

MINUTES
MORE Executive Committee Meeting
Friday, April 5, 2024

Present/Attending: Allison Lutz (TL), Joleen Sterk (ME), Karen Furo-Bonnstetter (WO) Leann French (DR), John Thompson (IF).

Also Present: Lori Roholt, Kathy Setter, Bridget Krejci, Katelyn Noack, Linda Heimstead (BL).

Absent: None.

CALL TO ORDER:

Lutz (TL) called the meeting to order at 10:04 am.

ESTABLISH A QUORUM:

Lutz (TL) established a quorum was present.

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

Certification of compliance with open meeting law was confirmed.

AGENDA:

Furo-Bonnstetter (WO) moved to approve the agenda. Sterk (ME) seconded. Motion carried.

MINUTES:

Furo-Bonnstetter (WO) moved to approve the minutes from December 1, 2023. Lutz (TL) seconded. Motion carried.

UNIFIED LABELING AND PACKAGING POLICY:

The MORE Operations Committee recommended unifying some existing MORE policies and procedures into one labeling and packaging policy. It was noted that libraries who choose not to abide to the library packing policy, may not charge other libraries or other libraries' customers for damage to these items. Setter noted that several libraries do not provide dustjackets on books so they cannot charge if the cover is ripped. Also, if items are not labeled with parts (i.e., 12 discs and 1 booklet), they may not charge for missing parts.

The document shared today covers the super basic library ownership for packaging MORE materials. Roholt noted that there other some other conversations happening among library staff and other groups related to more qualitative labeling of materials. There is a new resource about labeling and rating systems that uses the same term "labeling," but its meaning is different (i.e., labeling by genre or subject matter). The proposed MORE policy

does not get into that territory. Roholt thought it was helpful for this group to be clear about labeling and what might be bigger discussions down the road related to labeling and ratings. If the baseline for labeling is approved, it can be amended or expanded down the road.

The committee discussed the usefulness of describing the type of labeling definition in the policy, so it is clear. French (DR) noted that there are many materials that were packaged prior to now that would not be following the policy. Are libraries expected to bring old materials into compliance? Roholt noted that only the barcode placement is dated April 2010. It is reasonable to ask that material content labels be added before items are sent out.

Noack suggested using the terms physical parts and ownership labeling to make it clearer.

Sterk (ME) noted it would be helpful to provide an illustration of an item marked damaged, so everyone understands what that looks like. Roholt noted that this is included on the MORE Damaged Items procedure page. The consensus was to add an active link to the policy to damaged items and add a picture.

(Balsam Lake joined the meeting)

The committee discussed that the original policy for the barcode placement was instituted April 2010 and what about materials that have a barcode placement other than in the upper left quadrant per policy. It was suggested that libraries follow policy moving forward.

It was noted that Magna titles can prove more difficult for barcode placement because there is often confusion of what is the front of the book. Roholt will create an image for labelling of Magna materials to be added to the policy.

Roholt will amend the policy draft to include physical parts and ownership labeling, add a noted damage link and image, and include a graphic for the barcode placement on Magna.

Sterk (ME) made a motion to recommend the MORE Packing Policy draft as amended by Roholt. French (DR) seconded. Motion carried.

ADJOURN:

The meeting adjourned at 10:51 am.

Joanne Gardner, Recorder