

MINUTES
MORE Directors Council
Friday, November 15, 2019

Present/Attending: Alyson Jones (AL), Amy Stormberg (AM), Leslie LaRose (AU), Rebecca Dixen (BA), Linda Heimstead (BL), Megan Taylor (BB), Ginny Julson (BO), Kathryn Stempf (BR), Samma Johnson (CA), Carol Burnham (CH), Joe Niese (CF), Cricket LaFond (CL), Lisa Bragg-Hurlburt (CO), Rob Ankarlo (CU), Barbara Krueger (DP), Leann French (DR), Pamela Westby (EC), Tiffany Meyer (EL), Charlene Conradi (FC), Kris Surbaugh (FR), Katie Schneider (GC), Tina Norris (HU), John Thompson (IFLS), Hollis Helmecci (LA), Jennifer Rickard (NR), Mary Hebda (OG), Shelby Friendshuh (OS), Deb Hyde (PF), Christy Rundquist (PE), Rebecca Puhl (PH), Kayla Campbell (PC), Carissa Langer (PR), Katherine Elchert (RL), Tanya Misselt (RF), Krissa Coleman (RO), Shelly Rae (SA), Ginny Scheiderer (SO), Rebecca Dodge (SV), Su Leslie (SC), Elizabeth Miniatt (ST), Karen Furo-Bonnstetter (WO).

Proxies: Christy Rundquist for Dawn Ayers (CM), Shelby Friendshuh for Leslie Peterson (CE), Kayla Campbell for Lori Gilles (EW), Rebecca Dixen for Michelle Johnson (HA), Joleen Sterk for Ted Stark (ME), Rob Ankarlo for Allison Lutz (TL).

Also Present: Lori Roholt, Kathy Setter, Bridget Krejci, Maureen Welch, Joanne Gardner.

Absent: Vacancy (BN), Jill Glover (LU), Bonnie Carl (MI).

CALL TO ORDER:

Coleman (RO) called the meeting to order at 10:04 am.

ESTABLISH A QUORUM:

Puhl (PH) confirmed a quorum was established by roll call vote.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW:

Compliance with open meeting law was verified.

Elizabeth Miniatt was introduced as the new director hired at the D.R. Moon Memorial Library in Stanley.

MODIFY/APPROVE AGENDA:

*Motion to approve the Agenda as presented by Meyer (EL); seconded by Westby (EC).
Motion carried.*

MINUTES:

Motion to approve the Minutes from September 20, 2019 Directors Council by Thompson (IFLS); seconded by Elchert (RL). Motion carried.

MORE ADMINISTRATOR'S REPORT:

BiblioCore is scheduled to launch on track in mid-February. Many individuals have signed up for the in-person training sessions on December 4 (IFLS) and December 5 (Roberts). There will also be a webinar available to staff the week following the in-person trainings. A condensed version of the training has been recorded. IFLS staff will be trained and can train out at the libraries as needed. Roholt noted that the catalog looks really good and is very promising. The vendor is easy to work with and responsive. There is a clear plan to launch and implement.

Roholt thanked staff for all the work to get patrons set up with pins. Over 18,000 patrons have PINs set in their patron records. Mobile instructions will be showing up today.

Roholt has included year-end tasks in TWAM (This Week at MORE); including year-end item and patron record cleanup. This will ensure data is accurate as possible for the annual report. Libraries also need to submit 2020 closed dates.

New and returning MORE advisory committee members need to indicate their willingness to serve on a committee. Those already on a committee should note they wish to continue; and new volunteers should complete the form.

The 2020 budget includes funds for holding the Directors Council meetings offsite. The Eau Claire Energy Center at CVTC can accommodate these meetings, except for the January 2020 meeting. If the group meets in January; it will be held at IFLS.

Year-to-date financial report for MORE was posted yesterday. Some money was made by helping Northern Waters Library System when it was without ILS staff. MORE made \$5,000 by helping them out. These funds will go into carryover.

Westby (EC) inquired about adjusting the BiblioCore launch date so it doesn't overlap with the annual report libraries must complete. Thompson (IFLS) responded that he attended the system directors meeting and there were a multitude of items that could affect the annual report. The timeframe to access and submit the report should be close to years past. There is a dummy worksheet available prior to the electronic form being released for libraries who wish to get started.

Roholt noted that for a week period in January there will be a patron preview of BiblioCore. Staff will be checking that all is working correctly. There will be a link on the website (like what was done for Encore) to give patrons the option to try it out. The in-house catalog computers should be set to this sight. Currently, the live site works. Roholt is currently going through a validation checklist. Leslie (SC) suggested that

money be put towards promo and marketing. This would provide consistency among the libraries and not everyone is creating promotional materials. Roholt noted that the vendor will provide marketing and other materials for us.

IFLS DIRECTOR'S REPORT:

Thompson sent a reminder out about two upcoming PLSR (Public Library System Redesign) update sessions. Part of the conversation is that all fall/winter 2019 dates have been removed from the timeline. PLSR implementation conversations will start in the spring of 2020. John DeBacher's position hasn't been posted yet and it is anticipated it will be posted in the spring. There may be some internal reorganization at the Division; although nothing has been said publicly yet.

Thompson and Juli Button will be holding annual report workshops in late January/early February. New directors are strongly encouraged to attend. It also provides an opportunity to complete the report with assistance available. The dates will be shared out once selected.

Four sessions of Trustee Training wrapped up. The same information was presented at each session. Thompson and Leah Langby discussed what to share with library boards to help them understand what you need for your job. Directors are in a tricky position in that you are advising your "bosses" on how they should do their job; and yet they evaluate the director. Those who have ideas of what would be helpful to share with library trustees should email Thompson. The state is aware of the high turnover in directorship and is looking at it. It is hoped with stronger boards there will be stronger libraries. LaFond (CL) stated that more board members expressed an interest in the trainings and wondered if they would be offered again. Thompson can provide additional training sessions as well as come to the library for training. All sessions were well-attended with 50 trustees attending the 4 workshops.

There was discussion about the importance of using library standards in planning processes. It is helpful for directors to have an overview and use of standards. Thompson will work with Leah Langby.

ISSUES/REPORTS FROM MORE COMMITTEES:

Resource Sharing/Collection Development Committee will meet on December 11, 2019 at IFLS. High-demand holds guidelines and Flipster for 2020 are on the agenda.

Operations Committee will meet next week in Rice Lake.

LIBRARY SHARING OF NEWS AND INFORMATION:

Misselt (RF) noted that the library is instituting RFID tagging. This enables sorting of materials into bins and shelves. River Falls realized a huge impact with recent budget

cuts. Tagging will begin in February. When the system is up and running libraries are invited to come in at see how it works.

Furo-Bonnstetter (WO) noted the partnership with the school forest including adding a GPS skeleton and a moonlight snowshoe hike. This has been a valuable partnership.

French (DR) noted that in January the library will be using their new name (Geraldine E. Anderson Village Library). The library will also be launching a fines free policy. They are working on renovation of spaces to make the library more usable.

Dixen (BA) noted that Baldwin held a program on truth versus fake news. A University Professor from the University of Minnesota led the program. Dixen will email the information out.

LaRose (AU) noted that a UW Professor from Madison came to the library and did a program on the Edmund Fitzgerald. There were over 100 people who showed up. There was also a groundwater program that brought in 27 people who were excited.

Ankarlo (CU) noted the new addition to the library of an Everbright the size of 4 feet by 8 feet. It resembles a giant Light Bright. There are no removable parts and they are working on using for programming for both youth and adults. This process came from having staff dream big and to think outside the box. The library received a donation to make this possible. It was noted that libraries need to communicate with the public to explain and empower that the library is bringing these types of experiences to their community. We should be raising the bar of the mindset of patrons of who we are and what we do. Ankarlo will pass information along.

Stempf (BR) announced that Bruce will soon start showing movies. Stempf was happy with the information that was shared with her from the MORE list.

Hebda (OG) appreciated Thompson's help. Board members got together with staff and agreed to get four laptops and one stand-alone computer. Thompson came to the library to work through the details.

Hyde (PF) In October, the Chamber of Commerce in Park Falls offered a Parent Café where parents and caregivers could join others to discuss challenges and joys of raising children in today's society. This was provided in collaboration with the UW Extension in Madison, the Northwoods Coalition and the Flambeau Hospital.

Hebda (OG) noted that a Civility Café will be offered in January with an introductory topic each month. There will be five sessions.

Westby (EC) noted that November 26th is National Cake Day. The L.E. Phillips Memorial Public Library in Eau Claire will have an open host with cupcakes and in celebration of the library being named the Library of the Year. The library is also launching a novelty cake pan collection. Everyone is invited to attend.

ELECTION OF MORE OFFICERS FOR 2020:

Positions for MORE officers include: chair, vice chair, secretary, and director-at-large. The recommendation is to bring forward the same individuals from 2019 in those respective positions (Chair-Krissa Coleman, Vice Chair-Tina Norris, Secretary-Rebecca Puhl, and Director-at-Large-Rob Ankarlo). All positions are under the term limits. Three will hit term limits for the 2021 Officers.

Coleman (RO) noted that nominations would be accepted from the floor today if the wishes were to add someone else into a position. No nominations were noted.

Motion to accept the slate of candidates for the MORE Officers for 2020 by Meyer (EL); seconded by Helmecci (LA). Motion carried.

REVISED FINE WAIVING POLICY:

A draft of the revised Fine Waiving Policy was introduced in September to replace the current policy which covers fine waiving programs and the waiving of fines in extenuating circumstances and libraries were only allowed to waive fines on its own library materials.

The draft policy states that libraries may waive any overdue fine for any patron directly served by the library, in accordance with local library policy. Material replacement fees may only be waived by the owning library, and manual charges and collection agency fees by the assessing library, unless another library has been authorized to do so by the owning or assessing library. Roholt noted that the draft policy better reflects how the MORE policy works with lending library rules by taking owning libraries out of the equation.

Motion made by Helmecci (LA) to approve the MORE Fine-Waiving Policy dated September 2019; seconded by Westby (EC). Motion carried.

Roholt will send out notification and then the 30 days to go into effect begins.

ONLINE PAYMENT SYSTEM:

When MORE decided on BiblioCore at Roholt's recommendation; the use of BiblioFines seemed natural to use. MORE has two options. MORE can stick with the current fines payment system, but the method for accessing it would be less direct in that users would have to log into the Classic Catalog and select the fines-payment option from their account. Roholt provided information on both one-time costs and annual costs for both BiblioFines and the current Ecommerce option.

Motion to stay with the current Innovative Interfaces' Linked Ecommerce option due to the fact it would affect a small number of customers and the cost impact by Westby (EC). Seconded by LaFond (CL). Motion carried.

2020 CENSUS:

Maureen Welch was present to make libraries aware of Census 2020. They are pushing for a mostly online presence. Census 2020 will be starting on April 1st. Libraries should align any programs with what your city and/or county is doing. There are also several scams around census. It is key to educate patrons about not providing information they shouldn't. Leah Langby also sent information about a webinar on the 2020 Census. Langby is interested to know what education or information libraries would like to get from IFLS.

Westby (EC) noted that a census representative from Chicago has been contacting the library. Ana Zook is on the Community Partnership Committee and Westby will ask her to share out information.

The goal is to help people understand the importance of Census 2020 and that they are comfortable with it and doing it online. There is the need to get in touch with the homeless, college students, assisted living facilities, etc.

ADJOURN:

Motion to adjourn at 11:47 am by Krueger (DP); seconded by Puhl (PH). Motion carried.

Joanne Gardner, Recorder