

**MINUTES**  
**MORE Executive Committee**  
*Friday, September 2, 2022*

**Present/Attending:** Shelly Rae (SA), Samma Johnson (CA), Allison Lutz (TL), John Thompson (IF).

**Also Present:** Lori Roholt, Kathy Setter, Bridget Krejci, Katelyn Noack, Joanne Gardner, Monica LaVold (NR), Meagan Bennett (BB).

**CALL TO ORDER:**

Rae (SA) called the meeting to order at 10:00 am.

**ESTABLISH A QUORUM:**

Johnson (CA) established a quorum was present.

**CERTIFICATION OF COMPLIANCE WITH  
OPEN MEETING LAW:**

Certification of compliance with open meeting law was confirmed.

**AGENDA:**

*Johnson (CA) moved to approve the agenda. Thompson (IF) seconded. Motion carried.*

**MINUTES:**

*Thompson (IF) moved to approve the minutes dated June 17, 2022. Johnson (CA) seconded. Motion carried.*

**MORE COLLECTION DEVELOPMENT AND  
STATISTICAL ANALYSIS TOOL:**

Roholt noted that at the September 16, 2022, MORE Directors Council meeting, the group will need to decide on a collection development and statistical analysis tool. In July, the group left enough funds to cover two different products, but not both, for the 2023 MORE budget.

Roholt compiled a comparison of the two products (LibraryIQ and Decision Center). Roholt inquired if there is additional information, she could flesh out to help the Directors Council make their decision.

*(Bennett (BB) joined the meeting at 10:08 am).*

Thompson (IF) asked if there are items that LibraryIQ can do reports that Decision Center does not and if there was a way to pull that data with reports in Sierra or if that is strictly done within Decision Center.

It was noted that tracking missing items is made easier by Decision Center. In surveying libraries, several use the missing item function regularly.

Top titles are usually requested at the beginning and end of the year by libraries and is a much-used feature of Decision Center. LibraryIQ does not have this feature but has indicated a willingness to develop reports not currently present when possible.

Circulation by place of residence can be done by Decision Center but cannot be done through LibraryIQ.

Thompson (IF) inquired from a MORE staff perspective, what reports can library staff do without much support from Roholt. Roholt noted that libraries are equipped to have do reports or their own and have them sent regularly through Decision Center. LibraryIQ does not appear to schedule reports, which is something libraries find helpful.

Johnson (CA) asked about new capabilities that LibraryIQ offers that libraries have been asking for. Would libraries be losing valuable tools with switching to LibraryIQ. LibraryIQ has indicated a willingness to develop reports, but how long before they do needs to be considered.

Rae (SA) suggested that LibraryIQ look into developing reports and MORE could look again next year at the product. This would give LibraryIQ time to get things such as reports incorporated into what they offer.

It was not apparent that some of the new capabilities with LibraryIQ would be helpful to libraries. Those capabilities include foot traffic based on cell phone location data and patron demographic data.

Rae (SA) mentioned a feature in LibraryIQ of incorporating non-ILS data for selection and demographic reports. Roholt noted that there is currently nothing comparable in Decision Center that would bring in other list data from other sources to compare a collection to others.

Patron demographic data available through LibraryIQ may need further consideration to ensure compliance with Wisconsin statutes regarding the confidentiality of library patron records. Johnson (CA) noted this information may be useful for specific projects such as for a building project or grant writing but does not see that it would be used day-to-day.

Johnson's (CA) thought is that while the capabilities of LibraryIQ would be useful, she does not believe a switch from Decision Center is warranted at this time. It would be good to keep LibraryIQ on the radar and get a timeline on development of reports function.

Roholt will get a timeline from LibraryIQ and gather additional information to be sent by September 9<sup>th</sup> for consideration at the MORE Directors Council meeting.

### **MORE DAMAGED ITEM BILLING GUIDELINES:**

Roholt noted that there has been a long-standing issue with independent libraries sharing materials and a uniform guideline for what constitutes damaged materials. There was a suggestion for MORE to reduce the back and forth of damaged materials. Under the current policy, only the owning library can determine damage to their materials.

The MORE ad hoc committee convened to discuss some common ground among member libraries and billing for damage to library materials. A table with guidelines for damaged items

and a procedure to align with these guidelines was developed. Each library will have a minimum of one contact person to apply the guidelines.

*Thompson (IF) moved to recommend the MORE Directors Council approve the MORE guidelines for damaged item billing guidelines. Johnson (CA) seconded. Motion carried.*

### **COURTESY NOTICE SCHEDULE:**

In November of 2016, the MORE Directors Council opted to implement courtesy notices to be delivered to patrons ahead of item due dates. The schedule for notices generates a lot of emails that may be contributing to email delivery problems. Now that most MORE libraries are fine-free, it may be helpful to shorten the courtesy notice schedule.

The MORE Operations Committee has recommended adjusting the courtesy notice schedule from three down to 2 days ahead of 7-day loans and from four down to 3 days ahead of due date for longer loans. The MORE Directors Council could also decide to turn off courtesy notices.

*Johnson (CA) recommended that the MORE Directors Council consider the courtesy notice schedule. Thompson seconded. Motion carried.*

### **FUTURE DIRECTORS' COUNCIL MEETINGS:**

Roholt had concerns that if the MORE Directors Council tackles all issues in September, it might make for a long meeting. She hoped the group could lay out the next couple meeting agendas. The September meeting will be hybrid and the November meeting will be virtual only.

*Lutz (TL) joined the meeting at 11:06 am).*

The MORE Directors Council needs to vote on either Decision Center or LibraryIQ for the collection development and statistical analysis tool at the September meeting.

Courtesy Notices could be listed as discussion at the September meeting. Damaged Item Billing Guidelines can also be listed as a discussion item.

Election of Officers will an action item at the November MORE Directors Council meeting.

Roholt noted that there is currently no vice chair with Elchert's departure. Johnson (CA) or Lutz (TL) could fill that role if Rae is unavailable.

### **ADJOURN:**

*Johnson (CA) made a motion to adjourn at 11:14 am. Thompson (IF) seconded. Motion carried.*

Joanne Gardner, Recorder