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Southern Tier Library System
Directors Advisory Council
Wednesday, September 27th- Montour Falls Library at 9:30 am

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- **Attendance:** Karen McKerlie (Branchport), Segrid Dombroski (Dundee), Margo, Gustina (STLS), Beth Staff (Prattsburgh), Angela Gonzalez (Penn Yan), Roxanne Leyes (Montour Falls), Erika Jenns (STLS), Brian Hildreth (STLS)

- **GoToMeeting Attendance:** Nic Gunning (Wellsville), Karen Smith (Whitesville), Owen Frank (CCLD), Pauline Emery (Corning)

- **-Call to order**
  - -Time 9:35 by Segrid Dombroski

- **7-26-17 Minutes**
  - -Motion by Karen to approve the July minutes, seconded by Roxanne Leyes

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BUSINESS

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- **-Mentoring Committee Report**
  - Nic Gunning shared an updated number of survey participants
  - Committee will be responsible for developing next steps. A meeting is to be scheduled.
  - Brian Hildreth indicated making survey results available to membership will be helpful.
  - Margo Gustina highlighted a similar endeavor by the Public Library System Director's Organization, which shared information about regional librarians who have specific strengths or skills.

- Action Step Four – Develop place for mentoring information, structure for maintaining, tracking mechanism
- - Committee Chair (will give jobs to STLS)
- - July 2017 done, up and ready to be marketed
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- Action Step Four – Marketing and advocacy for participation
- - Committee Chair (will give tasks to STLS)

- **-STLS Director's Report**
  - Brian Hildreth presented on the fee-based services discussion that took place at STLS on August 30. His slides and talking points were specific to IT Services.
  - Roughly 60% of member libraries have participated in IT fee-based services discussions and all member libraries have received slides from August 30.
  - STLS IT will be working to develop an IT service framework for 2018 along with an IT Plan for 2019 – 2021. There is no deadline at this time for when this information will be made available to member libraries.
  - Most members have expressed interest in STLS offering some form of procurement for technology hardware and software along with support for such purchased items. This was made clear during 2016 focus groups and cost share discussions.
  - Many libraries understand what services are provided under STLS Cost Share, but it isn't always clear what other IT services are provided by STLS IT, either free or for a fee.
  - Margo Gustina presented on the fee-based services discussion, which she led specific to STLS Processing Services on August 30.

- o She highlighted the benefits of this service, but also noted the cost as been continually rising.
  - o Current data reveals outside vendors could provide the service at a lesser cost to member libraries if larger libraries decided to opt out of STLS Processing.
  - o It was agreed at the August 30 discussion that most vendors can provide a higher quality service based on efficiencies and get library materials to members more quickly.
  - o A decision is to be made in the coming weeks by STLS. Member libraries will be informed at the release of the 2018 Processing Survey.

- **-Central Library Report**
  - o Owen Frank provided a brief Central Library Report in Ron Shaw's absence. The GoToMeeting connection was not great, so a more comprehensive report will be provided when Ron returns in November.

- **-Miscellaneous items from representatives**

  - o Roxanne Leyes offered to provide a tour of the library following the DAC meeting.
  - o Margo Gustina reminded attendees that a workshop on service-based budgets will be offered following the DAC meeting.

- **-Adjournment**
             -Motion by Beth Staff to adjourn, seconded by Karen McKerlie

Next Meeting Wednesday November 29th- Dormann Library, Bath

STLS Directors Advisory Council Plan 2017-2019

2017 ACTIONS

Near term initiatives: Mentoring (this time it's going to work)

Project Leader: Nic Gunning / Committee Chair

Purpose: It will allow us to share strengths. It will help to open communication and accomplish more through collaboration.

Measurement: 25% of member libraries in 1 mentor/mentee transaction

Action steps:
Action Step One- DAC forms a mentoring committee
o Angela will put it in the agenda – and is in charge of appointing committee
o January 25, 2017

Action Step Two- Make everyone on DAC a mentor
o Angela will put it in the agenda / Nic will be the convincer
o January 25, 2017

Action Step Three- Develop a survey, send it, ask STLS to make available
o Committee Chair (add to STLS statistical survey?)
o May 2017 is the deadline for opening, June 2017 is the deadline for closing

Action Step Four – Develop place for mentoring information, structure for maintaining, tracking mechanism
o Committee Chair (will give jobs to STLS)
o July 2017 done, up and ready to be marketed

Action Step Four – Marketing and advocacy for participation
o Committee Chair (will give tasks to STLS)
o July 2017 onward

Action Step Four – Assess effectiveness of the program
o Committee Chair & STLS
o July 2018