

System Services Advisory Committee  
October 23, 2025  
Meeting Minutes

**Attendance**

Matt Pavloff (Columbia)	Michelle Capozzella (Putnam)
Thea Schoep (Columbia)	Darren Lanspery (Ulster)
Mary DeBellis (Dutchess)	Margie Menard (Ulster)
Arol Fortier (Dutchess)	
Catherine Benson (Greene)	<u>MHLS Staff</u>
Christopher Leary (Greene)	Rebekkah Smith Aldrich
Johanna Reinhardt (Putnam)	Laurie Shedrick

**Minutes:** A motion to approve the minutes of the May meeting was made by DeBellis, seconded by Menard, and passed unanimously.

**Discussion Items**

1) 2026 Preparation

- a. 2026 Officers After a discussion with committee members, the following slate of officers was presented for

SSAC Chair: Catherine Benson  
SSAC First Vice Chair: Matthew Pavloff  
SSAC Second Vice Chair: Thea Schoep  
Secretary: Michele Capozzella  
Assistant Secretary: Christopher Leary

A motion to approve the slate was made by Schoep, seconded by DeBellis, and passed without dissent.

- b. Proposed DA Schedule The following schedule of 2026 DA meetings was submitted for review.
- i. Thursday, February 26, online
  - ii. Friday, April 24, in person at MHLS
  - iii. Wednesday, June 24, in person at MHLS
  - iv. Thursday, September 24, online
  - v. Wednesday, November 18, in person at MHLS

A motion to put forward the schedule at the next DA meeting was made by Capozzella, seconded by Pavloff, and passed without dissent.

- c. 2026 Liaisons for MHLS Board Meetings Members of the committee selected dates to attend the following meetings:
1. Saturday, January 31: Benson
  2. Wednesday, March 18: Capozzella

3. Friday, May 22 (at a member library): Pavloff
4. Tuesday, July 14: Lanspery
5. Thursday, September 10 (at a member library): Menard
6. Thursday, December 10: Leary

2) State Funding Update

Aldrich informed the committee that while there has been little in the way of an update regarding state aid, there is still concern over federal actions on the NYS budget. With federal funding for health services uncertain, the state may be forced to cover the expense with funds from other areas of the budget. Due to this uncertainty, MHLS is operating on a conservative budget. They have reduced full-time staff by two. Aldrich again thanked all member libraries for voting to increase their contributions to MHLS to help alleviate these funding issues.

3) Members Capital Fund Projections

Aldrich and Shedrick have been working to clarify various components of the Capital Fund to help better analyze the state of it. The fund target amount is \$150,000, and there is currently \$243,000. The committee considered two proposals on how best to use the fund while it is continuing to grow. Proposal 1 involved using a portion of the funds in the same manner as has been the pattern, with an annual contribution to offset ILS expenses that increases by 2% each year, in line with the contractual increase to MHLS for the Innovative contract. This contribution would grow annually from \$35,629 in 2026 to \$38,664 in 2030, as has been the pattern for the past five years. Proposal 2 would allow MHLS to use interest earned on the account each year (approximately \$10,000) for general operations if needed.

After reviewing the two proposals, a motion to recommend this plan to the DA was made by Menard, seconded by Leary, and passed without dissent.

4) Unserved areas, ptypes, and OverDrive spending

Shedrick and Aldrich outlined the issue at hand for the committee: over a dozen municipalities within the boundaries of the system are unserved directly by a library. This means that there is no ptype adequately defines which library the patron belongs to based on residency. In many instances, patrons may be receiving priority access to OverDrive materials without contributing financially to the library purchasing them via local property taxes nor a county contribution.

Shedrick is looking at the possibility of creating ptypes for all unserved areas, whether they are served by a library or not. This will help directors track who is using OverDrive as a way to better advocate for increased funding and contributions from these unserved areas.

A motion to recommend to the DA that MHLS create and assign additional ptypes was made by Schoep, seconded by Fortier, and passed without dissent.

5) MHLS Updates

- a. Delivery Service: MHLS resigned a contract with Valley Courier, which presented the best rate. After exploring two options, one of which would require cutting the number

of weekly stops by 20, MHLS determined that there was no need to drop those stops at this time and will continue with the current service. This will be revisited if the state budget figure for MHLS is reduced. The contract was negotiated for 3 years with a possible extension to 5.

- b. Technology: Shedrick is waiting for an update on the telephone notification system, and will keep directors informed of the progress.
  - c. Sustainability: The first ever MHLS Road Trip is completed, and feedback has been overwhelmingly positive. Directors will be asked to complete a follow-up survey to help inform development of the program next year. Crisci has submitted this year's construction grants to the state, though the prior round of grants is still yet to be rewarded. More money has been made available to MHLS for these grants than previously anticipated.
  - d. Administration: Baker & Taylor hosted the software for submitting annual reports to the state. With their closure, there is uncertainty in how the reports will be handled. Aldrich recommended that all directors access the software soon to download any information that they may need and prepare for submitting a 2025 annual report to the state regardless of the unknowns surrounding what software will be used to collect this data.
  - e. Annual Meeting: The MHLS Annual Meeting will be held in Poughkeepsie at The Academy on Friday, October 24. This is due to the temporary closure of the FDR Museum and Library in Hyde Park.
  - f. MHLS Luncheon: Capozella reported that she is arranging what is needed for the luncheon, and will reach out to committee members if she needs more assistance.
- 6) Adjournment: A motion to adjourn the meeting was made by DeBellis, seconded by Pavloff, and passed without dissent.