

## **MORE Operations Committee Minutes**

February 7, 2024

Hybrid Meeting

**PRESENT:** Jennifer Atkinson (Menomonie), Meagan Bennett (Bloomer), Amanda Feldt-Smith (Barron), Karen Furo-Bonnstetter (Woodville), Christine LaFond (Clear Lake), Su Leslie (St. Croix Falls), Tori Schoess (Roberts), Kathy Setter (IFLS), Jamie Smith (Hudson), Martha Spangler (Altoona), Paula Stanton (Eau Claire), Christinna Swearingen (Ladysmith)

**ALSO PRESENT:** Nick Andrews (Elmwood), Rebekah Smith (Balsam Lake)

**ABSENT:** Heather Johnson (River Falls), Michelle Johnson (Hammond), Jennifer Rickard (New Richmond), Christy Rundquist (Pepin).

1. **Call to order:** Paula S. called the meeting to order at 1:49 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 Meagan B. Motion carried.
5. **Approve minutes from November 14, 2023:** Motion to minutes the agenda by Su L.; seconded by Karen F. Motion carried.

### **New Business:**

#### **6. 2024 meetings**

Thursday, May 9, 2024, at 1:30 pm at Altoona Public Library

Monday, August 19, 2024, at 1:30 pm at Woodville Public Library

Tuesday, November 19, 2024, at 1:30 pm at Bloomer Public Library.

#### **7. Election of 2024 Officers**

Meagan B., for secretary - nominated by Paula S.; seconded by Su L. Motion carried.

Paula S., for chair – nominated by Su L.; seconded by Jamie S. Motion carried.

#### **8. Phone Number lookup**

At this time it isn't possible to look up a patron by their phone number. It is proposed that Innovative develop this for MORE. This would be a one-time charge to develop and use going forward. The cost would be \$2400.00 and could be covered by funds already being held by MORE. It is proposed that this function/feature be recommended to the Director's Council for their approval.

Martha S. will create a list of potential uses for this feature, which will be sent to Lori to be included in the packet of information that will be shared with the Director's Council.

Motion to recommend made by Karen F.; seconded by Tori S. Motion carried

#### **9. Notes on Item records**

There have been a few recent incidents where notes have been added to item records regarding damages and barcodes have been deleted from the record. After discussion, it is recommended that Lori send out a reminder about available training videos on the IFLS website. It is also recommended that a new training be made that addresses how to properly add a note to an existing item record and what to do if you make a mistake (don't save changes, add barcode back to record, etc.)

#### **Old Business:**

#### **10. Packaging of Materials policy discussion**

Paula condensed the various existing policies into one document with a few revisions. This document was approved with changes by the committee.

Motion was made to submit the new MORE Labeling and Packaging Policy to the Director's Council for approval.

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

#### **11. Library of Things discussion**

It is up to each library to create their own internal circulation policy regarding these items. Can it go into the courier and not be damaged? Will it be holdable for in-library pick-up only?

The upcoming Bibliographic and Standards Committee will be discussing best practices on how to make clear whether or not an item can be checked out locally only/ placed on hold/ sent through courier.

It was suggested that examples of other libraries/systems Library of Things policies be posted and linked on the IFLS website for libraries to use as an example when creating their own policies. <https://library-nd.libguides.com/cd/things>

#### **For Future consideration:**

Policy for circulating items through the courier Christine L. to compile the various policies and procedures into a single document for the committee to discuss and approve.

**Next meeting:** Thursday, May 9, 2024, at 1:30 p.m., at Altoona with a virtual option.

**12. Adjournment** Paula S. adjourned the meeting at 2:52 p.m.

Minutes respectfully submitted, Meagan Bennett - Bloomer