

Notes from the Directors' Council Meeting on 9/3/2015

Present were: Nicole Hemsley (AMS), Hanna Ahrens (CAN), Devon Hedges (COB), Eric Kass (FTP), Barb Madonna (GLV), Michael Burnett (NOR), Karen Bradley & Doug Bixler (SCP), Cathy Caiazzo (SHO), and Lois, Sharon, Sue & Eric (MVLS).

1. MVLS Board of Trustees. Eric talked about the need for trustees from Fulton and Schoharie counties. Some deferred maintenance work is being done on the MVLS building. 2015 State Aid is starting to come in. LLSA payments to libraries should be available soon.

2. Grants, etc. Lois provided information on the upcoming Mental Health workshop, NYSCA grants, a new opportunity for regional film programs, and construction grants, including the new State & Municipal Facilities Capital program. Please see Lois' separate email for more details on these topics.

Sue reminded everyone that 2015 SRP statistics are due on 9/15. The 2016 Summer Reading theme has been announced, the children's theme will be "Get Ready, Get Set, Read!" There have been slight changes to the Picture Book City categories. AMS, COM, SCO, GNV and DUA are all working on implementing Picture Book City. The 1,000 Books Before Kindergarten bags will be ready for distribution in October. Each bag will contain 10 books. The bags will be barcoded; they will circulate as a set or kit. There may be some changes in the GE programs next year due to changes with the funding and volunteers.

Eric reminded everyone about the \$250 Library Services mini-grants that are due on October 1. In October, MVLS will send out forms for a new Advocacy & Community Engagement grant to help libraries improve their local public funding. The fall policy topic is Library Use Policies – library rules, meeting rooms, etc. Since these are not policies that the system needs, Eric will send out background information and recommendations in October.

3. Workshops. Please check the MVLS calendar at: <http://www.mvls.info/Calendar/> for details. Upcoming workshops include Family Literacy on October 1; Marketing your Library on November 5 and a Teen/Tween workshop in early December.

4. Central Library. Karen Bradley introduced Doug Bixler, SCPs new marketing person. Doug talked about some of the work he has done to help the Schenectady County Public Library develop a consistent look and brand in their signage and promotional materials. Doug will present a workshop on these and other marketing ideas on November 5. Karen and Eric are working to develop a protocol where CLDA funds will allow Doug to do design work for member libraries.

SCP and MVLS have worked on a Central Library Plan of Service that will become part of the system Plan of Service that will be submitted to DLD in October 2016. This Central Library Plan of Service will also work into the annual CLDA grant application that SCP sends to MVLS.

5. JA Council/Polaris There will be a new Polaris upgrade in December. This will allow for the secure use of LEAP. The web server has gone to the cloud using GoDaddy. The email server may go to the cloud later this year.

6. E-Resources. Sharon reminded everyone that Overdrive authentication now denies access to users with expired cards. Libraries should expect requests to renew expired cards. It is recommended that libraries require patrons to visit the library to renew expired cards to facilitate the active verification of address and residence information.

6b. Rotating Collections. No news.

7. Delivery. We have had some change in drivers due to staffing changes at ALDS. Nick is now a supervisor and is no longer doing an MVLS route.

8. Monies Collected and distribution. The JA policy is that any money collected for replacement cost, and fines of more than \$5.00 are sent to the owning library. It is recommended that libraries accomplish this in one of two ways. One option is to require patrons to pay via check or money order made out to the owning library and forward all such payments. Option 2 is to pay from the monthly "Fees Owed to Others" Polaris report. Trying to do some of each is not recommended. An issue brought on by self-service credit card payments at some libraries is partial payments that Polaris assigns to items. This can result in 25 cent payments owed to libraries. If they are for replacement costs they need to be sent to the owning library.

9. D&O Insurance & Surety Bond. D&O insurance protects organizations and their trustees and leaders against lawsuits alleging misconduct. Surety bonds on treasurers, board members and staff protect the organization against direct losses due to embezzlement, loss or theft. All libraries represented at the meeting have D&O insurance; none have surety bonds. Surety bonds used to be common practice. If your by-laws or policies say you purchase surety bonds on specific individuals, you must either: 1) purchase those bonds, or 2) amend your by-laws/policies to remove that provision.

10. MVLS Plan of Service. Eric reviewed the need for a new MVLS Plan of Service and described the process, which will include Eric attending library board meetings, a mediated focus group session in each county and a public survey. The Central Library Plan mentioned above is a part of that plan. So is an updated MVLS Free Direct Access Plan. The Focus Groups and Survey will take place in early 2016. Before that we will form a committee to look at the MVLS Free Direct Access Plan. Devon and Nicole volunteered to serve on the committee.