

# PLSDAC Minutes 9/10/21

## Opening

- Meeting called to order @10:08a.
  - Beating the record by three minutes.
  - Quorum achieved.

## Communications and Reports

### Minutes Review

- Meeting asked for corrections to minutes. No corrections made
- Motion to approve - Patricia. Second - Tracy.
- Motion carried.

### System Report

- Ron shared system report
- Noted some information is now out of date because of Hochul's recent announcement.

### System Board Liaison Report

- Report is included with system report
  - Stacey wasn't present so made video
  - Video attached to agenda

## Old Business

### System Plan of Service 2022-2026

- PLS is set with System Plan of Service for 2022-2026
  - Plan of service is the document we file with NYS every five years
  - This is primarily to ensure we remain in compliance

- Motion to approve - Elizabeth from Clyde-Savannah. Second - Dan from Phelps.
- Motion approved.

## Free Direct Access Plan 2022-2026

- PLS Board approved free direct access plan
  - Sent out to d-list yesterday
  - Library directors need to present plan to their boards for approval
  - This plan ensures everyone across system has appropriate access
  - Reach out to Ron with questions
    - Sandra posed the question about needing to have board adoption w/ signatures from board members
    - Ron said we can just send him back the form informing him that the board adopted the plan
  - Motion to approve - Sandra from Ontario. Second - Jessica from Perry
  - Motion approved

## Central Library Plan of Service 2022-2026

- Central plan of service has already been approved by PLS board
- Motion for PLSDAC to approve - Kim Iraci. Second - Erin from Arcade.
- Motion approved.

## Systems Access Policy

- System access and confidentiality of library records policy
  - This updated/consolidated policy addresses information security
    - When PLS was looking at systems access and confidentiality records as individual policies, they found redundancies
    - In interests of clarity, the PLS Board consolidated the two policies and revoked the separate confidentiality policy
  - Policy addresses evolving privacy concerns raised by various organizations monitoring individual activities
    - Policy includes sample agreement form we can use with staff
    - Includes policy justifications to explain information security to stakeholders, including staff and board
  - Motion to approve policy - Sandra from Ontario. Second - Patricia Baynes.
  - Motion approved

# New Business

## Evergreen Advisory Committee Report

- Had first meeting of the new EAC group earlier this summer
  - Discussed requirement for requiring phone numbers for patron registration
    - Phone numbers were used for online registrations in order to give a point of contact in case of questions about registration submission and to tell patrons their card was ready to be picked up
    - EAC has found a way to have phone number required for self-registration but no longer required to register people at the desk
  - EAC recommends that we adopt this dual requirement, phone numbers required for online patrons vs. not required for in-person patrons
  - Motion to approve that phone numbers are required for online patron registration
    - Motion - Tim Nyber. Second - Tracy Whitney.
    - Motion approved
  
- Individual Log-ins
  - EAC has started rolling out individual logins to tester libraries.
  - Invite other interested libraries to participate
    - Links on PLSDAC agenda
    - They are going to ask if libraries would like to have individual logins
    - OWWL doc available to explain process
    - There will be different permission groups for various levels of access
    - This is coming up because people are getting dinged for having shared accounts or not having adequate controls to prevent past employees from accessing private/personal information.
  
- Acknowledgement of Margo as new Chair of EAC

## Admin Items

### OML

- A bill is being presented to revise Open Meetings Law to allow people to attend board meetings via digital communication methods and have their presence count
  - This allows people or who are otherwise unable to attend in person to participate virtually

- Pre-COVID, people who were participating in digital meetings had to post their location in order to have their vote counted. The new law would simply have online presence, as long as it's documented and recorded, count for voting
- Some government watchdog groups are worried this will make meetings less accessible to people
- According to the law, we don't have to have people participate, simply allow them to observe
- Allowing people to attend virtually will allow people to participate who would otherwise be hampered by location and situation
- A question was posed about needed equipment
- Ron will reach out to see what equipment would make a hybrid meeting possible

## Trustee Elections

- Our trustee elections will be online once board approves plan to hold them online
- We are waiting to see if Open Meetings legislation will be amended to approve changes to attendance status at digital meetings
- The system meeting will be digital this year, not in-person.
  - In October, they'll have a virtual meeting that will allow trustees to vote for System trustees.
  - We have an open position for a Wyoming County Trustee.
  - Still planning on having an OWWLie awards in lieu of a system meeting.

## Networking, Support time.

- Discussion of masks.
- Discussion of NY Hero Act application and questions
- Discussion of health tracking
  - Suzanne suggested we do a star chart to track every day that we feel good.
- Directors shared questions and positive news.
- Anne Brown shared about her cool NASA program
- The conversation devolved into a whole Thing about Donuts.
- It is noted that (according to Suzanne) Ron unhinges his jaw like a snake

## Next Meeting

- Next meeting still under discussion due to evolving COVID situation
- October 15 @ 10a, planned OWWLie Awards and Donut Wall

## Adjournment

- Motion to adjourn meeting - Tracy Whitney. Second - Patricia
- Meeting adjourned