

MHLS Directors Association | Meeting Minutes

September 15 | Via GoToMeeting

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
X	Chatham	McCreery	X	Amenia	Herow		Athens	Benjamin	X	Brewster	Loprinzo	X	Esopus	Dittmar
X	Claverack	Schoep	X	Beacon	Salierno		Cairo	Kamecke		Carmel	Buck	X	Highland	Dempsey
X	Germantown	Place	X	Beekman	Fortier	X	Catskill	Ford	X	Cold Spring	Reinhardt	X	Hurley	Campbell
X	Hillsdale	Gaskell	X	Clinton	Bancroft	X	Coxsackie	Benson		Garrison	Farabaugh	X	Kingston	Menard
	Hudson	Chameides	X	Dover	Perolli		Greenville	Flach		Kent	Donick	X	Marlboro	Jennerich
X	Kinderhook	Pavloff	X	East Fishkill	Goverman	X	Haines Falls	Garcia	X	Mahopac	Capozzella	X	Milton	Skelly
X	Livingston	Tremper-Wollerton		Fishkill	Spann		Hunter	Pushman	X	Patterson	Harrison		New Paltz	Murphy
X	New Lebanon	Hoffman	X	Hyde Park	Chance		Windham	Begley	X	Putnam Valley	Stubbs	X	Phoenicia	Potter
	North Chatham	Wills	X	LaGrange	De Bellis								Pine Hill	Vella
X	Philmont	Farley		Millbrook	Tsahalish							X	Plattekill	Lansperg
X	Valatie	Powhida	X	NorthEast-Millerton	Leo-Jameson							X	Rosendale	Scott-Childress
				Pawling	Avery							X	Saugerties	Russell
			X	Pine Plains	Tackett								Stone Ridge	Ford
			X	Pleasant Valley	Pulice							X	Ulster	Collins
			X	Poughkeepsie	Lawrence							X	West Hurley	Lustiber
				Red Hook	Jardine								West Shokan	Lawlor
			X	Rhinebeck	Savolaine							X	Woodstock	Gocker
			X	Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Cerul									
			X	Tivoli	DelPriore							X	Rebekkah Smith Aldrich	
			X	Wappingers	Harrison							X	Laurie Shedrick	
												X	Laura Crisci	

Meeting Called to Order by Chair Michele Capozzella at 10:00am

Michele welcomed Laura Crisci, new Library Sustainability Coordinator at MHLS.

A. Action Items

- Approval of Minutes: June 2022** – Carol F. motioned, Thea seconded, 1 abstention, motion passed
- Deleting Expired Patrons With Fees: MHLS will add deleting patrons who expired 3 years and owe fines/fees/charges that are older than 7 years.** Tammy motioned, Gloria seconded
Discussion held about lessening the length of time for bad debt from 7 years to 3 or 5 years. Decision was to leave it at 7 years for now and revisit the issue next month. Motion passed unanimously.
- Waiving Fines from Other Libraries: Update the current policy with clear and current language that allows member libraries to waive fines on returned items during amnesty, regardless of where the item was checked out. Libraries should not waive fines on items checked out at other libraries except during**

formally declared period of amnesty. In that period, overdue and overdue renewal fines may be waived on returned items. Thea motioned, Jesse seconded, motion passed unanimously

4. **Collecting Fines From Other Libraries: Update the policy for clarity regarding charge types. If \$10 or more in Overdue Fines, Overdue Renewals or Manual Charges is collected on behalf of any one library in a single payment transaction per patron record, payment must be sent to the library owed. Replacement, Adjustment and Lost items payments collected must be sent to the owning library, regardless of the amount collected.** – Matt motioned, Mary seconded

After discussion, the proposed policy was amended to remove manual charges from the \$10 or more criteria, as those charges are forwarded to the library owed regardless of the amount. Matt motioned, Mary seconded, 5 nays, 1 abstention; motion passed.

5. **Tumblebooks Contract: The CL/CD Committee recommends that MHLS end this contract on December 1, 2022, the natural end to the current contract.** Thea motioned, Julie K. seconded, 4 nays; motion passed

B. New/Proposed Business & Information - None

C. Reports

a. Advisory Committee Reports

- i. **System Services Advisory Committee** – no updates, next meeting October 28
- ii. **Resource Sharing Advisory Committee** - minutes attached (no updates)
- iii. **Central Library/Collection Development Advisory Committee** –minutes attached (no updates)

- b. **Ad Hoc OverDrive Committee:** Chair Stephanie Harrison reported that 3 meetings of the committee convened and recommendations were established to educate libraries on how to create an equitable shared Advantage collection. These recommendations were put into a draft whitepaper to be discussed at county meetings. A customized spending report will be sent to each member library director for evaluation on how to more equitably allocate funds for OverDrive spending.

c. MHLS

i. Staff Report

Laurie Shedrick

- All libraries are required to have a static IP address as required by Innovative for Sierra access since 2016. Innovative has been lenient, but will soon no longer tolerate any exceptions. Contact your Internet service provider to obtain a static IP. Laurie has provided talking points to justify the added expense to your Board.
- MHLS does not delete item records in billed, lost, missing, etc. status, but does a global update to suppress these items in the catalog. To have such items deleted, please open a ticket with tech support.
- Can upload information showing how patrons interact with the Vega catalog enhancements.
- Computer and equipment orders must be received at MHLS by October 31. Prices have increased from before COVID, but appear to have stabilized.
- Most MHLS libraries are not applying for E-Rate funding which is available to reimburse Internet and network equipment costs and are urged to take advantage of it. A series of trainings are being offered for more information on the whole application process. Please come to the first session to ascertain if this is something your library could do. MHLS will assist libraries throughout the entire process.

Rebekkah Smith Aldrich

- MHLS is participating in a new project being launched by the New York State Library to increase broadband access in libraries of all sizes called **Connecting NY Libraries: A Broadband Improvement Plan**. Selected libraries will work with MHLS and “Carson”, the

state library consultant, throughout the process. Claverack and Amenia libraries participated in the 2021 pilot program and both directors said it was a very helpful and effective experience.

- MHLS is excited to present an **Equity, Diversity, and Inclusion Mini-Conference** on Friday, October 7, 2022. The morning and afternoon sessions include a keynote speaker and panel discussions featuring members of the MHLS Board of Trustees and Directors from the Brewster and Northeast-Millerton Library. Please encourage your trustees to attend for insight into establishing diverse and inclusive Boards.
 - The **MHLS Trustee Education Series** is being offered for new and veteran trustees. The Professional Parliamentarian for ALA will be conducting a session on conducting a Board meeting using *Robert's Rules of Order*. The **Trustee Handbook Book Club** will be back - announcements forthcoming with new dates and topics.
 - The **MHLS Learning Management System** will launch in 2023. Niche Academy has a platform which will enable directors to assign training to staff, track their progress, and issue certificates. This software also enables trustees to attend trainings at their convenience to meet the new trustee mandate, effective January 1, 2023.
 - In light of the increasing battles to ban books, directors should review their collection policy with trustees and staff to ensure they are ready for material challenges. A **2022 Public Library Collection Policy Template & Guide** written by attorney Stephanie Cole Adams is available for assistance. Links are provided to this annotated resource and the one-hour webinar where it was discussed.
 - The NYS Division of Library Development has released the 2020 Census figures for all MHLS chartered service areas
 - **Construction Program Services:** 2022 applicants will soon be hearing from MHLS after their Board meeting in September. Construction projects now have a six year window to be completed. Please review the DLD chart of estimated capital needs for public and association libraries and send any updates to Laura Crisci at MHLS.
 - The SAM (State and Municipal Facilities Program) capital grants have been replaced by "CREST", a new program with details forthcoming from MHLS.
 - New Library Sustainability Coordinator Laura Crisci is in her ninth day and has hit the ground running. She is doing orientation and training, so please be patient if you contact her with questions or for information.
 - Homeland Security has been testing the vulnerability of 3D printers in libraries for the creation of weapons, especially firearms. Check your 3D Printer Policy to ensure appropriate use guidelines are in place.
 - **The MHLS Annual Meeting** will be held virtually on Friday October 21, 2022. The keynote speaker will be Michele Stricker, Deputy State Librarian of Library Development for the New Jersey State Library. Ms. Stricker will speak about disaster preparedness and how libraries can contribute to community resilience before and after natural disasters.
- ii. Board Liaison Report
- SSAC rep Michele Capozzella attended the MHLS Board meeting on July 11:**
- Michele reviewed the EDI statement in the catalog and the 2023 Member Assessment Table. The Board discussed their Plan of Service update and the format of their 2022 Annual Meeting.

There being no further business, motion to adjourn at 11:25 am was made by Carol F., seconded by Thea.

Respectfully submitted by Mary M. De Bellis, Secretary

Next:

- DA Business Meeting: November 18, 2022