

Executive Director's Report to the MHLS Board | March 2019

1. State Budget Report

- a. The fate of library aid and State Aid for Library Construction in the state budget is uncertain at this point. Legally, the state needs to pass a budget **by April 1**.
- b. In addition to the 5% cut to library aid proposed by the Governor in his Executive Budget there is language in the budget bill that would trigger an additional **3% across the board cut** should personal income tax projections be more than \$500 million less than expected. This is directly tied to concerns about changes to the federal tax law in related to the State and Local Tax (SALT) deduction. This language was included in the Executive budget bill last year as well and removed during the final negotiation for FY2018.
- c. **Joint revenue forecasts** issued by the Democrats at the end of February were more positive than the Governor's projections which is a (cautiously) positive sign.
- d. **Library Advocacy Day in Albany** had a good turnout. We would like to thank the MHLS trustees who came with us to Albany as well as called the Albany offices of their legislators during Advocacy Day.
- e. We have also been making an effort to visit with legislators locally and continue the push to inspire library supporters from around the Hudson Valley to call, visit or write to their legislator using the NYLA Online Advocacy Center.
- f. Scenes from Library Advocacy Day in Albany, February 27, 2019:



2. Delivery Services RFP Process Update:

- a. Six vendors responded by our February 4th deadline to our Request for Proposals (RFPs)
- b. MHLS staff (myself, Linda, Laurie, Tom & Chris) have evaluated all six proposals and we will discuss the findings of this evaluation during our board meeting through the Finance Committee's reports.

3. Integrated Library Service (ILS) Contract Recommendation:

- a. Background:
 - i. The 2017-2021 MHLS Plan of Service identified, under Service Priority 2.a, that a series of activities, led by MHLS Assistant Director/Technology Operations Manager Laurie Shedrick, should take place before the end of our five-year ILS contract with our current vendor, Innovative, which concludes on September 1, 2019.
 - ii. As a result of those activities, reported in detail in [my January board report](#), the MHLS Directors Association has unanimously recommended that MHLS engage in a contract negotiation for 5-year "Success Plus Subscription" with Innovative, our current vendor, not to exceed our current cost for this service.
- b. This will be an action item on our agenda at the March meeting.

4. Members Capital Fund Policy Amendment & Expenditure Recommendation

- a. Members Capital Fund Background & Action Item: In light of anticipated changes to how our ILS contract will be structured the System Services Advisory Committee (SSAC) of the Directors Association (DA) recommended that the Members Capital Fund, a savings account funded by the Members Assessment to mitigate the cost of enhancements to our ILS and to plan for future migration, be adjusted. The DA unanimously approved the SSAC's proposed amendments which collapse formerly delineated spending categories related to licenses, modules/enhancements, and migration, into one fund to allow for flexibility in the expenditure of these funds.
 - i. This adjustment also needs to be approved by the MHLS Board. This will be an action item on our agenda at the March meeting.
- b. Members Capital Fund Expenditure Proposal Background: In preparation for the Sierra "Success Plus Subscription" contract the DA has unanimously recommended the authorization of the expenditure of \$100,000 from the Members Capital Fund over a 24-month period to cover implementation fees and training costs.
 - i. This expenditure will need MHLS Board authorization, as per our Budget Adjustments Policy*, which will be an action item on our agenda at the March meeting.

*The MHLS Budget Adjustments Policy calls for MHLS Board of Trustees' approval for
"...Any single budget adjustment to revenue or expense in the amount of more than
\$10,000..."

5. MHLS Board

- a. Orientation for MHLS Board Members

- i. Orientation is scheduled for two hours following lunch after the March 23 board meeting.
 - ii. Lunch is open to all trustees on the MHLS Board, even if you do not plan to attend the orientation session. At lunch, each trustee should plan to briefly introduce themselves, including their background and relationship with libraries.
 - iii. The format for the 2019 orientation was recommended by the MHLS Trustee Services Committee.
- b. Sexual Harassment Prevention Training:
 - i. MHLS contracted with Human Resources expert Shari Fallon of Cornell University to provide a series of webinars for member library directors on a variety of topics in the first quarter of 2019, including the topic of the newly required Sexual Harassment Prevention Training. Shari's advice matches advice that many of our member libraries have also received that not just employees but also volunteers, including trustees, should annually receive this training.
 - ii. This matter will be discussed at the next MHLS Trustee Services Committee meeting.

6. Facilities Update

- a. MHLS Auditorium Renovations
 - i. Phase III construction has been completed.
 - ii. Remaining work on this project has been suspended pending the outcome of the State Budget negotiations. There are a number of items left to complete including the purchase tables, chairs, garbage and recycling receptacles and painting of the interior.
 - iii. MHLS Facilities Manager & Assistant Delivery Operations Manager Chris Herron is to be commended on his management and oversight of this project, thanks to Chris multiple unexpected issues that cropped up did not compromise our timeline to get this project done in time for the February DA meeting.

7. Personnel

- a. We have hired Kerri Carpenter as our new Cataloging Specialist. Kerri has 20 years of experience as a cataloger in academic libraries and began work at MHLS on Monday, March 4th.
 - i. The Cataloging Team (Thomas, Nina, Tara & Courtney) did a great job picking up the slack while we managed the transition of Courtney to her new role as the Outreach & Engagement Specialist in January and worked to fill this position.
- b. Courtney will now be involved in her new position as Outreach & Engagement Specialist full-time, she had been spending 40% of her time to help with cataloging until a new employee was hired.
- c. We are pleased to welcome Alvin Alberto on staff as a part-time Delivery Operations Clerk. Alvin fills a role that was open due to the departure of Don Muller who left us for a full-time position with another company.

8. Executive Director's Event Participation: Mid- January – Mid-March

- a. Central Library/Collection Development Advisory Committee meeting
- b. System Services Advisory Committee meeting @Highland Public Library
- c. Putnam County Library Association meeting @Carmel
- d. New York Library Association Legislative Committee meeting
- e. MidWinter Conference of the American Library Association @Seattle, WA
- f. Pleasant Valley Free Library Moving Day
- g. Desmond-Fish Library (Garrison) 414 Campaign Committee meeting
- h. Philmont Library Board meeting
- i. Columbia County Library Association meeting @New Lebanon
- j. Meeting with Assemblymember Didi Barrett (w/Janet Schnitzer) @Philmont
- k. Kent Public Library 414 Campaign Team meeting
- l. Advocacy Day Briefing Webinar (presenter)
- m. HR Legal Issues Webinar Series: NYS Sexual Harassment Prevention Law & Paid Family Leave Act
- n. Directors Association meeting
- o. New Directors Forum @MHLS
- p. MHLS Incentives Committee meeting
- q. East Fishkill Community Library Board meeting
- r. MHLS Finance Committee meeting
- s. Public Library System Directors of New York State (PULISDO) meeting @Albany
- t. New York Alliance of Library Systems meeting (NYALS) @Albany
- u. Library Advocacy Day @Albany
- v. Turning Outwards full-day event @MHLS
- w. The Great Give Back Planning Committee (PULISDO)
- x. System Services Advisory Committee
- y. Clinton Community Library Facilities Consultation (w/Casey Conlin)
- z. Woodstock Public Library District Capital Campaign Consultation (w/Casey Conlin)
- aa. Columbia County Library Association meeting @North Chatham (w/Mark Wilson & Casey Conlin)