MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: January 8, 2015   **Location:** MHLS Conference Room

Committee members attending:

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

Staff Attending: Tom Sloan, Merribeth Advocate, Robert Drake, Linda Vittone
Others attending: Annalee Giraldo (Kinderhook)

Action Items:
1. Member Assessments: Tabled for additional information
2. Teleforms: MHLS will purchase new teleforms server

Discussion Items:
1. Member Assessments: Originally based on a budget gap; how do we collectively address the issue going forward?
   a. Tom proposed doing Table Talks (March) about the issue to get feedback from the DA; this date will mean that it is too late to impact 2016 budget.
   b. MHLS will put together additional information re the issue
2. Authority Control:
   a. Encore has improved the searchability of the catalog
   b. Do we need to spend an additional $40-50K on authority control? Not at this time
   c. Robert will be running exemplar search semi-annually
   d. Additional trainings on data entry scheduled for 2015
   e. Data entry training will be mandated for one person from each library
3. Teleforms:
   a. Teleform server needs replacement
   b. For an incremental cost of about $2K, all 66 member libraries could have access to teleforms
   c. Will reintroduce the idea to the DA to see if other member libraries are interested in joining teleforms. Robert will make a presentation.
   d. Replacement costs for future servers will be built into the funding structure.
   e. MHLS is purchasing a new teleforms server; how it will be paid for depends on decision of the DA.
4. Capital Fund Policy
   a. Policy needs to be reviewed (a proposal was adopted in 2006)
   b. Tom L, Tom S, Linda & Merribeth will review
5. Table Talks
   a. Worked well. Did exactly what was intended.
   b. Tweet Out will return to the u-shaped table
6. Bylaw Revisions:
   a. Additional roles: President, Secretary

     b.   Discussion of Board Liaison: Rotating the responsibility between members of the committee instead of relying on one person to be the liaison.

     c.   Revision: SSAC shall provide a liaison to the Board at each meeting.

7. Annual Report Summary of Data
   a. Is the information generated by MHLS helpful?
   b. Have trainings on how to use the information available through MHLS
8. MHLS Listservs/Electronic Groups
   a. Current MHLS Groups for Members:
      i. Main
      ii. Sierra
      iii. Friends & Fundraising
      iv. Youth Services
      v. Programming
      vi. Directors
   b. Discussion of establishing two additional listservs to target communications to Directors and member libraries
      i. One new listserv: MHLS Alerts to go to Directors and library staff designated by Director
9. Event Cancellation Policy
   a. All present agreed MHLS would develop it's own Event Cancellation Policy
10. Broadband RFP: Mid-Hudson Regional Information Center (MHRIC)
    a. Member library boards would have to pass a resolution to be part of the RFP
    b. Find out if the broadband is filtered
    c. SSAC agrees to have MHLS do the second level of information gathering and then report information to the DA.

Next meeting: March 4 after the DA

Respectfully submitted by Erica Freudenberger

DA New Business: Directors Association Bylaws Revision

- **Background:** Three DA Steering Committee members had terms expiring in 2015. Three of the five Steering Committee members serve on the System Services Advisory Committee as well. The Steering Committee had been meeting only once a year to elect a chair and secretary. The responsibility for planning programs and conducting affairs of the Association between meetings was being performed by the System Services Advisory Committee. The System Services Advisory Committee recommended that the Steering Committee be subsumed into the System Services Advisory Committee which was approved at the 10/7/14 DA meeting.

- **Issue:** The DA Bylaws need to be revised to reflect this change. In current Bylaws state the process: "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."

- **Recommendation:** The System Services Advisory Committee recommends the adoption of the revised Bylaws available at http://da.midhudson.org/wp-content/uploads/2015/01/SSAC-REVISED-bylaws-approved-3_2014-2.pdf

- **Status:** New Business at February meeting.