

## **MORE Operations Committee Minutes**

August 19, 2024

Hybrid Meeting

**PRESENT:** Meagan Bennett (Bloomer), Karen Furo-Bonnstetter (Woodville), Christine LaFond (Clear Lake), Su Leslie (St. Croix Falls), Jennifer Rickard (New Richmond), Christy Rundquist (Pepin), Tori Schoess (Roberts), Kathy Setter (IFLS), Martha Spangler (Altoona), Paula Stanton (Eau Claire), Christinna Swearingen (Ladysmith)

**PROXY:** Amy Ginsbach for Jamie Smith (Hudson)

**ALSO PRESENT:** Lori Roholt (IFLS), Lynn Gates (Eau Claire)

**ABSENT:** Jennifer Atkinson (Menomonie), Amanda Feldt-Smith (Barron), Heather Johnson (River Falls), Michelle Johnson (Hammond), Leslie LaRose (Augusta).

1. **Call to order:** Paula S. called the meeting to order at 1:30 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 Christine L.; seconded by Karen F. Motion carried.
5. **Approve minutes from February 7, 2024:** Motion to minutes the agenda by Pepin.; seconded by Karen F. Motion carried.

### **New Business:**

#### **6. Procedure for Bounced TNS/email**

Paula will create a shared document for the committee to comment on and be readdressed at our November meeting.

This will create a procedure for MORE member libraries to follow when overdue and/or pick-up notices bounce.

### **Old Business:**

#### **7. Updating Circulating Items Through Courier procedures**

Katelyn will be asked to clean up some information on the pages.

### **Guidelines for Outgoing Courier**

#### **Gray Bins**

- Add link to Gray Bins for 2"x3" labels that can be placed in bin pockets Waltco Sort, MORE Libraries.
- Transit Slips can be used for pre-sort bins

### **General Packing**

- Give guidelines for how full is too full. Suggested that pictures be added for guidance.

### **Presort/Sort**

- Clarify the language of the Presort Bin—a transit slip is not needed for every item, but the bin does need to be identified with the library it will be sent to.
- Updated language to be added to Gray Bin section.

### **Rubber Band**

- Add new bullet points:
  - One rubber band for board books
  - Rubber bands are preferred over tape for shipping materials

### **Magazines**

- Magazines to be renamed Envelopes
- Magazines **MUST** be placed in envelopes to prevent damage during transit
- Thin paperbacks (magazine thickness) are to be shipped in envelopes to prevent damage during transit

**Use common sense when packaging/shipping items for courier** (Statement to be added to the bottom of this page. (Guidelines for Outgoing Courier)

### **What You'll Need: Materials Checklist**

#### **Removable Scotch Tape**

- It is suggested that this should be removed as tape is no longer recommended for ILL Best Practices, and tape is being used inside materials (books)

#### **Guidelines for Sending ILL Items via Courier**

- **Under “3. Label with appropriate routing slip”** remove the following bullet point:  
For all libraries that have IFLS listed as the system delivery hub you may use the courier flags.

### **8. Announcements/Information Requests**

Lori to send a TWAM reminder that

- Cash is never to be sent through the courier.
- When filling out a Yellow Slip for Damages, staff need to add more detailed info about what and where damage is located – What page is torn, where the stain is located, where the binding is split, etc.

### **Items for Future Consideration at next meeting**

Lucky Day items returned to the wrong library – what procedure should we follow  
Bounced TNS/email procedure

**Next meeting:** Tuesday, November 19, 2024, at 1:30 p.m., at Bloomer with a virtual option.

**9. Adjournment** Paula S. adjourned the meeting at 2:54 p.m.

Minutes respectfully submitted, Meagan Bennett - Bloomer