

# MHLS Directors Association | Meeting Minutes

June 10, 2020 | Online through GoToMeeting

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
X	Chatham	DeLisle	x	Amenia	Herow		Athens	Cords	x	Brewster	Loprinzo	x	Esopus	Dittmar
X	Claverack	Schoep		Beacon	Salierno		Cairo	Kamecke	x	Carmel	Buck	x	Highland	Dempsey
X	Germantown	Place	x	Beekman	Fortier		Catskill	Ray	x	Cold Spring	Thorpe	x	Hurley	Campbell
X	Hillsdale	Gaskell	x	Clinton	Bancroft	x	Coxsackie	Benson	x	Garrison	McCreery	x	Kingston	Menard
X	Hudson	Chameides		Dover	Buckley		Greenville	Flach	x	Kent	Donick	x	Marlboro	Jennerich
X	Kinderhook	Dragon	x	East Fishkill	Goverman		Haines Falls	Garcia	x	Mahopac	Capozzella	x	Milton	Skelly
X	Livingston	Tremper-Wollerton		Fishkill	Spann		Hunter	Johnson	x	Patterson	Harrison	x	New Paltz	Giralico
X	New Lebanon	Sears	x	Hyde Park	Callahan		Windham	Begley		Putnam Valley	Farabaugh	x	Phoenicia	Potter
X	North Chatham	Wills	x	LaGrange	De Bellis							x	Pine Hill	Vella
X	Philmont	Farley	x	Millbrook	Wimmers							x	Plattekill	Lanspery
X	Valatie	Powhida	x	NorthEast-Millerton	Leo-Jameson							x	Rosendale	Scott-Childress
			x	Pawling	Avery								Saugerties	Lydecker
				Pine Plains	Stork								Stone Ridge	Ford
			x	Pleasant Valley	Pulice							x	Ulster	Priest
			x	Poughkeepsie	Lawrence							x	West Hurley	Lustiber
			x	Red Hook	Jardine							x	West Shokan	Lawlor
			x	Rhinebeck	Cook							x	Woodstock	Kerr
			x	Rhinecliff	Bartlett									
			x	Staatsburg	Rothman									
			x	Stanford	Cerul							x	MHLS Staff	
				Tivoli	DelPriore							x	Rebekkah Smith Aldrich	
			x	Wappingers	Harrison							x	Laurie Shedrick	
												x	Casey Conlin	

Meeting Called to Order by Chair Menard at 10:00am

## A. Action Items

### 1. Approval of Minutes: April 7<sup>th</sup>, 2020

Motion to approve (with correct spelling of Rebekkah's name) by Cook, second by Dempsey; passed unanimously.

### 2. 2021 Tentative Member Assessment Table

Recommendation: The SSAC recommends approving the 2021 Tentative Member Assessment Table  
 Motion by Dempsey, second by Dragon; passed unanimously.

### 3. Transfer of Funds from the Members Capital Fund to MHLS Operating Fund

Recommendation: The SSAC recommends reallocating the identified \$65,000 to MHLS operations to help managed the predicted cuts and cash flow issues.

Motion by Dempsey, second by Dragon; passed unanimously.

### 4. 2021 Estimate of E-Resources: Digital Content, Databases, Catalog Enhancement Cost Shares

Recommendation: The CL/CD Advisory Committee recommends approving the “2021 Estimate of E-Resources” Digital Content, Databases, Catalog Enhancement Cost Shares”

Motion by De Bellis, second by Fortier; passed unanimously.

#### **5. ILS Road Map 2.0**

Recommendation: The SSAC endorses the development group’s findings and recommends the adoption of an ILS Road Map 2.0 that prioritizes the implementation of: 1. Serials; 2. ILL; 3. Material Booking; 4. Patron Images; 5. Encore Harvesting

Motion by Dempsey, second by Benson; passed unanimously

#### **6. Fines, Fees, and Replacement Costs Policy**

Recommendation: RSAC recommends the following language update to fines and fees:

Fines, Fees & Replacement Costs (Payments) Payment is forwarded to the charging library if any the following is true:

##### A. Fines

- If \$25 or more in fines is paid in a single transaction and is owed to any one library.
- Libraries shall not waive fines on items checked out at other libraries. The right to waive fines is reserved for the charging library.

##### B. Fees / Manual Charges

- Shall be forwarded to the charging library regardless of the amount. (Some examples include: fax fees, copy fees, fee for missing barcode, fee for missing case)
- Collection Agency Fees must be paid in full--no partial payments.

Motion by Gaskell, second by Schoep; 1 nay, 1 abstention, motion passed

### **B. New/Proposed Business & Information – none**

### **C. Reports**

#### 1. Advisory Committee Reports

##### a. System Services Advisory Committee

The consideration of member libraries giving back LLSA funds to MHLS for FY2021 was discussed.

##### b. Resource Sharing Advisory Committee

Buck reviewed the written report.

##### c. Central Library/Collection Development Advisory Committee

Fortier reminded everyone that anticipated state budget cuts have necessitated the cut of print non-fiction and e-non-fiction from Central Library funds. Also, the Economist is the only periodical that limits to 50 checkouts. We currently have 5 copies; auto-checkouts have been disabled for this title.

#### 2. MHLS

##### a. MHLS Staff Report

Smith-Aldrich:

Reviewed the schedule for delivery – clean-up runs will take place June 17<sup>th</sup> and 18<sup>th</sup>; regular delivery resumes on the 22<sup>nd</sup>.

MHLS is amending the contract with Valley Courier to include new protocols.

Reminder – label bins for pickup or not; don’t use bins for quarantining items.

Reviewed State Aid Advocacy section of report, information regarding state cuts.

Shedrick:

Member libraries can request customized hold pickup notices for curbside info, etc. (phone number to call, where to park, etc.); let her know if you're interested.

Registration forms can be customized to try to prevent duplicate cards from being created.

June 12<sup>th</sup> – there will be an online briefing for staff covering circulation, paging, etc.

Overdrive now points to "Get a library card" page.

Conlin:

Exec. Order 202.39 – regarding non-essential workforce limits – after 2 weeks of operating in Phase 2, restrictions are removed.

Exec. Order 202.38 – you may do temperature screening and deny access if a person's temperature is above the threshold set by state. However, you are not obligated to do this.

The census has been extended to October 31<sup>st</sup>. Area offices in Pawling and Albany are open.

Adult Literacy Grant intent to apply forms are due June 23<sup>rd</sup>.

b. Board Liaison Report – no report

Dempsey moved to adjourn; Schoep seconded, Menard adjourned the meeting at 11:18am.

Respectfully submitted by Gina Loprinzo

Next:

- DA Business Meeting: September 6<sup>th</sup>, 10:00am - Online