

MHLS Directors Association | Meeting Minutes (DRAFT)

November 18, 2022 | MHLS Auditorium

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

Meeting Called to Order by Chair Michele Capozzella at 10:01 am. She welcomed everyone back for the first in-person meeting in 2 years and each director introduced themselves to the group.

A. Action Items (30 minutes)

- 1. Approval of minutes: September 2022** – Tom motioned, Thea seconded; motion passed.
- 2. 2023 DA meeting schedule recommended for 3 online and 2 in person:** Thea motioned; Tammy seconded. After discussion, amended the schedule with a recommendation for the SSAC to change the in-person dates to online should conditions warrant; motion passed.
- 3. 2023 DA/SSAC recommended slate of officers** – Julie S motioned, Carol F. seconded; motion passed
- 4. Equity, Diversity, and Inclusion Statement for the DA recommended by the SSAC**– Thea motioned, Jesse seconded; motion passed.
- 5. Courtesy notice sent 1 day prior to due date recommended by the Resource Sharing Committee** – Tom motioned, Carol F. seconded; discussion ensued about the effectiveness of a second print notice and a suggestion was made to send out an overdue notice 1 week ahead, rather than 2 weeks, instead of sending a second courtesy notice. Motion did not pass; alternative implementations to be approved via a special online DA meeting in December.

B. New/Proposed Business & Information - None

C. Reports

1. Advisory Committees (30 minutes)

a. System Services Advisory Committee (*met October 28*)

1. Discussion: Proposed Memo of Understanding:

The possible addition to MHLS of a new library in Union Vale prompted a review of the outdated *Automation Agreement* and *Document of Understanding* that joining libraries are required to sign. The committee combined these two documents into one and drafted an updated *Memo of Understanding*, to be discussed at each county meeting for DA review in February. It must be made very clear to Union Vale what their obligations are as a member library of the MHLS and all libraries should ensure they are compliant with Resource Sharing Standards and state minimum standards for public libraries.

b. Resource Sharing Advisory Committee report (*met October 27*)

Rhiannon Leo-Jameson will be the new Chair; Jeanne Buck is retiring. Jeanne's service as RSA Committee Chair will be recognized at a special online DA meeting in December.

Additional notes in Sierra on damaged items being recognized by their owning libraries was discussed by the directors present as to their reasoning and effectiveness. No definite conclusion was reached.

c. Central Library/Collection Development Advisory Committee (*met October 26*)

Discussed the renewal of certain databases vs. shifting that money towards OverDrive spending, but the cost for delivery in 2023 is currently unknown to take into consideration. Rebekkah relayed that the Board of Regents has approved the recommended regulatory changes which would allow for fiction titles to be purchased in addition to non-fiction titles. A public comment on these changes will be open for 30 days starting on November 30th. Then the changes will become official.

2. Ad Hoc OverDrive Committee

Chair Stephanie Harrison thanked the committee for their work and the directors for their input on the report. Rebekkah thanked Stephanie, Laurie, and Nina for their assistance in developing the report and obtaining the pertinent statistics. The suggested changes from the directors were incorporated into the attached updated report, to be accepted at a special online DA meeting in December.

3. MHLS (45 minutes)

a. MHLS Report to Member Library Directors

Rebekkah

- Welcomed all present and welcomed Laura Crisci to her first in-person DA meeting.
- Congratulated all the libraries on the passing of their budget votes. More than 50% of our libraries have 414 votes and she is legislating for a permanent reduction to 25 signatures for 414 ballots. With the new Governor, the establishment of Special District libraries may be possible.
- MHLS is working with the state, with advice from ALA, for a new law that classifies libraries as essential services that should not be price gouged by e-book vendors; seeking a different path forward to hold e-book vendors accountable.
- Make sure you invite your new legislators to your library.
- With the winter weather approaching, please make sure the path to your library is cleared for the MHLS delivery person. MHLS in talks with Valley Courier to extend the

contract for another year.

- Factor in MHLS holidays when pre-sorting materials to expedite forward sorting on route.
- The New Directors forum is scheduled for Tuesday December 6, but veteran directors are also welcome.
- Trustee education: the last session for this year, *Pathways to Sustainable Funding*, will focus on multi-year financial planning with public votes and digital programming. All new sessions of the *Trustees Handbook Book Club* series will be held in 2023.
- A memo to gauge interest in a *2023 Turning Outward Cohort Program* will be sent out after the introductory webinar being held on December 8. There is an ALA grant for small & rural libraries to assist libraries with the cost of holding this program.
- Construction Program: this year provided the closest ability for MHLS to fund all requests! A memo from Laura is forthcoming about construction needs.
- MHLS is extremely proud to be the first public library system to complete the Sustainable Library Certification Program! She thanked the MHLS staff for their efforts with this accomplishment.

A presentation reviewing the highlights of this effort will be made in early 2023.

- Compliance with minimum standards: please review your compliance in advance of the *Annual Report to the State*, as MHLS will now be asked to authenticate member libraries' compliance with 14 minimum standards, including the assurance that all required information is posted to your website. Check the MHLS website for resources on the minimum standards. Please forward any questions to Rebekkah.

Laurie

- Recognized Isaac Barbee as a full-time IT Support Engineer after nearly 14 years of part-time service – very happy to have him on the Technology Operations Team!
- After the last upgrade, the facets in Encore are loading slowly but should be fixed very soon.
- The Cataloging Team is performing authority work to be inclusive by attending webinars and reviewing appropriate resources, including working with local indigenous groups.
- Demoed the new Learning Management System which is training on demand: contains targeted tutorials and training modules that directors can assign to trustees and staff in the areas of:
 - Trustee education
 - Library sustainability
 - Technology

certificates of completion can be printed out; sexual harassment training could possibly be added. Please send idea topics to Laura Crisci. Action Memo forthcoming for interest in this platform; the response from the directors present at this meeting was very favorable.

- There are now 46 fully fine free libraries and 5 partially fine free libraries. 3 more libraries are scheduled to go fine free.
- The Tumblebooks consortia subscription is ending on **12/1**. If you are not picking up an individual subscription by **12/2**, please excise it from your website.
- Microsoft is ending support for Windows 8 on January 10, 2023, so please consider updating your PCs to Windows 10.
- NY Heritage records is a valuable local history resource in Encore for our patrons. We now have access to 373,772 digital resources.

Laura

- The Annual Report Workshop for new directors will be held in January, but veteran

directors are welcome.

- Outreach Mini-Grant Reports are due 12/1 – contact Kerstin Cruger with any questions.
- The Digital Navigators of the Hudson Valley program is looking for 10 new participants. Contact Laura or Kerstin with any questions.

b. Board Liaison Report (*MHLS Board met 9.29.2022 – SSAC Rep: Thea Schoep, Claverack*)

The meeting was held at Claverack Library and Rebekkah thanked Thea for hosting. The focus was on policy work regarding cybersecurity, EDI, and sustainability. There was an ongoing discussion about EDI and book banning.

There being no further business, the meeting was adjourned at 11:55 am, Wendy motioned, Julie S. seconded; all were in favor

Respectfully submitted by Mary M. De Bellis, Secretary

Next:

DA Business Meeting: Thursday, February 9 (online)