

MORE OPERATIONS Committee Minutes (*unapproved*)

September 21, 2015

Altoona Public Library

Attending: Martha Spangler (AL); chair; Maureen Welch (IFLS); Laurie Braun (EL) Laura Amenson (EC); Joleen Sterk (ME); Mark Drkula (RL); Diane Bergeron(CF) Kim Hennings (NR); Heather Johnson (RF); Karen Furo-Bonnstetter (WO); Chris Byerly (FR); Kathy Setter (MORE)

Absent: Christy Rundquist (PE); Leslie La Rose (AU); Joel Schwochert (OS)

Also attending: Renee Ponzio (EC); Lori Roholt (MORE/IFLS)

Call to order: Meeting called to order at 1:30 pm by Chair Martha Spangler.

Quorum: Established.

Compliance with Open Meeting Law: Compliance with Open Meeting Law was satisfied.

Approve agenda: **MOTION** (Amenson/Sterk) to accept agenda; **PASSED** by voice.

Approve minutes: **MOTION** (Welch/Drukla) to approve minutes of 03/30/2015 with noted changes. **PASSED** by voice.

Issues/announcements from other MORE meetings/committees:

Announcements:

Heather Johnson gave an update on the Returning Library Materials Bill sponsored by Shelia Harsdorf.

New Business:

Fines on Children's and Juvenile items:

The question of having no fines on Juvenile cards checking out children/juvenile books was brought up. It would be possible to set up using these parameters. This could only be a recommendation. No recommendation was made after discussion on the subject. Laura Amenson (EC) suggested lowering the fines on children's DVDs in order help families stay out of fine trouble. Other suggestions included using the Fresh Start Contract. Another option would be waiving fines on children's cards that were clearly adult materials that had been checked out by an adult and then transferring the fine manually to the adult's card.

Linked to Large Fines:

The question came up if this was an appropriate use of messages. Eau Claire uses this when mom or dad have large fines and use a child's card. This indicates that the child must be present to use the card. All messages should be dated and initialed so that they can be removed if no longer applicable.

Pop up messages:

The issue of additional holds coming up on items has been taken care of the threshold was set to 999. The second issue had to do with books that were leased and needed to be returned to the leasing library in order that they could be returned to the vendor. It was believed the message needed to be more specific and libraries would try to honor the request to return the book. It was also felt that the leasing library needed to check the parameters of their agreement if books needed to be returned while there was still a demand for them. It was recommended that Lori follow up with the leasing library on the wording of the message and also put it in TWAM to let other libraries know why there is such a message.

Parent/Guardian information:

It was unclear where in the juvenile record the parents name should go. Kim Henning (NR) made a motion to recommend that the name of the parent/legal guardian who signed the registration card go in the note field. Chris Byerly (FR) seconded the motion. The motion passed with a voice vote. It was

also suggested that the note field be prompted on Juvenile cards. Lori will put the information in TWAM.

Claims returned items:

This item concerned the packaging of Music CDs in cardboard holders. The problem is they are getting lost and misplaced. Lori will send out “guidelines for packaging” and libraries will have a chance to make suggestions and give input.

Lucky Day items returned to non-owning libraries:

Should these items be checked in or not checked in before returning. The consensus was to put a flag in the item and send it back in the courier without checking in. Also put a message on the item indicating the item was returned to Library X and is in transit to Library Z. Lori will put the information in TWAM.

Self-Check procedure for items already checked out:

After discussion of examples and a case where patrons had found a way around paying fines it was decided to make no changes because most of the time the items are still checked out due to staff error. So if an item is taken to the self-check machine and it is checked out to another patron, it will check it out to the patron and take it off the other patrons account and they will incur no fines if any had accumulated.

Timing for renewals:

Eau Claire allows their patrons to renew at any time. It was suggested that this might be something the other libraries would like to switch to instead of the too soon to renew situation. After discussion it was recommended that there be no change system wide. Individual libraries can ask to switch if they would like to.

Set next meeting date: November 16, 2015 River Falls Public Library

Agenda completed.

Adjournment by consensus: 4:00 pm

Respectfully submitted,

Karen Furo-Bonnstetter