

**MINUTES**  
**MORE Directors Council**  
Friday, November 18, 2016

**Present/Attending:** Christina Jones (AL), James Nalen (AM), Leslie LaRose (AU), Linda Heimstead (BL), Sue Queiser (BN), Kathy Larson (BB), Ginny Julson (BO), Kathy Voss (BR), Paula Stanton (CA), Lynne Schauls (CE), Carol Burnham (CH), Joe Niese (CF), Cricket LaFond (CL), Lisa Bragg-Hurlburt (CO), Rob Ankarlo (CU), Barbara Krueger (DP), Tiffany Meyer (EL), Alyson Jones (FC), Marilyn Blumer (GC), John Thompson (IFLS), Hollis Helmecci (LA), Jill Glover (LU), Ted Stark (ME), Bea Volgren (MI), Kim Hennings (NR), Mary Hebda (OG), Kelly McBride (OS), Deb Hyde (PF), Christy Rundquist (PE), Rebecca Smith (PH), Jacquie Pooler (PL), Katherine Elchert (RL), Nancy Miller (RF), Cathy LeFevre (SA), Ginny Scheiderer (SO), Rebecca Schmitt (SV), Lori Stanek (ST), Allison Lutz (TL), Karen Furo-Bonnstetter (WO).

**Proxies:** Ginny Scheiderer for Rebecca Diken (BA), Susan Queiser for Dawn Ayers (CM), James Nalen for Pamela Westby (EC), Karen Furo-Bonnstetter for Michelle Johnson (HA), Nancy Miller for Tina Norris (HU), Barbara Krueger for Krissa Coleman (RO), James Nalen for Sarah Adams (SC).

**Absent:** Amber Yares (DR), Misty Price (EW), Marlene Nelson (FR), Jane Enright (PR).

**Also Present:** Lori Roholt, Kathy Setter, Maureen Welch, Gus Falkenberg, Joanne Gardner.

**CALL TO ORDER:**

Niese called the meeting to order at 10:02 am and welcomed those in attendance.

**ESTABLISH A QUORUM:**

James Nalen confirmed that a quorum was established by roll call vote.

**CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW:**

Compliance with open meeting law was verified.

**MODIFY/APPROVE AGENDA:**

*Motion to approve the agenda by Rundquist (PE); Meyer (EL) seconded. Motion carried.*

**MINUTES:**

*Motion to approve the minutes from September 16, 2016 meeting by Thompson (IFLS); seconded by Meyer (EL). Motion carried.*

## **REVIEW AND APPROVAL OF MORE ADMINISTRATOR'S REPORT:**

Roholt noted that the three MORE Advisory Committees were noted in her report. They are comprised of staff and director volunteers from member libraries. Each committee considers issues and makes policy recommendations to the MORE Directors Council. All Advisory Committees have the GoToWebinar option available. Roholt encourage members to consider participating in a committee.

Roholt encouraged everyone to look over the MORE Participation Agreement which is on the IFLS website. Libraries were entered into this when joining MORE. One of the requirements is to participate in training on all appropriate system software and functions. Not all libraries were represented in the training offered this fall. Roholt noted that if group trainings don't work, MORE staff would be happy to make other arrangements.

Roholt is continuing to work with the library app developer – Boopsie. The new public-facing app should be available as soon as possible in 2017. Directors were thanked for doing the initial survey and were asked to watch for another survey to be used to gather library information.

Another service to begin in 2017 is a Flipster subscription. Roholt sent a message on October 21<sup>st</sup> listing the subscriptions decided upon from the Resource Sharing/Collection Development committee. Two libraries have contributed funds for additional titles. Today is the deadline if other libraries would like to contribute additional funds.

Roholt provided the tentative 2017 meeting dates for the Directors Council and Executive Committee. The Directors Council typically meets the third Friday of the month, bimonthly beginning in January. The Executive Committee typically meets the first Friday of the month as needed.

Roholt thanked the current Directors Council officers/Executive Committee for their work and service during the year.

*Motion to approve the MORE Administrator's Report by LaRose (AU); seconded by Stanton (CA). Motion carried.*

## **REVIEW AND APPROVAL OF MORE FINANCIAL REPORT:**

The MORE financial report was posted a few days ago on the MORE website.

For the 2017 Budget, funds from Carryover Funds will be used for the Boopsie setup fee as voted on at the September MORE meeting. These funds were actually expended in 2016 so Boopsie would be ready for implementation right away in 2017.

*Motion to approve the MORE financial report by Hennings (NR); seconded by Elchert (RL). Motion carried.*

## **IFLS DIRECTOR'S REPORT:**

Leah Langby sent an email about the offering of Community Engagement Project Grant being made available. To date, no applications have been received. The deadline was extended to December 5<sup>th</sup>. Libraries were encourage to submit an application if they are interested. It is a good opportunity to include community partners.

Work continues with the Public Library System Redesign (PLSR) project. Preliminary service models were unveiled at the WLA Conference and feedback was encouraged. The service models are now posted on the website and feedback is being accepted until the end of December. There is a meeting in January to start preliminary discussions on un-soloing the workgroups.

## **ISSUES/REPORTS FROM MORE COMMITTEES:**

The Resource Sharing/Collection Development Committee met in October and they discussed high-demand purchase project guidelines; cooperation between IFLS libraries; magazine subscriptions; and Overdrive Advantage Plus feature.

Elchert noted that the committee made some small edits to the high-demand purchase guidelines.

It was also noted that Helmecki shared an idea from Westby to have a shared list of library staff that are willing to share skills and programs with other libraries.

The committee examined a list of magazines to be selected for Flipster that would keep within the \$10,000 budget for 2017. The group tried to get different subjects and both physical and e-circulations.

## **COURTESY NOTICES:**

Courtesy Notices were discussed by the MORE Operations Committee and they made recommendations on notice details, notice timing, and email text. The MORE Executive Committee moved to send to the Directors Council without recommendation and with the phrase "Please return or renew these items" removed. The Council was mixed on the use of Courtesy Notices.

*(Glover (LU) arrived at 10:33 am.)*

*Motion to turn on Courtesy Notices with the wording recommended by the MORE Executive Committee by Stanton (CA); Pooler (PL) seconded. Motion carried by roll call vote.*

It was noted that it would be easy enough to turn off Courtesy Notices if the Council decided to revisit using the notices.

## **EXPLANATION OF SPENDING MONEY FROM THE MORE FUND BALANCE:**

Roholt provided a recap of MORE's Carryover versus Reserve Funds. MORE does not rely on carryover to carry us. Carryover is unspent funds from the prior budget year and these funds have traditionally been used for one-time purchases including start-up or implementation fees. Reserves are dedicated funds held in reserve for hardware and software replacement or upgrades. Reserve funds typically run about \$224,000. There are no planned expenditures from Reserves for 2017. Thompson noted the main reason the amount is such is to cover costs if MORE were to switch platforms.

## **ELECTION OF DIRECTORS COUNCIL OFFICERS/EXECUTIVE COMMITTEE:**

The slate of nominees for Directors Council officers/Executive Committee members are: Paula Stanton, Chair; Kathy Larson, Vice Chair; Ginny Julson, Secretary; and Kim Hennings, Director-at-large. There was no nominations from the floor.

*Motion to approve the slate of nominees for Directors Council officers/Executive Committee members by Thompson (IFLS); Jones (AL) seconded. Motion carried.*

2016 officers were thanked for their service during the year.

## **COURIER ISSUES/NEW COURIER VENDOR:**

Welch has collected the paperwork for the fall survey sent to courier libraries. She also met with the Waltco representative on Tuesday. IFLS has used Waltco since 1999 and it has been a very stable service. In August, Waltco lost a big service. Although Waltco continues to take on new business, they do not have the daily service to routes of some particular towns. Originally, Waltco moved a lot of paper for banks and IFLS libraries were added to those routes. With these recent changes, IFLS is working with Waltco to split out some of the routes and they keep working on getting standard delivery and pickup times established. Welch is working with Waltco and libraries should be sure to let her know about problems encountered. Welch might conduct another sample of in-transit times in a couple months to see where we are at.

## **PROPOSED REVISION OF MORE POLICY ON "USE OF CARDS FOR LIBRARY BUSINESS":**

Hennings addressed the Council about MORE member libraries using their MORE department cards in a way that undermines the purpose of department cards and the spirit of the consortium. The issue is other libraries requesting entire collections of holiday items for display purposes. A proposed revision of the MORE policy on "Use of Cards for Library Business" would discourage libraries from requesting timely or seasonal high demand items for display purposes.

*Motion to approve revision of MORE policy on "use of cards for library business" by Helmecci (LA); seconded by Krueger (DP). Motion carried.*

## **PROPOSED MORE INSTITUTIONAL CARD POLICY:**

Hennings addressed concerns with Institutional Card Policy whereas member libraries determine the qualifications and conditions for obtaining an institutional card. There are no guidelines on volume of materials, loan rules or fines. It was suggested that the MORE Operations Committee put together a proposed policy for MORE institutional cards and/or propose changes.

*Motion to have MORE Operations Committee review the use of MORE institutional cards and/or propose changes by Hennings (NR); seconded by Smith (PH). Motion carried.*

## **CORRESPONDENCES:**

Gus Falkenberg was in attendance to share the venture of IFLS working more closely with Wisconsin Valley and both systems have migrated to a new Help Desk together. There have been a lot of similar issues between the two systems. The switch to the new Help Desk is intended to switch on the Monday after Thanksgiving. There is still a button to access the Help Desk where by clicking on the button it opens up a form. There is also still an option to send an email to IFLS. Falkenberg isn't anticipating any bumps in the process, but libraries should let him know if issues arise.

Falkenberg addressed a question posed regarding library websites. Although IFLS will continue to provide hosting of the websites, Falkenberg just don't have time to design them. Currently, the websites are set up through Drupal and IFLS will keep those running. Falkenberg noted that more people are familiar with WordPress, which is easy to use in general. Libraries could use a WordPress theme or obtain one from a third party.

Thompson announced that Library Legislative Day will be held in February and it is a budget year. IFLS is hoping to provide a van rental to transport people down there if there is enough interest.

## **ADJOURNMENT:**

*Motion to adjourn by Furo-Bonnstetter (WO) at 11:32 pm. Second by Krueger (DP).*  
Joanne Gardner, Recorder