

Minutes Southern Tier Library System
Directors Advisory Council
March 26, 2015
Dormann Library, Bath
9:30 am – 11:00 am

Attendance: Ron Shaw CCLD-Chair, Angela Gonzalez PYPL-Secretary, Barb Radigan Pulteney, Hope Decker Cohocton Vice Chair, Marsha Watson Hammondsport, Candy Wilson Savona, Karen Mckerlie Branchport, Michelle LaVoie Wellsville, Segrid Dombroski Dundee, Pauline Emery Brian Hildreth and Margo Gustina STLS
Absent: Karen Deutsch Wayland and Sue Moyer Scio.

The meeting was **called to order** at 9:30 am by Ron Shaw, Chair.

The **Adoption of Agenda** was passed unanimously.

Acceptance of Minutes of the 10/14/14 meeting. Marsha Watson moved to accept the minutes. This motion was seconded by Segrid Dombroski. The motion passed unanimously.

OLD BUSINESS

Policy for School District Holds (Marsha Watson - Hammondsport) - Marsha still fills holds for school teachers.

Member Libraries Following Loan Policies of Lending Library (Ron Shaw – CCLD)- There was discussion about libraries not following other libraries circulation policies by using Workflows over rides. DAC members will seek comments from their population group member's libraries about creating a uniform 1 renewal policy for DVDs across all STLS libraries.

Damaged Materials through Delivery – AV Materials- Brian and Margo explained that there is a tutorial on how to pack delivery bags that will be available on the new STLS website which will be brought out on March 27th.

Novelist and Central Library Funds- Brian spoke about Flipster and Zenio, two companies that provide downloadable magazines for patrons. The Digital Advisory Committee has discussed them, and he has requested live webinar demonstrations from both companies. He will let STLS library directors know when they are scheduled to occur. All are welcome to attend.

Patron Registration and Accurate Input of Data- After discussion, Pauline Emery moved that a committee be formed to work toward creating a uniform STLS registration form and Barb Radigan seconded. The motion passed unanimously. Marsha Watson will chair the committee. In the meantime DAC members will request copies of patron registration sheets from their population group member's libraries. Current forms in-use will be studied to create a master form which includes as many commonalities as possible. STLS will then be able to offer training on entering registrations into Workflows using the one form.

Lost Items – Billing by Lending Library to Loaning Library Patron- After discussion it was decided that DAC members will request input from their population group member's

libraries about preferences as to procedures for billing of loaning libraries by lending libraries. DAC will work on creating one fair procedure for all libraries.

NEW BUSINESS

Setting schedule for dates and location of future meetings- Marsha Watson moved and Hope Decker seconded that DAC meetings be held bimonthly for the time being. The motion passed unanimously.

Request for 2 reps from CCLD- 1 for Central Library/1 representing Chemung County- Ron Shaw has appointed Chris Corter from CCLD.

Proposed 2015 Schedule- Ron will send out e-mails to schedule bimonthly meetings to start in May. Initial locations of meetings will be Bath in May and Hammondsport in July.

Announcements

- Brian requests that libraries do not use driver license number information on patron registrations due to security risks.
- Ron announced that CCLD librarians are available to member libraries to provide technology programming for patrons. He will send information out to libraries about offerings.
- STLS and CCLD will be holding a training Day on May 8th. Information will be sent out soon.
- Margo will be sending out information about Excel (Expanding Community Education through Libraries) training opportunities to libraries soon.
- Brian will be distributing a survey to library trustees soon in order to ascertain Board training needs, when and where sessions should be held.

Other Business

Library staff training opportunities were brainstormed amongst the group and as a result Hope Decker moved that a programming exchange/ mentoring committee should be formed. Ron Shaw seconded. The motion passed unanimously. The committee will consist of Hope Decker, Margo Gustina and anyone else who wants to join.

Adjournment Karen McKerlie moved that the meeting be adjourned and the motion passed unanimously.

**Southern Tier Library System
2015 Directors Advisory Council**

Director	Library	County	Term	Constituents
Karen McKerlie	Branchport	Steuben	2013 - 2015	0 - 1,999
Hope Decker	Cohocton	Steuben	2014 - 2016	0 - 1,999
Barb Radigan	Pulteney	Steuben	2014 - 2016	0 - 1,999
Karen Deutsch	Wayland	Steuben	2012 - 2014	2,000 - 4,999
Sue Moyer	Scio	Allegany	2012 - 2014	2,000 - 4,999
Segrid Dombroski	Dundee	Schuyler	2012 - 2014	5,000 - 14,999
Michelle LaVoie	Wellsville	Allegany	2014 - 2016	5,000 - 14,999
Angela Gonzalez	Penn Yan	Yates	2013 - 2015	15,000 and over
Pauline Emery	Corning	Steuben	2012 - 2014	15,000 - over
Marsha Watson	Hammondsport	Steuben	2013 - 2015	At-large
Ronald Shaw	CCLD	Chemung	2014 - 2016	Central Library