

**MINUTES**  
**MORE Directors Council**  
*Friday, July 21, 2017*

**Present/Attending:** Alyson Jones (AL), James Nalen (AM), Leslie LaRose (AU), Rebecca Dixen (BA), Linda Heimstead (BL), Sue Queiser (BN), Kathy Larson (BB), Ginny Julson (BO), Kathy Voss (BR), Katelyn Noack (CA), Carol Burnham (CH), Joe Niese (CF), Cricket LaFond (CL), Rob Ankarlo (CU), Barbara Krueger (DP), Pamela Westby (EC), Tiffany Meyer (EL), Katie Johnson (EW), Marlene Nelson (FR), Marilyn Blumer (GC), Tina Norris (HU), John Thompson (IFLS), Ted Stark (ME), Bea Volgren (MI), Mary Hebda (OG), Kelly McBride (OS), Rebecca Smith (PH), Jacquie Pooler (PL), Jane Enright (PR), Nancy Miller (RF), Krissa Coleman (RO), Cathy LeFevre (SA), Ginny Scheiderer (SO), Rebecca Schmitt (SV), Lori Stanek (ST), Allison Lutz (TL), Karen Furo-Bonstetter (WO).

**Proxies:** Sue Queiser for Dawn Ayers (CM), Bea Volgren for Lynne Schauls (CE), Rebecca Dixen for Michelle Johnson (HA), Krissa Coleman for Hollis Helmecci (LA), Jennifer Rickard for Kim Hennings (NR), Rebecca Smith for Deb Hyde (PF), Karen Furo-Bonstetter for Christy Rundquist (PE), Sue Queiser for Katherine Elchert (RL).

**Also Present:** Lori Roholt, Kathy Setter, Bridget Krejci, Deb Faulhaber, and Joanne Gardner.

**Absent:** Lisa Bragg-Hurlburt (CO), Amber Yares (DR), Vacant/Interim (FC), Jill Glover (LU), Sarah Adams (SC).

**CALL TO ORDER:**

Larson (BB) called the meeting to order at 10:00 am.

**ESTABLISH A QUORUM:**

Julson (BO) 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 Coleman (RO); Norris (HU) seconded. Motion carried.*

**MINUTES:**

*Motion to approve the minutes from May 19, 2017 meeting by Thompson (IFLS); seconded by Norris (HU). Motion carried.*

## **MORE ADMINISTRATOR'S REPORT:**

The library app developer, Boopsie, has been working with staff at Innovative to fine-tune the app's connection to data stored in Sierra.

The mini training sessions at libraries across the system have been valuable, even with lower attendance. There are some open spots at the end of the year if any libraries would like to host.

A refreshed MORE homepage should be available soon and will include the MORE logo. Library staff will have the opportunity to preview before the page is made public.

Encore was updated on Wednesday. The update fixed one thing, but then broke another.

At the May Directors Council meeting, the group discussed the option to change system settings so that items are renewed from their original due date, and can be renewed at any time after checkout. The discussion was tabled. One concern about changing settings was that patrons could renew items soon after checkout and increase the wait times for other patrons later placing holds. Roholt followed a sample group and provided information on how often that issue arises.

*Motion to approve the MORE Administrator's Report by Thompson (IFLS); seconded by Meyer (EL). Motion carried.*

## **MORE FINANCIAL REPORT:**

Roholt noted that the budget seems to be tracking normally. The only noted overage was for Flipster, which was slightly over budget for unanticipated fees.

*Motion to approve the MORE Financial Report by Westby (EC); seconded by Furo-Bonnstetter (WO). Motion carried.*

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

There has been some concern raised by County Board Supervisors about the Republican language to eliminate the 13% benchmark for system funding. Thompson noted that the 13% benchmark has never been met. Currently it is about 6%. Removing this language will have no impact on system funding. Because it is written into the statutes, the Governor is required to submit his budget with this percentage.

*Hebda (OG) arrived at 10:15 am.*

The PLSR Steering Committee has met and crafted the Phase III timeline and it has been sent out by the project managers. The process is on-schedule to be completed and presented to the State Superintendent of Public Instruction in March 2018.

An in-person update on the process will be conducted in September on a regional basis throughout the state. Rice Lake and Ashland will be the closest for system members in most cases. Two representatives from the Steering Committee will be at each meeting. If directors have questions, they should let Thompson know. Each of the workgroups will provide a session at the WLA Conference in October. After obtaining feedback and input, the models will be tweaked and prepared for the March 2018 report.

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

Queiser noted that the Resource Sharing/Collection Development Committee has been having ongoing discussions on owning versus lending library rules. The Committee will be bringing the issue back to the Directors Council in the future.

### **REVISED 2017 MORE BUDGET:**

As discussed at previous meetings, there was a shift in payments for the telephone notification system; iTIVA. The price came in a little higher than estimated. Money will be taken from carryover to cover the expense.

*Motion to accept the Revised MORE Budget for 2017 by Coleman (RO); seconded by LaRose (AU). Motion carried.*

### **2018 MORE BUDGET:**

The 2018 MORE Budget was approved by Executive Committee for recommendation to Directors Council.

A question was raised about courtesy notices and if it is a duplicated service of Library Elf. It was noted that Library Elf contains some additional features with a customizable schedule when patrons would receive notices, pickups, and multiple cards can be managed through one account.

The 2018 Budget was not adjusted for the Boopsie credit. Carryover funds were used for the startup and were paid at the end of 2016. MORE also paid the first year subscription cost. There is still not a usable App. The developer has assured us that the subscription start date will be changed to when the App is usable. Roholt checked with the Business Manager and once the start date is established, MORE can be issued a refund which would be applied to the carryover. It was suggested to leave the full \$16,000 in the 2018 Budget.

Westby inquired about the reserve balance. Roholt noted that a reserve balance of \$224,000 is a good level for committed reserves. MORE hasn't needed to replenish this amount. Roholt added that these funds are applied to the next budget as carryover; where unspent funds go. Carryovers have typically been used for one-time expenditures. There are no plans for this year.

Nalen inquired if there has been discussions about Decision Center. It was noted that it is used regularly although we are not able to see usage statistics. It was suggested that training on Decision Center could be included in the MORE mini-training sessions.

Roholt noted that the overall 2018 Budget is up by 7.3%. What each library pays varies on the overall budget and what percentage each library is responsible for. Everyone's costs still change even with a flat budget.

Queiser noted that the IFLS Subsidy per Library was increase to \$525 per library. Roholt added that IFLS does subsidize the MORE budget in a couple ways. An amount is taken off the top (\$56,971) and the subsidy of \$525 per library (\$25,725). The subsidy amount is dependent on the State Aids. The \$525 reflects an anticipated increase in state aids for 2018.

*Motion to approve the MORE 2018 Budget by Julson (BO); seconded by Meyer (EL). Roll call vote and carried by unanimous approval.*

### **DAMAGED ITEMS AND DAMAGED ITEMS FORM:**

With the recent update to the Damaged Item form, there was discussions on what percentage of damage to item would necessitate an item being returned to the owning library; time requirements to check every item before sending; variance of libraries following the procedure on the form; agreement on what notable/billable damage is; care used in placing/packaging items into courier bins; and initiation of one-to-one contact between libraries.

Roholt noted that the Damaged Item Procedure hasn't changed, it's just been included on the updated form. MORE Ops Committee will revisit the form now that it has been used for a short time.

### **2018 MORE CATALOGING OPTIONS:**

MORE Cataloging Options were provided to the Council. There are four options for libraries to choose from.

Option 1 would be to employ professional, dedicated cataloging staff. This dedicated staff would spend at least 80% of work time on cataloging tasks. Option 2 would be to participate in the IFLS Shared Services program which is run on a cost-recovery basis. Option 3 libraries would employ staff or enlist volunteers with MORE cataloging certification to independently catalog to MORE standards. Option 4 would help fund a staff member focused on database maintenance. IFLS would commit \$10,000 towards this position. Libraries must select one of the four options by August 31<sup>st</sup> or the library will be added as a participant in Option 4.

Roholt noted that Option 3 does build in more clear training requirements than there have been in the past; even though the training requirement has always been there.

Library staff will need varying levels of training to catalog by MORE standards independently. Additionally, staff wouldn't be required to travel for all training. Training will be provided regionally as well as web-based. Option 3 will most likely be the status quo for libraries. It was asked if Roholt could flesh out the ongoing financial options for Option 3 and 4.

### **CORRESPONDENCES:**

Today's meeting is Kathy Voss (Bruce) and Jacquie Pooler's (Plum City) last Directors Council meeting. Kathy is retiring and Jacquie is moving with her family.

LaFond requested that any libraries that have disc envelopes with clear circles be forwarded to Clear Lake for a project at the library.

Coleman welcomed all members of the Directors Council to meet at Cancun Restaurant for lunch.

Setter received a stack of items for cataloging. Unfortunately she does not know who sent them in. Setter is happy to do the cataloging once the owning library is known.

### **ADJOURN:**

*Motion to adjourn at 12:00 pm by Krueger (DP); seconded by Coleman (RO).*