MID-HUDSON LIBRARY SYSTEM
System Services Advisory Committee Meeting

Date: 4/27/2017 **Location:** MHLS Auditorium

Committee members attending:

☒ Thea Schoep (Columbia)　　　　　　☒ Gina Loprinzo (Putnam)
☒ Julie DeLisle (Columbia)　　　　　　☒ Patti Haar (Putnam)
☐ Carol Fortier (Dutchess)　　　　　　☒ Brooke Dittmar (Ulster)
☒ Gloria Goverman (Dutchess)　　　　☒ Julie Dempsey (Ulster)
☐ Debra Kamecke (Greene)　　　　　　☒ Tom Sloan (MHLS)
☒ Linda Deubert (Greene)

Staff Attending: Merribeth Advocate (MHLS), Linda Vittone (MHLS), Tom Lawrence (PPLD)
Others Attending: Thomas O'Connell (MHLS)

Discussion Items:

1. **Action: Review & Consider Recommending to DA the 2018 Member Assessment**
   After discussion, it was agreed that 2018 Member Assessment would be recommended to the DA as it stands. Motion made by T. Lawrence, seconded by B. Dittmar, passed unanimously.

2. **Action: Review & Consider Recommending to DA that MHLS Alerts Email List Divided Into Two Lists**
   Tom S. reviewed the option of creating a "Notices" listserv in addition to the existing "Alerts" list. Discussion ensued to clarify what types of notices would be posted on which list. The purpose of the new list is to ensure the appropriate people receive the information they need. Directors will receive an annual notice to make sure their staff members are subscribed to the appropriate list(s). Merribeth also pointed out that directors can subscribe/unsubscribe their library staff throughout the year. Tom L. suggested reminding directors to change Sierra passwords when staff leave their organizations. When the new lists are presented to new directors, there will also be information included regarding "best practices" for creating staff emails and posting to the lists.

3. **Action: Review & Consider Recommending to DA a Revised MHLS Delivery Services Stops**
   Tom S. reviewed the changes in the proposed new delivery schedule, which would take 4 stops away but add 4 stops elsewhere based on the average number of items received and sent. It was recommended that each year, the previous three years' average is looked at and reviewed. There was discussion regarding the formula used to determine how many stops/days per week each library receives. Some felt adding stops on the same days for small libraries was not beneficial. It was determined that the table would be revisited and discussed again at the next SSAC meeting.

4. **Action: Review & Consider Recommending to DA the Purchase of Additional III Licenses**
   Thomas O. reviewed the statistics regarding the number of times users were denied access to Sierra. Discussion revolved around ensuring staff was educated regarding proper use of licenses and whether it was necessary to purchase additional licenses. Some directors may not be aware of how many licenses they are currently paying for or how pooled licenses work. It was agreed that we need to look at the data over a longer period of time in order to propose a course of action.

   There are two separate issues. The problem is arising from there not being enough simultaneous access ports available to allow each library to use their total allotment of access licenses at the same

time. Thomas explained that an individual library buying more access licenses would not increase the total number of simultaneous access ports in the overall pool.

Discussion on the need to make clearer what libraries are purchasing, simultaneous usages vs. individual licenses, so all understand how libraries how best to ensure efficient use of the system.

SSAC recommends that the DA purchase 10 Sierra Licenses at a cost not to exceed $9,000 funded by the Member Capital Fund.   Motion made by L. Deubert and seconded by T. Lawrence.

5. Re-design of orientation process for library directors new to MHLS.
What do new directors need to know to be a part of MHLS? Suggestions: MHLS staff speak on the topic at county library meetings; MHLS staff speak to directors in their positions between 1-5 years. Possibly pairing new directors with experienced long-time directors, creating a focus group of experienced directors to be available to new directors to answer needed questions, using MHLS knowledge of which directors have particular areas of expertise. Suggestion that the overall mentor experience come from the DA.

6. Table Talk Topic for June DA mtg: Cleaning--Who cleans your library and how clean is it? How often, what do they clean? What's the cost?

Meeting adjourned by unanimous consent at 1:25.