

# MHLS Directors' Association

## Minutes of Meeting – November 15, 2015

Columbia County		Dutchess County		Green County		Putnam County		Ulster County	
<input checked="" type="checkbox"/> Chatham	DeLisle	<input type="checkbox"/> Amenia	Devine	<input type="checkbox"/> Athens	Widrick	<input type="checkbox"/> Brewster	Loprinzo	<input checked="" type="checkbox"/> Esopus	Dittmar
<input checked="" type="checkbox"/> Claverack	Schoep	<input checked="" type="checkbox"/> Beacon	Raff	<input checked="" type="checkbox"/> Cairo	Kamecke	<input checked="" type="checkbox"/> Carmel	Buck	<input checked="" type="checkbox"/> Highland	Dempsey
<input type="checkbox"/> Germantown	Place	<input checked="" type="checkbox"/> Beekman	Fortier	<input type="checkbox"/> Catskill	Ray	<input checked="" type="checkbox"/> Cold Spring	Thorpe	<input type="checkbox"/> Hurley	Decker
<input type="checkbox"/> Hillsdale	Briggs	<input type="checkbox"/> Clinton	McGuirk	<input checked="" type="checkbox"/> Coxsackie	Deubert	<input checked="" type="checkbox"/> Garrison	McCreery	<input checked="" type="checkbox"/> Kingston	Menard
<input checked="" type="checkbox"/> Hudson	Chameides	<input type="checkbox"/> Dover	Totter	<input type="checkbox"/> Greenville	Flach	<input checked="" type="checkbox"/> Kent	Donick	<input checked="" type="checkbox"/> Marlboro	Cosgrove
<input checked="" type="checkbox"/> Kinderhook	Giraldo	<input checked="" type="checkbox"/> E Fishkill	Goverman	<input type="checkbox"/> Haines Falls	Garcia	<input type="checkbox"/> Mahopac	Capozzella	<input checked="" type="checkbox"/> Marlboro	Jennerich
<input type="checkbox"/> Livingston	Critchell	<input type="checkbox"/> Fishkill	Spann	<input type="checkbox"/> Hunter	Bain	<input checked="" type="checkbox"/> Patterson	Haar	<input checked="" type="checkbox"/> Milton	Skelly
<input checked="" type="checkbox"/> New Lebanon	Bogino	<input checked="" type="checkbox"/> Hyde Park	Callahan	<input type="checkbox"/> Windham	Begley	<input type="checkbox"/> Put Valley	McLaughlin	<input checked="" type="checkbox"/> New Paltz	Giralico
<input type="checkbox"/> N Chatham	Kurashige	<input checked="" type="checkbox"/> LaGrange	Potwin					<input type="checkbox"/> Phoenicia	Potter
<input checked="" type="checkbox"/> Philmont	Garafalo	<input checked="" type="checkbox"/> Millbrook	Harrison					<input type="checkbox"/> Pine Hill	Slater
<input checked="" type="checkbox"/> Valatie	Powhida	<input type="checkbox"/> NE Millerton	Leo					<input type="checkbox"/> Plattekill	Georgiou
		<input checked="" type="checkbox"/> Pawling	Conlin			<b>MHLS Staff</b>		<input type="checkbox"/> Rosendale	Alexander
		<input type="checkbox"/> Pine Plains	Hill			<input checked="" type="checkbox"/> Advocate		<input type="checkbox"/> Saugerites	Rees
		<input checked="" type="checkbox"/> Pleasant Valley	Pulice			<input checked="" type="checkbox"/> Aldrich		<input type="checkbox"/> Stone Ridge	Ford
		<input checked="" type="checkbox"/> PPLD	Lawrence			<input checked="" type="checkbox"/> Drake		<input type="checkbox"/> Ulster	Priest
		<input type="checkbox"/> Red Hook				<input checked="" type="checkbox"/> Sloan		<input checked="" type="checkbox"/> W Hurley	Lustiber
		Freudenberger						<input type="checkbox"/> W Shokan	Scott-Childress
		<input checked="" type="checkbox"/> Rhinebeck	Cook					<input checked="" type="checkbox"/> Woodstock	Dymond
		<input checked="" type="checkbox"/> Rhinecliff	Meyer						
		<input type="checkbox"/> Staatsburg	Rothman						
		<input checked="" type="checkbox"/> Stanford Christiansen							
		<input type="checkbox"/> Tivoli	Corrado						
		<input checked="" type="checkbox"/> Wappingers	Sherman						

Meeting called to order by Chair Fortier at 10:09 AM

Before agenda items were addressed, Chair Fortier introduced Amy Raff, the newly appointed director of Beacon; Thea Schoep, newly appointed director of Claverack; Jessica Sherman, interim director of Grinnell; and Christina Jennerich, assistant director of Marlboro.

### A. Action Items

1. Motion by Lawrence, seconded by Cook to accept the minutes of October 6, 2015 as amended. PASSED.

### B. Table Talk – Weeding: Impact of the 10/5 List and the Direction for the Future in Your Library.

## C. Reports

### 1. MHLS

#### i. Executive Director

##### 1. Executive Director Sloan

- a. M. Advocate reported on Assessment Report – Moving Forward. All professional development in all categories in 2014 was collected capturing all MH personnel time, funding & value of service. Next year the DA will be asked to rank by priority.
- b. Increasing Circulation Incubator Project – a chart listing total checkout by annual report was circulated and Sloan said that each library will receive an individualized report. Checkouts vs. circulation was discussed (circulation includes renewals and those that are undesignated are distributed proportionally by circ activity). The issue of decreased money spent on collection as a factor in decreased circulation had been examined by MH and found to be unrelated as a major factor.
- c. MHLS Proposed Budget
  - i. Sloan reviewed the MHLS proposed budget explaining the lines in which they have more flexibility (state aid, general) and those that have less (state aid, restricted) and explained the awkward timing of the receipt of state funds and the need for a sufficient cash flow to hold MHLS over until state money is received.
  - ii. Use of \$89,371 of unassigned funds is available because of increased state funding. Although the MHLS BOT makes the final decision, they are interested in hearing suggestions from the DA as to possible uses.
  - iii. Bullet aid is not projected for 2016.
  - iv. Operating Reserve Fund is funded at 100%.
  - v. Contingency Fund is funded at 94%.
  - vi. November 16 is the date for final comments on the MHLS proposed budget.
- d. MHLS received a written proposal from Union Vale indicating that they are willing to pay \$72,000 for library services. MHLS's attorney, Ellen Bach is preparing a response and they feel that they're close to an agreement in time for a 2016 implementation. All participating boards will have to meet and vote on accepting the proposal and restoring library services.

#### ii. Consultants

##### 1. Assistant Director Advocate

- a. Advocate indicated that there will be some changes, as usual, to the annual report.

- b. Advocate showed the flash drive book player that is available to all eligible residents of NYS from the Talking Book and Braille Library and provided information about how the project works.
- c. Advocate reported that the access to the books in Project Gutenberg via Overdrive has changed. There is no longer a separate button and the most popular books will be available through the catalog. It was referred to Collection Development Advisory Committee for review.

## 2. Coordinator for Library Sustainability Smith Aldrich

- a. Aldrich started with a huge shout-out to all the libraries that won their 414 votes on Election Day. MHLS had 100 % of the libraries that put up a ballot, win.
- b. Aldrich stated that at NYLA, the commissioner of Education spoke for at least five minutes about libraries – the longest on record. She mentioned that on the following day, she'd be at NYPL giving testimony on public library funding to the NYS Assembly Committee on Libraries.
- c. Aldrich gave a shout-out to all of the MHLS presenters at NYLA.
- d. She reported that the new NYS Library Trustee Handbook has been published and Sloan gave a thank-you to Aldrich for being a co-author of the publication.
- e. Representatives from each county are encouraged to attend the County Funding Advocacy Group meeting on Tuesday, Dec. 15 from 1 PM to 3 PM in the MHLS Auditorium.

## 3. Technology Operations Manager Drake

- a. Drake handed out two Action Item Memos at the start of the meeting: Sierra Log-in Codes and 2016 closing dates.
- b. Drake reported on the cost of the recommended CIPAFilter for libraries applying for erate.
- c. Drake stressed the importance of each library clearing the hold shelf daily. Failure to do so contributes to glitches in the system, some of which have been troublesome for years and if individual libraries neglect to clear the shelf, MHLS will have to do it periodically.
- d. MH Tech is working on a Sierra Handbook with an index which will be completed by the end of this year and will be updated regularly. A workshop "Sierra for New Directors" will be offered.

iii. Board Liaison - Carol Fortier reported that the MHLS BOT meeting was uneventful.

1. Question from the floor about a critique of the MHLS Annual Meeting. Sloan reported that comments were favorable. There was a discussion about possibly alternating the venue to the other side of the river.

2. Advisory Committees

i. Central Library/Collection Development – Chair Menard

1. Menard reported that in a comparison of Overdrive's e-journals and Recorded Books Zinio Magazines for Libraries, Zinio was clearly the preferred product. The committee recommends that Zinio be purchased system wide as of 1/1/16 with funds from Central Library so that for year one, it's budget neutral. Action item for December. Question from the Floor that the costs for year two be estimated. Answer was under \$10,000 for the system including platform and content.

ii. Continuing Education/Professional Development – Chair Georghiou

iii. Marketing – Chair Thorpe

1. Thorpe reported that the Committee spent a great deal of time discussing whether there is still a need for a Marketing Advisory Committee. Ultimately, they decided that due to the current trend of lower library use, there is a greater need for marketing and branding. They are now setting goals for the coming year.

iv. Resource Sharing –Chair Dempsey

v. System Services Advisory – Chair Rees

D. New/ Proposed Business & Information

1. Proposed meeting dates for the DA for 2016 were reviewed and will be on the December agenda as an action item.

Moved by Lawrence to adjourn; meeting adjourned at 11:56 AM.

Respectfully Submitted,

Gloria Goverman, Secretary