

MHLS Directors Association | Meeting Minutes

06/11/24- MHLS Auditorium

Columbia County			Dutchess County			Greene County			Putnam County			Ulster County		
	Chatham	Merk	X	Amenia	Herow		Athens	Giarraputo	X	Brewster	Loprinzo		Esopus	Chance
X	Claverack	Schoep		Beacon	Murphy	X	Cairo	Tatavitto	X	Carmel	Perolli		Highland	Dempsey
	Germantown	Place	X	Beekman	Fortier	X	Catskill	Leary		Cold Spring	Reinhardt	x	Hurley	Priest
X	Hillsdale	Gaskell	X	Clinton	Bancroft	X	Coxsackie	Benson		Garrison	Farabaugh	X	Kingston	Menard
X	Hudson	Chameides		Dover	Smith		Greenville	Flach		Kent	Donick		Marlboro	Jennerich
X	Kinderhook	Pavloff	X	East Fishkill	Salierno	X	Haines Falls	Elmo-Emel		Mahopac	Capozzella	X	Milton	Fonfa
	Livingston	Holik		Fishkill	Spann		Hunter	Johnson		Patterson	Harrison	X	New Paltz	Middleton
X	New Lebanon	Hoffman		Hyde Park	Palmer		Windham	Begley	x	Putnam Valley	Chaudhri		Olive	McHugh
X	North Chatham	Wert	X	LaGrange	De Bellis								Phoenicia	Potter
	Philmont	Doert (interim)	X	Millbrook	Tsahalis								Pine Hill	Vella
	Valatie	Goetz		NorthEast-Millerton	Leo-Jameson							X	Plattekill	Lansperly
			X	Pawling	Fisher							X	Rosendale	Scott-Childress
				Pine Plains	Campbell							X	Saugerties	Russell
			X	Pleasant Valley	Pulice								Stone Ridge	Ford
			X	Poughkeepsie	Lawrence							x	Ulster	Chenier (Interim)
			X	Red Hook	Geller							x	West Hurley	Keene
			X	Rhinebeck	Savolaine							x	Woodstock	Gocker
				Rhinecliff	Bartlett									
			X	Staatsburg	Rothman									
			X	Stanford	Cerul									
			X	Tivoli	Farley							x	MHLS Staff	
				Wappingers	Campbell							x	Rebekkah Smith Aldrich	
												x	Laurie Shedrick	
												x	Laura Crisci	

Meeting Called to Order by Chair De Bellis at 10:05

A. Action Items:

1. Approval of April Minutes, motion made by Fortier, seconded by Farley. Passed by unanimous consent.
2. The SSAC recommends approving the proposed 2025 Member Assessment Table as presented, with a 20% increase to the total Members Assessment for 2025 over 2024: **motion made by Schoep, seconded by Gaskell. Motion passed. 32 voted yes, three nay, two abstentions.**
3. The SSAC recommends the approval of the enclosed Path to Membership Procedures and seeks the DA's approval to recommend the adoption of these procedures to the MHLS Board. **Motion made by Menard, seconded by Fortier. Motion passed with 36 yes and 1 abstention.**
4. Approve the following updates to the text for ILL.
Policies:

1. OCLC ILLs

A. Any hold for 'Mid-Hudson Library System ILL-OCLC' is an out of area request and will have an extended loan period in accordance with regional ILL lending procedures.

B. Be aware that any hold being sent to 'PATRN NAME: Mid-Hudson Library System-ILL-OCLC/ILL' is an out of area request, which will have an extended loan period in accordance with regional ILL lending procedures.

C. When an item that has been filled via OCLC by MHLS ILL Department becomes overdue, it is the prerogative of the owning/loaning library to determine whether or not to grant a renewal. It is the responsibility of the requesting library to notify MHLS ILL Department that a renewal is needed, before the due date. Items that become overdue may affect the ability of other MHLS libraries to borrow through OCLC.

D. MHLS will bill each library for each OCLC loan filled for their patrons where cost is incurred. It is acceptable that libraries who are not passing the fee on to their own patrons, charge patrons from other libraries for the service.

As of September 1, 2007 this fee was suspended.

E. Mid-Hudson ILL department will not place OCLC requests for the following material. 1. A circulating copy can be borrowed from either of those collections. 2. A comparable new edition can be purchased on Amazon for less than \$25.

2. Processing ALA form ILL requests for agencies outside of the MHLS or SEAL membership A. If the library receives an ALA request form from a library outside of the MHLS or Seal Membership the library can either ship the item at its own expense or contact the requesting agency and ask that the request be placed as an OCLC request, which will be processed by the MHLS ILL Department. ~Approved section by Directors Association 2/5/09

Procedures:

1. Requesting material in SEAL should only be done when there are no circulating copies in the MHLS collection.

2. Requesting items from OCLC through Mid-Hudson ILL (also updated in MHLS Policies)

A. Before submitting an OCLC ILL request to MHLS:

- Member library staff must check the Mid-Hudson Library System and SEAL catalogs. If a circulating copy can be borrowed from either of those collections, MHLS will not place an OCLC request.

- Member library staff must check Amazon to see if a new comparable item is available for under \$25.

MHLS will not place an OCLC request if an item can be purchased for less than \$25, the average cost of an ILL transaction at book rates for shipping.

Motion made by Bancroft, seconded by Perolli. Motion passed with 36 yes and one abstention.

5. Approve the following revised language for this section of the RS Standards.

Delivery Policies

1. The Directors Association has approved Delivery Procedures & Packaging Standards . Libraries are expected to follow the delivery procedures that are described in the document. Items damaged in delivery using other, non-standard packaging will be the responsibility of the owning library. ~Approved by Directors Association 2/5/09

2. Routing

A. Libraries must use the MHLS default transit template in ILS, whenever possible.

B. When a non-ILS routing slip is used, the delivery location must be printed in a large format at the top of the delivery slip and secured in the item.

C. A library's 3 letter code may not be used on a routing slip .~Amendment approved by Directors Association 2/7/07.

D. When using two-sided ILL routing slips, make sure the library name is crossed-off on the used side.

E. A routing slip may not include patron personal information (ex: phone number)

Motion by Tatavitto, Second by Pavloff. Motion passed by 36 yes and 1 abstention.

6. Review Delivery Procedures & Packaging Standards: <https://midhudson.org/wp-content/uploads/2013/02/Delivery-Standards.pdf>

Motion by Fortier, Second by Bancroft. Motion passed 36 yes and 1 abstention.

B. New/Proposed Business & Information - None

C. Reports

1. Advisory Committee Reports

i. System Services Advisory Committee –
SSAC supports moving forward with III.

ii. Resource Sharing Advisory Committee –
The next meeting will be in August

iii. Central Library/Collection Development Advisory Committee

- Universal Class will be discontinued.
- Funds will be moved from contingency to delivery and to the Overdrive Account.
- Fall Training discussion

iv. Ad-Hoc Overdrive Committee

All libraries have an OverDrive account.

Smaller libraries are spending as they should, data shows that some larger libraries need to catch up.

A reminder was given to purchase a shared system item before purchasing CPC items and to check for current holds in OverDrive each week as they build up quickly.

2. MHLS

i. Staff Report

- No change to delivery- new 18-month contract in effect
- Bots caused a slowness in Sierra. This caused MHLS to block certain countries where it was determined the bots were coming from. Laurie will create a tip to help those still have access to library materials when traveling to those countries.
- Ecommerce Payments – if patrons are having difficulty, please reach out to Laurie
- Discover Catalog Updates were reviewed, including what's coming soon.
- LX Starter is launching soon. Launch kits available in the Knowledge base.
- FCC restores Net Neutrality!
- Construction Program Services – Technical Assistance Workshop on Tuesday, June 20th at 10:00 am
- MHLS Trustee Education – there are a variety of on-line and in person classes being offered.
- Interlibrary loan requests may now be placed on any material type or literary form

- Outreach Mini-Grants – amounts to be determined. Applications will need to show support for Equity, Diversity, and Inclusion to support the MHLS commitment to populations most impacted by censorship attempts through book challenges.
- Provisional Charter application for the town of Union Vale's Library has been advanced to the Board of Regents for their consideration next month.
- Annual Meeting will be on Friday, October 25. Lisa Varga, Library Journal's 2024 Librarian of the year will be speaker.
- Candidates for MHLS Board are due to your county chairs this month.

ii. Board Liaison Report

Mary De Bellis was liaison at the May MHLS Board meeting Highlights included the Education Commissioner's dismissal of the Moms for Liberty appeal regarding challenged materials in Wayne County; the Board's EDI Working Group's presentation on how climate change affects the health of older Americans, and positive Board to Board visits at 2 libraries. Please invite your county MHLS trustees to your Board meetings. They are interested in seeing your library and are there to lend support, not interfere, with meeting business. The trustees expressed their appreciation to the DA for considering the significant increase in the members assessment fee for 2025.

There being no further business, the meeting was adjourned at 12:00pm.

Respectfully submitted by Thea Schoep, Second Vice-Chair

Next:

- DA Business Meeting: Thursday, September 12 @ 10am (virtual)