



# MHLS BULLETIN

Mid-Hudson Library System | Serving the Staff and Trustees of Public Libraries in the Columbia, Dutchess, Greene, Putnam & Ulster County Area  
103 Market Street - Poughkeepsie, New York 12601 - 845.471.6060 - Fax: 845.454.5940 - <http://midhudson.org>

## Effective Meetings

Join us on Friday, September 18<sup>th</sup> from 10:00am – 12:00pm in the MHLS Auditorium for a helpful workshop: **Effective Meeting Management: Getting Results & Moving Forward.**

Meetings are a fact of life. Meetings can advance understanding and informed decisions - or feed frustration and waste time. In this workshop you will learn how to:

- Determine when to hold a meeting
- Design a meeting to get the outcome you want
- Keep the meeting on track by managing difficult personalities, conflicts, and interruptions
- Positively influence productivity of meetings you are attending but not running

Whether you are a seasoned manager seeking to hone your skills, a rising star taking on more work or volunteer responsibilities that include chairing meetings, or a victim of painful meetings preparing to act, this workshop offers practical help.

This program is useful for directors (particularly members of MHLS Advisory Committees); youth services staff; trustees and Friends. Presented by Upper Hudson Library System's Youth & Family Services Consultant, Mary Fellows.

Register online at <http://calendar.midhudson.org/>

### MHLS Announcements

**The MHLS Board of Trustees** held a Special Meeting on July 28, 2009 in the MHLS Conference Room and:

- Approved the Minutes of the May meeting;
- Approved the financial reports for April and May;
- Approved the May warrant;
- Reviewed the System's 2009-2010 State Aid Budget application;
- Approved the System's new three-year delivery contract with Hudson River Transports

The next meeting is scheduled for Wednesday, September 16<sup>th</sup>, at 10:00am in the MHLS Auditorium.

### MHLS Libraries

The Adriance Memorial Library's temporary location at Bancroft Road in Poughkeepsie is now closed. Until their grand re-opening in early October Poughkeepsie patrons will use the Arlington Branch of the Poughkeepsie Public Library District. **For Central Library Reference Support** call the Arlington branch of PPLD at 845.454.9301.

### The Friends of the D.R. Evarts Library in Athens

have been hard at work securing funds for the library this year. They received a \$7,000 grant from the Athens Community Foundation for three specific projects for the library: a match grant for the technological improvements; support for the Summer Reading Program; and additions to the adult and juvenile nonfiction collections. They also secured a \$595 grant from Stewarts' Holiday Match Fund for the purchase of a Home Schooling Core Collection and for the purchase of reference resources for youth. *[The Stewart's Shop grant information can be found on the MHLS Grant Listing page: <http://midhudson.org> → Marketing, Advocacy & Funding → Fundraising → Grants or get there directly at <http://midhudson.org/funding/fundraising/grantmakers.htm#program>]*

### Professional Development

**The Basics of Archives**, Thursday, August 20<sup>th</sup>

from 9:30am – 3:00pm at the Akin Free Library, Old Quaker Hill Road in Pawling, NY. Registration Fee: \$10. Presented by Linda Bull, RAO, NYS Archives, Region

9; Dianne Macpherson & Reg White, Regional Archivists, DHP, Hudson Valley Region. This full-day, basic workshop is for those who work with historical records but are not trained archivists – staff, volunteers, librarians. You'll get practical advice on archival procedures including, appraisal, accessioning, arrangement and description, preservation and accessibility, as well as handling, storage, reference policy, copyright, outreach, sample forms and policies. Learn the basic practices you need to follow so that you can collect,

"An effective meeting is 80 percent planning, 20 percent execution. Too often people spend most of their time in the meeting and the least amount of time getting ready for it. Plan better meetings. They don't just happen."

-Tim A. Lewis, Eddie Bauer

protect, and help people use the historical treasures in your care. To register send your name, organization, address, telephone number, email address to Dianne Macpherson at [dhp@greaterhudson.org](mailto:dhp@greaterhudson.org). Questions? Call Dianne at 914.592.6726.

### Planning and Management of Buildings

September 16-17, 2009 from 10:00am - 5:00pm (9/16) & 8:30am - 4:30pm (9/17) at the Saratoga Springs Public Library. Presented by Cheryl Bryan. \$250 for PLA members; \$300 for ALA members; \$400 for nonmembers. Planning a building that meets the various needs of your library and patrons is a difficult and time-consuming task that requires specialized skills and knowledge. Learn the principles of building planning and management in this intensive two-day workshop. By the end of the workshop, you will be able to:

- Assess the current condition of your building.
- Develop a list of building maintenance and operation procedures.
- Plan a building improvement project
- Follow the correct procedures when hiring architectural, engineering, and consultant assistance.
- List technology planning needs and associated building requirements.

To register visit the PLA web site:

<http://www.ala.org/ala/mgrps/divs/pla/index.cfm>

Questions? Contact PLA at [pla@ala.org](mailto:pla@ala.org) or 800.545.2433, ext. 5PLA. This course is part of PLA's Certified Public Library Administrator Program.

### Marketing, Advocacy & Funding

**Library Journal's 2009 Best Small Library in America Award** goes to the Union County Carnegie Library (UCCL) in South Carolina. UCCL was chosen for its three-year improvement of library services. "The library board, selected by the county supervisors, knew something had to be done to improve library services, described by one observer as "a kind of selective club warehousing an out-of-date collection and occasionally functioning computers." The library director's mission was to turn UCCL into an "inclusive, modern, service-oriented community center.":

- Staff focus = excellence in service and to make that service easily available to everyone who came to the library, regardless of "age, gender, race, ability or status."
- The "front" staff interacts with the public at the circulation desk and by providing roving reference.
- Intransigent staff were replaced with "willing learners" with experience in retail or other service industries.
- Fines and fees were eliminated to bolster the service transformation.
- New computers and revitalizing youth services were top priorities.

Circulation (up 40%) and computer usage (up 172%) skyrocketed in the three-year concentrated

effort by the library. This was all carried out with no increase in the library's budget. A complete account of UCCL's efforts is included in the February 1<sup>st</sup> issues of *Library Journal*.

### Programming

**Adult Book Discussion Group Grants: *Reading Between the Lines* Grant** - Deadline: September 25, 2009 for Spring 2010 programs. *Reading Between the Lines* (RBTL) is the New York Council for the Humanities' book discussion program for adults who want to explore humanities topics in depth. Each series involves four conversations centered on thematically linked books and is facilitated by a humanities scholar. RBTL is hosted by museums, historical societies, libraries and community centers statewide. More about RBTL...

[http://www.nyhumanities.org/discussion\\_groups/adult\\_audiences/rbtl.php](http://www.nyhumanities.org/discussion_groups/adult_audiences/rbtl.php)

### Job Openings

#### Poughkeepsie Public Library District Employment Opportunities:

•**Librarian I - Adult Services:** Responsibilities include reference, collection development, training, and other duties as assigned. MLS and Public Librarian certificate required at time of appointment. Includes evening and weekend rotation. Salary \$25.12/hour

•**Library Clerk - Borrower Services:** High School Diploma required. Assist in daily activities to include circulation, processing, and other duties as assigned. Computer knowledge preferred. Includes evening and weekend rotation. Salary \$12.27/hour

•**Security Guard - Building Services:** Duties include patrolling the premises to safeguard property and people, along with the ability to perform semi-skilled building maintenance tasks. Must have the ability to think and act quickly in emergencies. Candidate needs Security Guard Certification and be in possession of a valid NYS drivers license. Includes evening and weekend rotation. Tentative salary is \$15.00/hour

These are non-competitive Civil Service positions.

All positions are 17.5 hours per week, include scheduled evening and weekend hours, and offer leave benefits. Apply to: Lauren Muffs, Assistant Director, Poughkeepsie Public Library District, 93 Market Street, Poughkeepsie, NY 12601. 845.485.3445 x 3306. E-mail applications and resumes accepted at [lmuffs@poklib.org](mailto:lmuffs@poklib.org).

MHLS recommends that the minimum starting salary of a full or part-time librarian with an MLS degree be at least equal to that of a teacher with a master's degree in the same community.

Member Libraries are welcome to submit items of interest and job openings to the MHLS Bulletin: [bulletin@midhudson.org](mailto:bulletin@midhudson.org). The MHLS Bulletin is available on line at <http://midhudson.org/bulletins/main.htm>.

"Everyone should feel that this library is the place they can come for answers."  
-Nancy Rosenwald, Director, Union County Carnegie Library, SC, 2009 Best Small Library in America

