

MORE Operations Committee Minutes
August 15, 2022 at 1:30 pm
Virtual Zoom Meeting

- **PRESENT:** Lori Roholt (IFLS), Michelle Johnson (Hammond), Meagan Bennett (Bloomer), Laurie Braun (Ellsworth), Heather Johnson (River Falls), Christine LaFond (Clear Lake), Leslie LaRose (Augusta), Claire Parrish (Rice Lake), Jennifer Rickard (New Richmond), Christy Rundquist (Pepin), Tori Schoess (Roberts), Kathy Setter (IFLS), Martha Spangler (Altoona), Paula Stanton (Eau Claire) at 1:58 pm, Karen Furo-Bonnstetter (Woodville) at 2:30 pm.

- **ABSENT:** Jennifer Atkinson (Menomonie), Rebecca Puhl (Phillips), Pam Rudie (Sand Creek), Jamie Smith (Hudson).

- **PROXY:** Jennifer Atkinson (Menomonie) named Jennifer Rickard (New Richmond) in her stead

AGENDA:

Call to Order: Michelle J. called the meeting to order at 1:37 pm.

Roll Call/Establish a quorum: Completed.

Certification of compliance with Open Meeting Law: Compliance was verified.

Accept/modify the agenda: Motion to approve the agenda by Jennifer R.; seconded by Christine L. Motion carried.

Approve minutes from Monday, May 9, 2022 meeting: Motion to approve by Meagan B.; seconded by Christine L. Motion carried.

Announcements: New MORE Registration cards will have the notification option of Text to be removed – sending of text messages are experiencing more failures when sending.

Issues from other MORE Meetings/Committees: None.

Old Business:

1. **Discussion and possible action on damaged materials procedure:**
 - a. At the top of the page contact owning library add a link to damaged contact list.

- b. Add link on procedure for how to transfer hold (if item is owned by another library)

Motion to approve these updates to the procedures page by Jennifer R.; seconded by Christy R. Motion carried

2. Discussion and possible action on damaged item yellow slip:

- a. Add more space between steps/actions on the slip for ease of reading
- b. In the second step highlight the damage options so that they are more noticeable.
- c. Send pictures to Lori of noted damage in currently circulating materials for TWAM

Motion to approve the new yellow slip with suggested changes by Meagan B., seconded by Paula S. Motion carried

New Business:

1. Discussion and possible recommendation on adjusting the timing of courtesy notices sent from Sierra:

- a. Courtesy notices are starting to fail at an increasing frequency-many seem to be text messages but not all.
- b. The volume of messages seems to be part of the issue so it is suggested that the courtesy notice be sent closer to when the item is actually due.
- c. The suggested change is **7-day check-outs have the notice sent at 2 days** instead of 3 days. For **21/14-day check-outs have the notice sent at 3 days** instead of 4 days.

Motion to approve shortening the time for courtesy notices and sending this to Director's Council by Paula S.; seconded by Claire P. Motion carried

2. Discussion and possible action on adjusting how Sierra handles the check-in of billed items:

- a. Check in of billed items needs to be adjusted for how Sierra handles self-check check-outs. Currently an item that is billed stays billed to the prior patron's record when a self-check out occurs.
- b. It is suggested that billed items are automatically waived when a billed item is checked out to another patron.

Motion to approve adjusting the handling of the check-out of billed items by Paula S., seconded by Christine L. Motion carried

This adjustment will be put in TWAM as a Sierra adjustment for library staff to be aware of.

Next meeting: Monday, November 14, 2022 at 1:30 pm.

Motion to adjourn by Karen F., seconded by Christine L. Motion carried

Adjournment: Michelle J. adjourned the meeting at 2:56 pm.

Respectfully submitted by Megan Bennett, Recorder.

PROXY VOTE Form

MORE Proxy Vote Form

I, Jennifer Atkinson, council/committee member, of the
Menomonie Public Library, appoint Jennifer Rickard,
from New Richmond Library to vote in my stead in all matters
that come before the MORE OPS Committee during the meeting
being held on Monday, August 15, 2022.

Signature: Jennifer Atkinson/jcs Date: August 11, 2022

Please file a copy of this document with the Council/Committee Secretary before the start of the meeting for which you hold the proxy vote.