having a defensive posture and policies to address them. Please keep Rebekkah timely informed of any program or material challenges in your libraries.

#### Laurie Shedrick

- The full pilot launch of the **Discover** catalog for all libraries is on December 6. The URL is **discover.midhudsonlibraries.org**. The word "**Vega**" is being dropped and replaced by "**Discover**" to more significantly brand the catalog to our patrons. Shortening the URL is currently not feasible due to licensing and financial limitations. Some issues with the catalog should be fixed within 2 weeks. The catalog is under development always and updates are pushed out regularly. Please open a ticket with Tech Support for any assistance or problems with Discover. Please refer to the Knowledge Base for tutorials and marketing materials.
- Please submit your closed dates for 2024 prior to MLK Day either in the Sierra days closed table or via the web form, using the proper date format.
- A new field in Sierra's patron record allows patrons to use a preferred name over their legal name in the patron name field. Check *Training on Demand* for details and instructions on this procedure.
- "Product Portal" replaces "Idea Lab", allowing staff the opportunity to weigh in on the importance of Innovative product enhancements. Please see the print MHLS Report from this meeting for more details and instructions on how to use Product Portal and vote on the enhancements.
- Emagazine checkout stats may not be accurate because the Libby app generates a checkout for the library when the issue is automatically added to the user's magazine rack. This feature cannot be eliminated.

#### Laura Crisci

- Reminder that trustees must complete the required continuing education before the end of the year. If they are not issued a certificate of completion, they can submit the Self Assurance form provided by the NYS Library. If participating by phone, they must email Laura for a certificate. MHLS does not keep archives of training attendance, so trustees should retain their own records. Certificates will not be uploaded on the NYS Annual

Report; explanations may be put in the state note regarding lack of completion. All libraries must have a Trustee Continuing Education Policy; samples, tips, and the Self Assurance Form can be found at:

<https://www.nysl.nysed.gov/libdev/trustees/education.htm>.

- Libraries planning to apply for the next round of state construction aid must have the following prerequisites:

- Current Board approved Facility Plan
- Application portal access
- Vendor #
- IRS #
- Registration with SAM.gov

Please contact Laura for assistance with meeting these requirements.

- An Action Memo is forthcoming to update contact information for member libraries for 2024.

- ii. Board Liaison Report - stated by Michele Capozzella at the September 22nd DA meeting – please see the September meeting minutes for the full report.

There being no further business, the meeting was adjourned by unanimous consent at 11:32 am.

Respectfully submitted by  
Mary M. De Bellis, Secretary

Next:

- DA Business Meeting: Wednesday, February 28, 2024 via ZOOM