MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: May 5, 2015   **Location:** MHLS Auditorium

Committee members attending:
☑ Sally Alderdice (Columbia)   ☑ Debra Kamecke (Greene)
☑ Karen Garafalo (Columbia)   ☑ Patti Haar (Putnam)
☐ Erica Freudenberger (Dutchess)   ☐ Gillian Thorpe (Putnam)
☑ Carol Rodriguez (Dutchess)   ☑ Julie Dempsey (Ulster)
☑ Linda Deubert (Greene)   ☑ Frank Rees (Ulster)

MHLS Staff Attending: Tom Sloan, Merribeth Advocate, Linda Vittone
Other: Tom Lawrence (Poughkeepsie)

Action Items:

1. **Member Library Services Fees** - At the March SSAC meeting Tom Lawrence was asked to review the General Fee and separate libraries by chartered population into more groups to see if it would have a significant impact on library budgets. Tom reported that it made very little difference, but it is included in the new chart.

2. **Member Assessment Table** – The Committee is recommending that the D/A adopt the Tentative 2016 Member Assessment Table at the June D/A meeting. Tom Lawrence or Frank Rees will talk about the change in the focus of member assessments at the June D/A meeting.

3. **D/A Bylaws** – The committee reviewed the revisions to the By Laws enabling the changeover from the D/A Steering Committee to the System Services Advisory Committee. After making the change noted below, the committee moved to send the Bylaws to the D/A committee for review and a vote at the June D/A meeting.

4. **Incentive Grants** – The committee recommended sending Mileage and Professional Development Grant, proposed by the MHLS Board, to the D/A for approval at the June meeting.

5. **Delivery Services** – The committee recommended that MHLS look into the cost savings of eliminating the lowest volume delivery day. This will be done before MHLS renegotiates the Delivery Services Contract.

Discussion Items:

1. Member Library Services Fees: In response to questions from Library Directors and Trustees, Tom Sloan prepared a table, (included in the packet for Thursday's D/A meeting) showing Member Library Services Fees as a percentage of operating funds for each member library. MHLS service fees represent an average of 1.64% of the total operating funds of member libraries, a median of 2.3% of the total operating funds of member libraries, and a high of 7.33% and a low of .64% for individual

libraries. There was some discussion at the March SSAC of eliminating the $600 Sierra Capital Fee, but after a discussion of increasing costs and migration fees in the future there was a consensus that the $600 Sierra Capital Fee be included in the 2016 Tentative Member Assessment Table.

2. <u>Timeline for 2016 Member Assessment Table</u>: The Assessment Table is scheduled to go to the D/A meeting in June. SSAC members will talk at their county meetings about the table.

3. <u>Member Libraries Capital fund</u>

4. <u>Plans for D/A Meetings</u>: There was consensus that Tweet outs and Table Talks are working well

5. <u>D/A Bylaws</u> – Proposed changes – after a short discussion it was agreed that the First Vice-Chair of the D/A shall also chair the meetings of the SSAC. Frank will make those changes and have them ready for distribution at the may D/A meeting with a vote at the June D/A meeting.

6. <u>Incentive Grants:</u> Mileage – In 2014, the DA and MHLS Board approved the Member Library Mileage Equalization Grant Program funded at $15,500. Total grants awarded in 2014 = $2,489.68. This is being funded again at $15,500, and since it can be seen by last year's reimbursements that this won't be expended, the MHLS Board would like to offer a <u>Professional Development Grant Program</u> for Attending NYLA. Annual Reimbursement would be to a member library for NYLA annual conference registration(s) and travel to/from a NYLA annual conference and is based upon the member library supporting, as the library deems appropriate, their library staff member(s) and/or trustee(s) to attend the NYLA annual conference.

7. <u>Delivery Services:</u> MHLS will be renegotiating the Delivery Contract. Costs may increase $30,000. MHLS will look into the cost savings of eliminating the lowest volume day. They will also look at the number of delivery stops per library, looking to reduce costs and making a more equitable Delivery System. But it was pointed out those libraries having the highest number of stops per day were in route and fewer stops at those libraries were not likely to reduce costs by much. A question was asked about the correlation between stops and circulation or stops and net lender or net borrower status and MHLS advised that there did not seem to be any correlation.

8. <u>Meetings:</u> After some discussion , it was decided that July's meeting would be determined with a Doodle Poll, September TBD- Doodle Poll, Nov 5th (after D/A meeting) – snow date 11/6

DA Action Item: 2016 Tentative Member Assessment Table

- **Background:** Annually a Tentative Member Assessment Table is provided to library directors for budgeting purposes.

- **Issue:** The SSAC met on 3/23/15 and 5/5/15 to consider comments and questions of members and provide a recommendation.

- **Recommendation:** The SSAC recommends adopting the 2016 Tentative Member Assessment Table at http://da.midhudson.org/wp-content/uploads/2015/05/Assessment-Table-Updated-Numbers-5-5-151.pdf

- **Status:** Discussed at the 3/23/15 and 5/5/15 SSAC meeting; Action Item at 6/2/15 DA meeting.

DA Action Item: Proposed Revisions to DA Bylaws

- **Background:** The DA Bylaws state the process for change: "Amendments to these Bylaws may be made by a majority vote at any regular meeting provided that the proposed changes shall have been submitted at an earlier regular meeting and that a copy of the proposed change is a part of the call of the meeting."

- **Issue:** The MHLS System Service Advisory Committee (SSAC) is an active committee; most members of the DA Steering Committee are on the SSAC. There is overlap in the committees and one committee would be a more efficient way to go. The DA Bylaws need to be revised to reflect this change.

- **Recommendation:** The SSAC recommends adopting the revised Bylaws at http://da.midhudson.org/wp-content/uploads/2015/05/By-Laws-3-24-15.pdf, replacing the DA Steering Committee with the System Services Advisory Committee.

- **Status:** New Business at the cancelled 2/5/15 DA meeting; New Business at the 3/4/15 DA meeting; Discussed at the 3/23/15 and 5/5/15 SSAC meeting; Revised draft distributed to directors prior to the 5/7/15 DA meeting & the agenda was amended to include it as Old Business; Action Item at 6/2/15 DA meeting.

DA Action Item: Professional Development Grant Program

- **Background:** In 2014, the DA and MHLS Board approved the Member Library Mileage Equalization Grant Program funded at $15,500. Total grants awarded in 2014 = $2,489.68.

- **Issue:** This is being funded again at $15,500, and since it can be seen by last year's reimbursements that this won't be expended, the MHLS Board would like to offer a Professional Development Grant Program for Attending NYLA. Annual Reimbursement would be to a member library for NYLA annual conference registration(s) and travel to/from a NYLA annual conference and is based upon the member library supporting, as the library deems appropriate, their library staff member(s) and/or trustee(s) to attend the NYLA annual conference.

- **Recommendation:** The SSAC recommends adopting the revised Incentive Grant proposed by the MHLS Board of Trustees.

- **Status:** Discussed at the 3/23/15 and 5/5/15 SSAC meeting; Action Item at 6/2/15 DA meeting.