

4. **Recommendation to update the Collection Development and Copies to Hold RSAC Policies and procedures to reflect Physical and Electronic copies with better clarity and remove references. DVD titles which is no longer relevant. Update the procedures to include Ad Hoc OverDrive Committee purchasing recommendations:** Carol F. motioned, Mary D. seconded. After discussion, the following amendments (in bold) were made to the wording:
Copies to Holds Recommended Purchasing
 - A. *Libraries should own 1 **system wide** holdable copy for each 4-7 holds; 2 copies for 8-14; 3 copies for 15-23 holds to be picked up at their location **or downloaded**.* Carol F. motioned, Katie S. seconded, passed unanimously.
5. **Recommendation for OverDrive Lucky day items to be set to 14 days:** Carol B. motioned, Wendy T. seconded, passed unanimously
6. **Recommendation to add material types for common gaming platforms to enhance the patron experience in both Encore and Vega public catalogs:** Tammy G. motioned, Rhiannon L. seconded, passed unanimously

New/Proposed Business & Information - None

B. Reports

- a. Advisory Committee Reports
 - i. System Services Advisory Committee – met 1/23/2023:
 - 2nd draft of the MOU incorporating county input to be reviewed again at the county meetings, then back to the SSAC for DA vote
 - Union Vale update was provided
 - DA Bylaws are being reviewed
 - OverDrive Ad Hoc Committee will continue in 2023
 - ii. Resource Sharing Advisory Committee – nothing to add at this time
 - iii. Central Library/Collection Development Advisory Committee – ask that database renewals be discussed at the county meetings as it is very helpful to them in deciding whether or not to renew or replace with another product.
- b. MHLS
 - i. Staff Report

Rebekkah Smith Aldrich:

- Signed a one-year renewal agreement with our delivery vendor; shout out to Tom Finnigan for his help with the negotiations. MHLS is resuming their review of delivery stops by circulation volume, which had been suspended for a few years with the pandemic, based on the members' three-year average circulation numbers. They will pull out the pandemic year; SSAC will review the report.
- Congratulations to Michele Capozzella on the reopening of the Mahopac Library and many thanks for continuing her role as Chair of the DA during an extensive construction project.
- MHLS Training on Demand has been launched and 55 libraries have enrolled. Please reach out to Laurie if you wish to be added; open a ticket with Tech Support if you need any help. Big shout out to Laurie for learning Niche inside and out! Please remind your trustees to complete the training survey, which closes 2/17/23.
- The Trustee Handbook Book Club 2023 schedule is all set. If a trustee attends the live session they will get a printed certificate; if they wish to watch the recording instead they must do so through Training on Demand to get a certificate. If they watch it through the email link they receive, they will not receive a certificate.
- MHLS has a sponsor in the Senate, soon to have one in the Assembly, for the Municipal Ballot Signature Reduction Bill. It's fine to use the advocacy memo sent out by MHLS as a template, but it's crucial to add local stories to show the impact of this bill on your specific library.

- There are many new state legislators who need to be educated with information about the MHLS and why state funding is so crucial. Please register for the Advocacy Day briefing on 2/14 to learn about Library Advocacy Day in Albany and to be prepared with talking points for your legislators. There are no busses this year, but carpooling is being arranged.
- Watch for the memo coming in April regarding 2023 construction needs to assess your ability to apply for state aid. Laura Crisci is our contact, so questions regarding construction projects should go to her.

Laurie Shedrick:

- Authority Control work has been completed by the cataloging team and will continue to be a regular enhancement to our Catalog. Subject headings were not replaced, but enhanced by the addition of updated terminology for social conditions and inclusive terms that people use to describe themselves. Please discuss at your county meetings, notify your staff, and forward suggestions for alternate terms to cataloging@midhudson.org.
- MHLS staff will perform a patron record purge based on an expiration of more than 3 years and owing less than \$10. In the September meeting of 2022, the DA expanded the deletion criteria to include any records that meet the expiration criteria and have debt more than 7 years old. They will begin deleting records on March 1st to provide you with ample time to review your library's deletions. A saved search has been created in Sierra that can be used in Create List to find the potential patrons who would meet the criteria for deletion. Let Laurie know if there are any patrons you want to keep.
- Please email Tech Support immediately when a staff member leaves or is dismissed so they can be removed from Sierra access. This is very important for the security of the system.
- As you continue to evaluate your OverDrive purchasing, please remember the resources available to you including regular workshops and custom training/consultation to individuals from Nina.
- The OverDrive app sunsets at the end of April 2023. Please inform your staff and patrons so they are prepared for the transition to Libby. Patrons can contact OD directly for assistance; staff can open a ticket for help with Tech Support. Laurie will obtain and post information on what is carried over from a patron's OD account to Libby.

Laura Crisci:

- There are 2 upcoming webinars in the **MHLS EDI in Libraries Series: NYS Talking Book and Braille Library** on 2/23 and *Creating Inclusive Collections* on 3/9.
- Please complete the forthcoming Action Memo for updated library information. MHLS updates their records annually for effective communication with member libraries and boards.
- Many thanks to those libraries who have already submitted their Annual Reports to the State Please reach out to Laura with any questions or problems with completing the report.
- Exploration of a Hudson Valley Digital Inclusion Coalition: Thank you to all counties who sent us ideas over the past year of who to invite to such an effort. We are holding a meet and greet style meeting with several groups in the Hudson Valley in February to map what is going on in this space in our region and to gauge interest in forming a coalition. MHLS will represent the libraries in the region for this initial meeting and we will report back on how that goes.
 - ii. Board Liaison Report (*MHLS Board met 2/6/2023 – SSAC rep Mary De Bellis, LaGrange*)
 - Two new trustees were welcomed; the oath was administered to all trustees
 - The Board discussed their priorities for 2023: Board education, member outreach, financial stability, EDI, sustainability, and living their values out loud.
 - The 2023 MHLS Annual Meeting is planned to be held in person at the FDR Museum in Hyde Park on Friday, October 27th.

They had no questions regarding the December DA meeting minutes and were very impressed with the OD Ad Hoc Committee Report. The trustees would very much like to be invited to one of their county libraries' Board meetings. They attend to meet the trustees, learn about what's happening at their libraries, relay important issues at the system level, and offer support. They are not there to judge or offer unsolicited advice, so please do not be intimidated or hesitant to invite them.

There being no further business, motion to adjourn at 11:26 am was made by Wendy T, seconded by Carol F, passed unanimously.

Respectfully submitted by Mary M. De Bellis, Secretary

Next:

- DA Business Meeting: April 20, 2023