

MHLS Directors Association | Meeting Minutes

February 13, 2025 | Via Zoom

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
X	Chatham	Bachrach [Interim]	X	Amenia	Herow		Athens	Benjamin		Brewster	Loprinzo		Esopus	Chance
X	Claverack	Schoep		Beacon	Murphy	X	Cairo	Tatavitto		Carmel	Regula [Interim]		Highland	Dempsey
	Germantown	Place	X	Beekman	Fortier		Catskill	Leary	X	Cold Spring	Reinhardt	X	Hurley	Powell
X	Hillsdale	Gaskell	X	Clinton	Bancroft	X	Coxsackie	Benson	X	Garrison	Farabaugh	X	Kingston	Menard
X	Hudson	Chameides		Dover	Smith		Greenville	Flach	X	Kent	Perolli	X	Marlboro	Jennerich
X	Kinderhook	Pavloff	X	East Fishkill	Salierno	X	Haines Falls	Elmo-Emel	X	Mahopac	Capozzella		Milton	Fonfa
	Livingston	Stork	X	Fishkill	Spann		Hunter	Johnson	X	Patterson	Harrison		New Paltz	Middleton
	New Lebanon	Hoffman	X	Hyde Park	Palmer		Windham	Begley	X	Putnam Valley	Chaudhri	X	Olive	McHugh
	North Chatham	Wert	X	LaGrange	De Bellis							X	Phoenicia	Potter
X	Philmont	Whittaker	X	Millbrook	Tsahalais								Pine Hill	Vella
	Valatie	Buono	X	NorthEast-Millerton	Leo-Jameson								Plattekill	Lansperly
				Pawling	Fisher								Rosendale	Scott-Childress
			X	Pine Plains	Campbell							X	Saugerties	Russell
			X	Pleasant Valley	Pulice								Stone Ridge	Ford
			X	Poughkeepsie	Lawrence							X	Ulster	Chenier [Interim]
			X	Red Hook	Geller								West Hurley	Keene
			X	Rhinebeck	Savolainen							X	Woodstock	Gocker
			X	Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Cerul									
				Tivoli	Farley							X	MHLS Staff	
				Wappingers	Campbell							X	Rebekkah Smith Aldrich	
												X	Laurie Shedrick	
												X	Laura Crisci	

Meeting Called to Order by Chair De Bellis at 10:00 am.

A. Action Items

1. Approval of November 13, 2024 minutes. **Motion made by Menard, seconded by Pavloff. Passed by unanimous consent.**
2. The Resource Sharing Advisory Committee [RSAC] recommends that Mid-Hudson Library System staff be allowed to delete records that have the status of Lost & Paid, Discard, Claims Returned or remain checked out with a Billed status of longer than 7 years as part of their regular annual maintenance tasks. **Motion made by Schoep, seconded by Bancroft. Passed by unanimous consent.**

B. New/Proposed Business & Information

None.

C. Reports

a. Advisory Committee Reports

i. System Services Advisory Committee [met 1.14.25]

- The 2026 assessment was discussed. A range of percentage increase scenarios were presented and the impacts of each. The options will be reviewed again in May once the outcome of the state budget is known and then a recommendation will be made to the DA.
- The Member's Capital Fund currently has approximately \$235,000 and the committee will be discussing how much is appropriate to retain in the account and the possibility of purchasing additional services once the state budget is approved.
- Ideas for encouraging patron advocacy included placing calls for advocacy on the catalog home page or in the app that is being developed.
- DA Bylaws were reviewed with no suggested revisions.

ii. Resource Sharing Advisory Committee [met 1.7.25]

- The majority of the discussion revolved around the action item presented at this morning's meeting.
- Committee members will assess the issue of lost in transit items at their county meetings to determine if it is an ongoing issue.
- Libraries with limited hours may have items on their hold shelves for longer than seven business days but as these same libraries have a lower volume of holds, it is recommended that this be monitored to see if it becomes an issue.

iii. Central Library/Collection Development Advisory Committee [met 1.9.25]

- New member orientation.
- Trainings created from county meetings feedback have been scheduled.
- Databases paid for with Central Library funds were reviewed. The Committee is working to devise a better system for the renewal of databases to give time for feedback at county meetings before the renewal takes place. The procedure for recommending databases to CL – bring to the county and, if it is decided that a recommendation to the committee is warranted, the member of the committee from that county will present the recommendation.
- CL budget will be approved after the state budget is finalized.
- Rebekkah has reached out to Hoopla regarding the junk content they offer but they have not officially responded to her inquiries at the time of the DA meeting.

iv. Ad Hoc OverDrive Committee [met 1.10.25]

- Results of the survey sent to libraries struggling to meet patron demand was discussed. An issue identified may be that Overdrive spending is not broken out from other e-resource spending.
- Budgetary trainings have been scheduled for Directors and Trustees to assist libraries in budgeting for the increased costs of e-resources as well as in general.
- The Committee will meet again in May to review the Overdrive spending results of the previous 6 months.

v. Road Trip Committee [met 12.19.24 and 1.30.25]

- Plan to go live the beginning of June and run through the Great Giveback in October. A graphic designer has been hired. Laurie has created a way to add a Road Trip button to the mobile app to plan their library visits.
- Rebekkah reminded everyone to check the ADA compliance of their building and, if they are not, to have a plan in place. Contact Rebekkah or Laura for assistance.

b. MHLS

i. Report to Member Library Directors

- The Encore catalog will be going away by the end of the year. Laurie expects to move away from it before then to avoid an abrupt change.
- Pilot libraries have begun testing the mobile app. Waiting for feedback to assist in creating a complete launch kit. If other libraries would like to join the pilot group, let Laurie know. An instance for each library has already been created. A video is linked in the report to introduce staff to the app.
- Patron feedback indicates that they would like more information in the full catalog record for items, such as actors, director, or the short stories in an anthology. Innovative has fixed this and the change should be reflected later this month.
- Bookmarked lists in patron view have new icons and patrons will be notified when items from a list are available.
- Libraries can opt in to add a secondary pickup location that patrons can select if the library has several pickup desks or item lockers for after hours pickup.
- The mobile app includes a section with a scannable patron barcode. In order to do this, a 2D scanner is required. Mid-Hudson has tested a scanner and these can be ordered through the system. Be careful if ordering through Amazon, as items may be different than what is represented.
- Windows 10 will not be supported after October 2025. If you are using Windows 10, be sure you have a plan in place. There is a one year extension available.
- A Professional Development and Continuing Education series has been developed by the MHLS Technology department to build a better foundational understanding of the data and reports that the ILS has to offer to help staff manage and build collections. The series will be recorded and added to Training on Demand.
- A New Director's Forum will be held after the April DA meeting with Matthew Bollerman who will speak about key performance indicators for library success.
- An informational session on the NYS Talking Book and Braille Library will be held online on February 20 at 2:00 pm. Laura encouraged all libraries to register.
- A Sustainable Funding Training Series for Directors and Trustees is planned for 2025. The purpose of the series is to build the skill set of both Directors and Board to understand the basics of budgeting, multi-year planning and recruiting and maintaining staff. Online course will be recorded.
- Rebekkah asked that if a library receives a visit from immigration officials, that they inform MHLS so that patterns can be established.
- I-9 forms should be filled out properly. If changes are made, a memo must be attached stating the changes.
- The State Library has posted **Information to Help New York's Libraries Safeguard the Rights of Immigrants** and shared the Office of New Americans **Know Your Rights** resources.

- Rebekkah will be sharing information on the listserv regarding the different types of warrants which may be presented.
 - Annual Reports are due February 14 by 5:00 pm. Due to increased software access this week, some libraries may encounter issues. Reach out to Laura if the issues persist.
 - Governor's budget has come out. Tiny increase for Operating Aid, reduction in Construction Aid and more money added to Dolly Parton's Imagination Library. A budget bill has been presented to allow any association or public library to use the Dormitory Authority for bonding for projects that meet thresholds. NYLA has issued a call to action so please assist in getting the word out.
 - On the federal level, the Institute of Museum and Library Services [IMLS] is under threat. The freeze of federal funding includes the IMLS federal grant to state libraries, including the NY State Library that consists of the Division of Library Development which is completely funding by federal money. MHLS has been doing additional advocacy with the Board of Regents, the Governor's Office, the State Education Department and legislators to create a safety net for the Division of Library Development in the event funding does not come through or IMLS is dissolved. This includes increasing the Cultural Education Fund which is used to fund the State Library, and an appropriation from NY State to fund this division of the State Library. The Board of Regents has adopted both of these and put them in the Education Department budget request.
 - Last year, 23 libraries took advantage of the Outreach Mini-Grants.
 - NY State Library is offering a webinar series in late February to help libraries across the state help the vulnerable populations that they serve.
 - Rebekkah shared an update in regards to the Union Vale Library.
 - MHLS is in talks with The Tempestry Project to create a public art project with the help of member libraries. Climate data will be used to create scarves.
 - Bravery in Literature Award ceremony has been moved to October to accommodate Margaret Atwood who will be receiving the lifetime achievement award.
- ii. Board Liaison Report
- Mary De Bellis, the Director of the La Grange Library, attended the MHLS Board meeting on January 11. The Board oriented several new trustees and re-iterated the Board's priorities. The Board members are eager to attend county association meetings and Board meetings. MHLS received a clean audit. Rebekkah presented the history of library aid and reiterated the need for aggressive library advocacy through April 1. Laurie gave a presentation of the Discover catalog with a preview of the mobile app.

There being no further business, motion to adjourn at 11:15 am was made by Schoep, seconded Scott-Childress. Passed by unanimous consent.

Respectfully submitted by Michele Capozzella, Secretary

Next:

- DA Business Meeting: April 25, 2025 at 10:00 am in the MHLS Auditorium