

MORE OPERATIONS Committee Minutes (*unapproved*)

December 19, 2016

Altoona Public Library

Attending: Martha Spangler (AL); chair; Laurie Braun (EL); Joleen Sterk (ME); Karen Furo-Bonnstetter (WO); Laura Amenson (EC); Leslie La Rose (AU); Mark Drkula (RL); Diane Bergeron (CF); Kim Henning (NR); Heather Johnson (RF); Maureen Welch (IFLS; holding Kathy Setter's proxy)
Absent: Joel Schwochert (OS); Chris Byerly; Christy Runquist (PE); Kathy Setter (IFLS); Sarah Adams (SC)

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)

Approve minutes: MOTION (Welch/Henning)

Issues/announcements from other MORE meetings/committees:

Announcements:

Laura Amenson will be retiring soon from Eau Claire.

New Business:

Issues form of the MORE Meetings/Committees

Institutional card/p-type policy recommendations

Other:

Kim Henning expressed concerns over the fact institutional cards had larger hold and check out limits combined with in many cases no fines. Could we look at the p-types and perhaps steam line or standardize the cards. Currently there is a 14 institution and a 22 institution non-charging. Henning researched other systems and wondered if we should be limiting the number of holds and checkouts on institutional cards. One issue seems to be that institutions grab up all the books on a particular subject, in particular holiday books and make them unavailable for others. Lori Roholt emphasized it has always been local policy that has governed a local libraries use of Institution cards. It was suggested that a third option could be keep local items non-charging but charge over-dues on other libraries materials. Lori also felt when the discussion on owning library rules vs lending library rules came to a decision that this would affect this as well.

Laura Amenson brought up a concern the fact patrons could not "unsubscribe to" curtesy notices. She asked that there be instructions on how to move those to a folder for patrons who don't wish to receive them. Lori will look into the most popular web based providers and then provide a link to a how to from the MORE catalog.

ID Field:

An issue came up that while searching the driver's license a match did not come up when there was a match in the system. Reminder to only put the state if it is not a Wisconsin license. Lori was asked to do a duplicate check to see if the way the number is entered causes an issue.

Damaged Item form:

The committee looked at 3 different forms. New Richmond, Chippewa Falls, River Falls, and Ellsworth will pilot the new form and provide feedback. Receiving libraries can also provide feedback to Lori. The new form when approved should be printed on yellow paper. Lori said it was now easier to transfer the hold and she would work on the instructions for that and get the information out.

Substitute Plans:

IFLS is willing to maintain a list of potential substitutes for libraries to use. They would have potential subs fill out a profile for libraries to view. It would up to the hiring libraries to follow their hiring practices when employing a substitute.

Self-Check machine:

3M sold its self-check part of the company to Biblioteka. Most of the 3M machines are owned by libraries who use the desensitizing feature. The question- does Sierra have a self-check option? – yes, Express Lane but it does not desensitize. Eau Claire has been exploring self-check options and they were looking at machines where patrons could pay their fines at the time as check out. They had narrowed the search down to 3 vendors who offered that option. Laura Amenson is willing to share the information about those vendors with those that are interested.

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Other:

Heather Johnson reported a concern that is coming out of the state legislature. When it comes to cross county payments are libraries keeping accurate records concerning residency. Should cards expire so that addresses can be checked? This issue will be placed on the next meeting's agenda.

Set next meeting date: March 13, 2017 at 1:30 in Rice Lake

Agenda completed.

Adjournment by consensus:

Respectfully submitted,

Karen Furo-Bonnstetter