

MORE Operations Committee Minutes

November 14, 2023

Hybrid Meeting

PRESENT: Lori Roholt (IFLS), Jennifer Atkinson (Menomonie), Meagan Bennett (Bloomer), Amanda Feldt-Smith (Barron), Karen Furo-Bonnstetter (Woodville), Heather Johnson (River Falls), Christine LaFond (Clear Lake), Su Leslie (St. Croix Falls), Jennifer Rickard (New Richmond), Tori Schoess (Roberts), Kathy Setter (IFLS), Jamie Smith (Hudson-joined late), Martha Spangler (Altoona), Paula Stanton (Eau Claire)

ABSENT: Leslie LaRose (Augusta), Christy Rundquist (Pepin).

1. **Call to order:** Paula S. called the meeting to order at 2:01 p.m.
2. **Establish a quorum:** Completed
3. **Certification of compliance with open meeting law:** Compliance was verified.
4. **Modify/approve agenda:** Motion to approve the agenda by Karen F.; seconded by Su L. Motion carried.
5. **Approve minutes from May 18, 2023:** Motion to minutes the agenda by Karen F.; seconded by Su L. Motion carried.

New Business:

6. Mark Damaged option

Item was discussed and put aside to be discussed at a later date if the process is improved at a later date.

7. Lost/Damaged billing language discussion

The owning library owns the item and produces the bill, but the circulating library is the lending library, and their rules determine the language that goes on the billing notice. Any library can produce/generate their own billing notice for their owned items if they don't wish to send out notices with the lending library's language.

Many factors go into generating bills, and this is not something that can be dealt with through the technology that goes into generating these notices.

8. Billing Fees discussion

MORE/IFLS does not have a policy in how libraries add fees to their billing notices. These fees can be billing fees (when a bill is generated, some libraries charge a fee for this) or processing fees. When these fees are added to an owning library's items because of the lending library's rules, they can waive these fees if they so desire.

9. Not Wanted After Date discussion

Can the default date be changed?

Yes, IFLS can do a group update when the publication date is pushed back. But someone needs to let IFLS staff know when this happens so that the update can happen.

Motion to change the default **Not wanted after date** to 18 months (540 days)

Motion made by Karen F.; seconded by Paula S. Motion carried.

10. Packaging of Materials policy discussion

After discussion, it was decided to look at all packaging guidelines found throughout various IFLS guidelines and procedures and create one overall packaging guideline/policy.

Paula to share a compilation of everything for the Ops committee to look at and, from there to make recommendations to be discussed at our next meeting.

11. Library of Things discussion

Should there be uniform guidelines as to what does or doesn't circulate? At this time, there are no firm rules in place regarding the circulation of non-local holds.

Possible solutions are to have pick-up at the local library (name) placed in **:/c** field of **245 1_** taking the place of the author or as the edition statement **250**.

It is recommended that this be sent to the Bibliographic Records and Standards Committee to develop a standard for any items that fill holds (including hotspots). This way, the items will all have a similar look in the online catalog, making it easier for patrons and staff to know what has to be picked up at the owning library.

Send out a reminder to libraries (email or TWAM) that items do not have to be sent out in the courier. And that easily damaged items should not be sent out.

Karen to work on developing a guideline for Library of Things and Hotspots that will be discussed at a future meeting.

Old Business: None

Next meeting: February 7, 2024 at 1:30 p.m.

12. Adjournment Paula S. adjourned the meeting at 3:22 p.m.

Minutes respectfully submitted, Meagan Bennett - Bloomer