

## **MORE OPERATIONS Committee Minutes**

*(unapproved) February 10, 2020*

*Chippewa Falls Public Library*

**Attending:** Karen Furo-Bonnstetter (WO); Kathy Setter (IFLS); Joleen Sterk (ME); Krissa Coleman (RO); Claire Parrish (RL); Paula Stanton (EC); Jamie Smith (HU); Martha Spangler (AL); Christy Runquist (PE); Ellen Rosenow (AM); Diane Bergeron (CF); Becky Puhl (PH)

**Absent:** Laurie Braun (EL); Heather Johnson (RF); Leslie LaRose (AU) Maureen LeVesque (NR)

**Also attending:** Lori Roholt (MORE/IFLS) ; Maureen Welch (MORE/IFLS)

**Call to order:** Meeting called to order at 2:41p.m. by Paula Stanton

**Quorum:** Established.

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

**Approve agenda: MOTION** (Furo-Bonnstetter/Coleman)

**Approve minutes: MOTION** (Sterk/Spangler)

**Announcements:** Roholt reminded everyone that the new catalog starts on 2/11/2020. Roholt also noted that Somerset will be closed from 2/15/20 through 3/2/2020. Somerset will not be receiving courier between 2/17/20 - 2/29/20 so if you have the space available please hold Somerset items until after 2/29/2020.

### **Old Business:**

**Bill templates, number of items per page:** Currently there is one item per page and there could possibly be as many as 6 items per page. Many libraries are currently sending out more bills and would like to have multiple items per page. After some investigation by Roholt, the committee decided to revert to the current formatting for bill templates. Motion Furo-Bonnstetter/Bergeron.

### **New Business:**

**Election of Officials:** Stanton/Bergeron volunteered to serve for the 2020 calendar year.

**Set 2020 meeting dates:** It was agreed to rotate meeting dates from monday- thursday throughout the 2020 calendar year. Meeting dates set as follows:

**May 5th** (Tuesday) 1:30 p.m. @ Hudson Library  
**August 5th** (Wednesday) 1:30 p.m. @ Phillips Library  
**November 5th** (Thursday) 1:30 p.m. @ Menomonie Library

**Carrier extension list:** There is no current website that lists carrier's mms addresses. Texts require MMS for all carriers to be sent through Sierra. Stanton has staff that checks this. She will send a list to IFLS for updating. Roholt suggested steering people who don't have main carriers away from text and to encourage use of Library Elf.

**MORE Circulation Policy:** There are currently no written policy/procedures for many MORE-wide policy/practices such as 50 item limit. Stanton will start a Google document and share with the committee so that policy ideas can be added. Please do not make comments related to policy on this document to maintain open meeting laws. Coleman stated library boards should have to sign a consortium policy agreement annually.

## **Other Business**

**Z-Blocks for collection purposes:** Collections uses patron based criteria (P-type/Home Library) If a patron has a collections Z-Block please do not change any of the information on the top of the record while the block is in place, including manually removing a Z-Block. The top should only be changed after the Z-Block is cleared.

**Weekly consortium reports:** The system setup prevents the use of item based criteria. Weekly consortium reports are sent on Tuesdays. There is a 24 hour window to update UMS to remove patrons who have been billed for items that belong to libraries who do not use UMS services.

**Lucky Day Items:** Lucky day items should be left on the patron account. **Do Not** check in. You can either call the owning library to ask their preference or return through courier with an item (pop up) message that states it is in transit.

## **Adjournment:**

The agenda was completed at 4:35 p.m.

Respectfully submitted,

Diane Bergeron