

## **MORE Executive Committee**

*Tuesday, May 8, 2018*

**Present:** Chair Krissa Coleman (RO); Tina Norris (HU); Becky Puhl (PH); John Thompson (IFLS).

**Absent:** Katelyn Noack (CA).

**Also Present:** Lori Roholt (MORE); Kathy Setter (MORE); Joanne Gardner (Recorder).

Coleman (RO) called the meeting to order at 10:00 am. A quorum was established. Compliance with open meeting law was established.

*Norris (HU) moved to approve the agenda. Puhl (PH) seconded. Motion carried.*

*Thompson (IFLS) moved to approve the minutes of March 2, 2018. Norris (HU) seconded. Motion carried.*

### **New Business**

#### **Patron Registration Guidelines**

With the data breach last year, it brought to light that libraries should electronically store as little as possible for records containing personal identification as well as old records in general.

Directors Council asked the Operations Committee to develop patron registration guidelines in November. The MORE Ops Committee has met and discussed at a couple meetings. The MORE Ops formulated a recommendation in April to bring to the May Directors Council.

It was suggested that the Patron Registration Guidelines could be brought for a vote at the May Directors Council, with the splitting out of the Electronic Record Retention recommendation.

The committee discussed the guidelines for electronic record retention and how a whole record cleanup would be beneficial. Also discussed was the reality and expectations of receiving old fines. Roholt is working on figuring out what is owed by item location codes to get the landscape of outstanding fines and replacement costs for libraries. The thinking that revenue from fines is reliable from year-to-year and does not fluctuate much.

Thompson noted that the State says files should be purged every three years. Roholt suggested that MORE could set that as a default, but the libraries can still customize. A baseline would be set, and libraries can choose to be more restrictive. Roholt felt it should be made clear that this is a policy rather than a practice.

Roholt noted that the MORE Ops wanted another way to contact a patron other than mail and suggested adding language to provide a phone number or email, if available.

The committee suggested deleting that patrons complete new paper registration for existing patrons who have turned 18 since they originally registered.

The proposed changes to the MORE Patron Registration Guidelines include: renaming to MORE Patron Registration Policy rather than Guidelines. Including middle name if one exists, and phone number or email address under minimum data requirements if available. Also recommended to delete "Complete new paper registration form for existing patrons who have turned 18 since they originally registered. The entire section pertaining to Electronic Record Retention will be separated from the MORE Patron Registration Policy.

*Thompson (IFLS) moved to recommend the revised MORE Patron Registration Policy and Electronic Records Retention to the MORE Directors Council. Norris (HU) seconded. Motion carried.*

Roholt will edit the documents as discussed prior to presenting to the MORE Directors Council in May.

### **Budget Preview**

Roholt inquired about how the committee would like to handle the budget process in 2018. In previous years, the budget started in May. A preliminary budget was prepared based on the previous years' spreadsheet. New percentages for the formula are prepared and do fluctuate some year-to-year.

The budget hearing will be held June 29<sup>th</sup> followed by the Executive Committee. Everyone can come and weigh in on the budget. At the May Directors Council, directors will be asked what should be explored to add or be removed from the budget. The Executive Committee will meet after the hearing and put together a recommended budget. This will be presented to the Directors Council on July 20<sup>th</sup>.

Roholt noted that the budget contains two sections: operations and content. The Resource Sharing/Collection Development Committee makes recommendations for content material purchases.

*(Setter arrived at 10:46 am)*

The committee agreed to the budget process used in previous years.

### **Adjourn**

*Thompson (IFLS) moved to adjourn at 10:57 am. Norris (HU) seconded. Motion carried.*

Joanne Gardner, Recorder