

# MHLS Directors Association | Meeting Minutes

06/26/2025 | Zoom

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

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

## A. Action Items

- Approval of the April 25, 2025 minutes. **Motion to approve by unanimous consent made by Fortier, seconded by O'Meara. Passed by unanimous consent.**
- The System Services Advisory Committee recommends approving the [2026 Member Assessment Table](#) as presented. June 26 update: [Corrected version of the chart](#) with actual data now displaying in Column C. Final 2026 amount unchanged. **Recommendation from the System Services Advisory Committee. Recommendation is from a committee; no motions are needed. Recommendation passed by polling vote in Zoom software: 93% yes, 0% no, 7% abstain.**
- The System Services Advisory Committee recommends a pilot to use a message banner in the online catalog, mobile app, and Libby for two limited purposes on an alternating basis: 1) to encourage more patrons to sign up as advocates with the New York Library Association, this will link directly to the sign-up form on NYLA's website

and will not be used for the various calls to action for advocacy, patrons would opt in to receive those directly through NYLA and 2) to promote the 2025 MHLS Road Trip. **Recommendation from the System Services Advisory Committee. All in favor; recommendation is passed by unanimous consent.**

- The Resource Sharing Advisory Committee recommends the following edit to the Resource Sharing Standards:
  - Patron Record Fields: BARCODE: Type or scan the patron barcode number. Do not add spaces to the barcode string. Valid barcodes are numeric in format.

Procedures:

- The committee recommends authorizing MHLS to regularly clean up the barcode string to a numeric, no space format.
- Valid barcodes will be positioned first in the patron record.

**Recommendation from the Resource Sharing Advisory Committee. All in favor; recommendation is passed by unanimous consent.**

- The Resource Sharing Advisory Committee recommends that the following policy be added to the Resource Sharing Standards in a new section "Email Notification":

**Marked as Spam:**

1. Sierra Patron View: Do not re-add the patron email field or update the notice preference when a note regarding blocked email is present in the patron record.

a. Patrons who have marked a Sierra Circulation notice of any type will be set to Notice Preference = "Print" of "Phone", **Not "None" or "email"**.

b. The patron's email will be removed from the email field copied to a note field along with a dated message from MHLS technology operations staff, indicating that we have been notified that our email has been blocked by the patron.

2. LX Starter View: Do not re-add the patron email field or update the notice preference when the patron history includes any reference to "**Marked as Spam**". For more information, staff can refer to the Sierra patron record.

3. Remediation to reinstate email messaging include: Patrons who have elected to establish the block must take the steps to remove the block before we can resume Circulation Notice service to email.

a. The patron must first establish proof (a screen capture or print) of notices@midhudson.org listed as a safe sender.

b. A ticket with Techsupport@midhudson.org must submitted with the proof unblocked status of the email notices@midhudson.org (Safe sender list)

c. Staff will actively monitor the patron in LX Starter for block notification.

**Recommendation from the Resource Sharing Advisory Committee. All in favor; recommendation is passed by unanimous consent.**

- The CL/CD Advisory Committee recommends that MHLS be authorized to use the tools made available by the Hoopla to avoid loading identifiable A.I. content into the shared catalog. Member libraries will still need to contact their representative to block A.I.-generated content from their individual collections. .

**Recommendation from the Central Library / Collection Development Advisory Committee. All in favor; recommendation is passed by unanimous consent.**

## B. Reports

### a. Advisory Committee Reports

#### i. System Services Advisory Committee:

Besides recommendations, The Committee approved MHLS moving the Members Capital Fund into the New York Liquid Asset Fund, an investment opportunity for local governments. It has a

higher yield than bank accounts or CDs, the money is liquid and can be moved at any point. The Eleanor Roosevelt Awards for Bravery in Literature will be held on October 11 at the Bardavon. Margaret Atwood will be there in person.

- ii. Resource Sharing Advisory Committee: Patrons living in unserved areas of MHLS. Some libraries want to offer patrons who reside in these areas access to services provided by the county, but limit some library-specific services and programs. Requests for these PTYPEs can be made on a county-level to MHLS. Committee members will carry the message back to their counties to discuss what might be shared through additional PTYPEs.  
Printing notices heading has been changed to notices.
  - iii. Central Library/Collection Development Advisory Committee: Additional \$6,700 coming in from increase in state aid will be added to contingency.  
Members will be asking for feedback at county level meetings in regards to training offered in 2026.  
Library barcode sharing via Reddit - People are sharing their barcodes/pins online so that other people can use their Libby/hoopla accounts MHLS will ask OverDrive if it is possible to use two-factor verification to combat this.
  - iv. Ad Hoc OverDrive Committee: Targeted messages sent to libraries struggling to assist with keeping up with OverDrive demand. The next OverDrive report will be coming out in **November**.
  - v. Ad Hoc Road Trip Committee: See Staff Report
- b. MHLS Report to Directors:
- i. Delivery Services - MHLS is sending out a routine request for proposal for courier services in July. This is routine, the current courier has been satisfactory.
  - ii. Mobile App - Usage is great, 1,700 at the start of May! There are new tutorials on small weekly topics available for staff.
  - iii. Sierra 6.4 is now in general release. A previous button has been added to the record template process. If you skipped a field or want to review an entry, you can go back and no longer need to restart!
  - iv. Professional Development & Continuing Education - have been well attended and going well.
  - v. There will be two upcoming sessions on Collection Development as part of the MHLS Sustainable Funding Series.
  - vi. Reminder to check your library website to be sure it's meeting the state minimum requirements.  
At a minimum each library should have:
    - Bylaws
    - Long-Range Plan
    - Annual Report to the Community
    - Policies
    - Budget
    - Library Name
    - Library Street Address
    - Board meeting dates and times
    - Agenda for regular board meetings posted at least a week ahead of the meeting time.
    - Agenda or topic for special meeting posted at least 72 hours in advance
    - Draft BOT meeting minutes within two weeks of meeting
    - Library telephone number, fax number and email address
    - Listing of the days and the hours the library is open to the public
    - A brief description of the library (e.g., roles, mission)

- Listing of the services offered to the public and who is eligible to use them (e.g., interlibrary loan, reserves, extended vacation loans, community rooms, photocopying, story hours and other programs, public access computers)
  - Explanation of the library's borrowing rules:
    - Who is eligible for a library card
    - Length of loan for library materials
    - Policies on overdue items, fines, and fees
- vii. Reminder to notify Kerstin Cruger at MHLS if you are interested in Swank movie licensing.
  - viii. Awareness and Advocacy Services: Postcard party campaign - with thanks from a private donor, postcards will be sent to libraries from MHLS for distribution to library stakeholders for them to be sent to elected officials at the state and federal levels.
  - ix. ACTION MEMO will be coming from Rebekkah. It will require all directors to respond. Each library board should choose a trustee to be part of the "Advocacy Ambassador Program". The goal is for the libraries and the system to have a more united front when dealing with issues within the state and federal governments that will affect libraries.
  - x. Great Give Back will take place on 10/18. There is a training on demand video or libraries with questions can contact Laura Crisci.
  - xi. Construction Program Services: The application portal is open. The due date is Friday, August 1.
  - xii. MHLS is reaching out to each member library to make sure the member library information database is up to date. Each library will receive two emails, one to review and one to correct current information on file.
  - xiii. Due to the recent and frequent changes to social security we will update information as it becomes available. To access the latest information including partnerships, resources, locations and updates please bookmark this [document](#).
  - xiv. New Administrative Assistant: Elinor Levy has joined the MHLS team.
  - xv. Friday, October 24, 2025 is the 66th Mid-Hudson Library System Annual Meeting. The special keynote speaker will be Sam Helmick, president of the American Library Association.
  - xvi. Exciting news: Kerstin Cruger has been elected as president of NYLA. She will take office in November at the annual conference.
  - xvii. Board Liaison Report - Michele Capozzella is not present - no report submitted.

There being no further business, a motion to adjourn the meeting at 11:16am by unanimous consent was made by Jess C.; seconded by Carol F..

Respectfully submitted by Thea Schoep

Next:

- DA Business Meeting: Online: September 9, 2025