

MORE OPERATIONS Committee Minutes (approved)

June 6, 2016

Menomonie Public Library

Attending: Martha Spangler (AL); chair; Laurie Braun (EL); Joleen Sterk (ME); Doclor (ME); Karen Furo-Bonnstetter (WO); Kathy Setter (MORE); Sarah Adams (SF); Laura Amenson (EC);

Absent: Leslie La Rose (AU); Joel Schwochert (OS); Mark Drkula (RL); Diane Bergeron (CF); Chris Byerly (FR) Kim Hennings (NR) Heather Johnson (RF) Christy Runquist (PE)

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

Call to order: Meeting called to order at 1:38 pm by Chair Martha Spangler.

Quorum: Established.

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

Approve agenda: MOTION (Furo-Bonnstetter/Sterk)

Approve minutes: MOTION (Amenson/Furo-Bonnstetter)

Issues/announcements from other MORE meetings/committees:

Announcements:

Eau Claire now has a Book Bike mobile library that has been founded through endowment monies. This is a unique collection. Items will be checked out from the collection and can be returned at any library. The items cannot have holds placed on them or be renewed. The items will need to go directly back to Eau Claire.

New Business:

Courtesy Notices:

The courtesy notice feature of Sierra is currently not turned on. A courtesy notice could be sent out a couple of days before the item is due to notify the patron the due date is approaching. It would go out as an auto notice at 7 AM and would only go as an email or text. Loan rules would determine when the message would go out. There was discussion on the timing of sending out the messages whether early evening would be a better option since Eau Claire processes incoming items already at 5AM. Also discussed on the number of days prior to due date a message should go out.

I-type 60 vs 66:

These two types are used for paperback mass market and softcover books. Currently Eau Claire types all books as books and does not distinguish between hardcover/paperback/soft cover. Going forward Eau Claire will catalog paperbacks differently. Some patrons would prefer a paperback if one is available.

New staff training ideas:

MORE is looking for suggestions when it comes to training. Some ideas included: training videos, creation of a dummy patron record for training, when practicing collecting fines put notes on the fines, examples of practical application of create list, also sharing any training resource materials that libraries have developed. It also was brought up how important ACT 150 is to funding and the recommendation that registrations be reviewed by another staff member to look for errors.

Sierra Web:

In the last update of Sierra included some new features. There is now a web based version of sierra rather than a client based. This would mean you could log into Sierra anywhere you have web accesses with your password. Right now the biggest limitation is there can only be 5 simultaneous users. In

looking ahead, we need to look at what it could be used for and also how to deal with the 5 user limitation. Suggestions included a google calendar schedule and also using a Bluetooth scanner.

Adult patrons who have guardians:

As a result of the discussion- Patrons who turn 18 are adults even if they have guardians and are free to get a library card and use it with the same privileges as any other adult patron. If a legal guardian presents documentation to that effect the library should follow guardian's wishes.

Temporary Residents:

The question had to do with can you limit checkouts or only have a library card for computer use with out checkouts for temporary residents. It was recommended that the library set up a policy to deal with the issue. Some suggestions included a guest card for computer use and limits on new cards but this would apply to all new registrations.

Noted/Billable Damage Procedures:

Eau Claire has seen a number of items sent back with noted damage slips on them where the damage had already been noted on the inside cover. Also billed item that have been checked in and patrons have not been notified. Reminder that billed items should never be checked in and it is the responsibility of the home library to contact the patron and inform them. What to do about picky damage- contact the library if you notice any damage and ask if they will let you circulate or not. If a dispute comes up it can be referred to MORE and they will make the decision.

Circulation Best Practices:

Just a reminder cardboard CD cases should be transferred into hard cases.

Set next meeting date: September 19, 2016 at 1:30

Agenda completed. (Sterk/Furo-Bonnstetter)

Adjournment by consensus:

Respectfully submitted,

Karen Furo-Bonnstetter