

MHLS Directors' Association

Minutes of Meeting – December 4, 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 checked="" type="checkbox"/> Brewster	Loprinzo	<input checked="" type="checkbox"/> Esopus	Dittmar
<input checked="" type="checkbox"/> Claverack	Schoep	<input checked="" type="checkbox"/> Beacon	Raff	<input type="checkbox"/> Cairo	Kamecke	<input type="checkbox"/> Carmel	Buck	<input checked="" type="checkbox"/> Highland	Dempsey
<input type="checkbox"/> Germantown	Place	<input type="checkbox"/> Beekman	Fortier	<input type="checkbox"/> Catskill	Ray	<input type="checkbox"/> Cold Spring	Thorpe	<input checked="" type="checkbox"/> Hurley	Decker
<input type="checkbox"/> Hillsdale	Briggs	<input checked="" type="checkbox"/> Clinton	McGuirk	<input checked="" type="checkbox"/> Coxsackie	Deubert	<input type="checkbox"/> Garrison	McCreery	<input checked="" type="checkbox"/> Kingston	Menard
<input 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 type="checkbox"/> Kinderhook	Giraldo	<input checked="" type="checkbox"/> E Fishkill	Goverman	<input type="checkbox"/> Haines Falls	Garcia	<input checked="" type="checkbox"/> Mahopac	Capozzella	<input type="checkbox"/> Milton	Skelly
<input type="checkbox"/> Livingston	Critchell	<input type="checkbox"/> Fishkill	Spann	<input type="checkbox"/> Hunter	Bain	<input checked="" type="checkbox"/> Patterson	Haar	<input type="checkbox"/> New Paltz	Giralico
<input type="checkbox"/> New Lebanon	Bogino	<input type="checkbox"/> Hyde Park	Callahan	<input type="checkbox"/> Windham	Begley	<input type="checkbox"/> Put Valley	McLaughlin	<input checked="" type="checkbox"/> Phoenicia	Potter
<input checked="" type="checkbox"/> N Chatham	Kurashige	<input type="checkbox"/> LaGrange	Potwin					<input type="checkbox"/> Pine Hill	Slater
<input type="checkbox"/> Philmont	Garafalo	<input checked="" type="checkbox"/> Millbrook	Harrison					<input type="checkbox"/> Plattekill	Georgiou
<input type="checkbox"/> Valatie	Powhida	<input type="checkbox"/> NE Millerton	Leo			MHLS Staff		<input type="checkbox"/> Rosendale	Alexander
		<input checked="" type="checkbox"/> Pawling	Conlin			<input checked="" type="checkbox"/> Advocate		<input checked="" type="checkbox"/> Saugerites	Rees
		<input type="checkbox"/> Pine Plains	Hill			<input checked="" type="checkbox"/> Aldrich		<input type="checkbox"/> Stone Ridge	Ford
		<input checked="" type="checkbox"/> Pleasant Valley	Pulice			<input checked="" type="checkbox"/> Drake		<input checked="" type="checkbox"/> Ulster	Priest
		<input type="checkbox"/> PPLD	Lawrence			<input checked="" type="checkbox"/> Sloan		<input checked="" type="checkbox"/> W Hurley	Lustiber
		<input checked="" type="checkbox"/> Red Hook	Freudenberger					<input checked="" 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 type="checkbox"/> Wappingers	Sherman						

Meeting called to order by First Vice-Chair Linda Deubert at 10:04 AM.
 Introduced and welcomed Caitlin Decker, the new director at Hurley.
 Said farewell to Jim Cosgrove of Marlboro who is retiring and relocating.

A. Action Items

1. Motion by Lawrence, seconded by Cook to accept the minutes of November 5, 2015. PASSED.
2. Motion by Lawrence, seconded by Kelsall-Dempsey to accept the proposed DA meeting dates for 2016. PASSED.
3. Motion by Kelsall-Dempsey, seconded by Lawrence to contract with Recorded Books to provide system-wide access to Zinio for Libraries starting 1/1/16. PASSED.
4. Motion by Kelsall-Dempsey, seconded by Lawrence to accept the recommendation of the Resource Sharing Advisory Committee to place a Zinio for Libraries button on the right side of the catalog. PASSED.
5. Motion by Kelsall-Dempsey, seconded by Lawrence to change the default item cost in the item cost field from \$30 to \$18 to better reflect market prices. PASSED.

B. Reports

1. MHLS

i. Executive Director Tom Sloan

1. Praised Assistant Director Advocate for bringing eMagazines to the Central Library/Collection Development Advisory Committee; for working closely with Margie Menard, Chair of the Committee and with Lawrence & Gorman in setting up an opening day collection. Advocate announced that setup will move quickly. By 12/15 library staff will have access and 1/1 patrons will. Opening day collection will be over 90 titles. Staff webinars; patron webinars and promotional materials will all be available. Advocate explained that funding was provided by Central Library aid, East Fishkill and Poughkeepsie Public Library Districts. Titles list can be reviewed and tweaked in April.
2. Sloan announced that the completion of two new Assessment Reports as part of the Moving Forward project. Rebekkah Smith Aldrich and Robert Drake explained what they do. Sloan said that in the spring, services will be ranked.
3. Budget Report – Possible uses of unassigned excess funds are: reduction in member assessment; waive capital fee; contribute to Zinio 2017; system-wide purchase of routers. Will come to the DA on the March 4 meeting.
4. Reminder that there's an RFP for broadband services written and distributed by BOCES that may have benefits for MH Libraries.
5. Sloan ended with a personal / professional message noting that he just completed his second year and he thanks Merrieth Advocate who, "has been amazing" from his first day.

ii. Consultants

1. Assistant Director Advocate

- a. Advocate reviewed items 1 & 2 of her written report; Annual Reports will be due soon and the Poughkeepsie Barnes & Nobles is holding a Holiday Book Drive.

2. Coordinator for Library Sustainability Smith Aldrich

- a. Call to action for NYS budget – get the word out to library stakeholders.
- b. Tax Cap form must be completed and submitted if the member library has ever held a vote.
- c. FOL Survey – focus is on recruitment. Meeting scheduled for 2/18/16.

3. Technology Operations Manager Drake

- a. E-Rate applications will be due soon.
- b. OSC Policy indicates that all financial transactions with patrons and between libraries should be accompanied by a printed receipt.
- c. Two recent end-of-year action memos need to be completed and returned; scheduled closings in 2016 and updated Sierra User logins.
- d. Training manual is close to being completed.

iii. Board Liaison - no report

2. Advisory Committees

i. Central Library/Collection Development – Chair Menard

1. Lawrence has distributed competency documents at every county meeting and would like to know in which areas the DA would like training. Lawrence mentioned that the cost of a search in Gale is not good.

ii. Continuing Education/Professional Development – Reported by Dittmar

1. Encouraged all staff members to complete survey re: What do you struggle with?

iii. Marketing – Chair Thorpe

1. No meeting.

iv. Resource Sharing –Chair Dempsey

v. System Services Advisory – Reported by Deubert

1. No action items to report.

C. New/ Proposed Business & Information

1. The Marketing Advisory Committee mission remains unchanged. Representing the Committee, Smith-Aldrich reported on branding, the Committee's primary focus.

Moved by Lawrence to adjourn; meeting adjourned at 11:35 AM.

Respectfully Submitted,

Gloria Goverman, Secretary