

LYNX Director's Meeting

September 19, 2014

Boise Public Library

Present: Mary DeWalt, ACL; Kevin Booe, BPL; Lacey Welt, CPL; Alyce Kelley, EMM; Steve Bumgarner, EPL; Lindsey Pettyjohn, GCPL; LeAnn Gelskey, HPL; Gretchen Caserotti, MLD; Mark Rose, NPL; Susan Ash, TFPL; Luise House, MHPL; Also present: Kate Lovan, Middleton; Chrisanne Brown and Denise McNealy, BPL.

Absent: Gretchen Caserotti, MLD

1. Call to order by Chair Lacey Welt was made at 10:06am
2. Agenda
 - a. MOTION to approve Agenda made by Mark, seconded by Luise; motion carries
3. Approval of Minutes: MOTION to approve minutes of the previous meeting made by Steve, seconded by Mark
4. Middleton Membership Inquiry and Discussion
 - a. Middleton: has applied for membership; supporting documents provided by Kate
 - b. Currently the library has 5800 patrons. Middleton is considered to be a part of the Nampa metro area and is not necessarily rural
 - c. Patrons are coming from NPL and CPL
 - d. The current collection contains approximately 20,000 items
 - e. Kate has the support from council, board and staff
 - f. She hopes to join at level 1 and then join with courier in the future
 - g. She has completed the LYNX survey and meets most requirements. The per capita budget is not at standard because monies have been shifted for other projects. Same for the operating budget standard. They should be able to comply in the near future.
 - h. She reports a lame strategic plan
 - i. There is a focus to build a new building at which time the consortium standard would be met.
 - j. Collection is low due to budgeting for upgrades and to meet circ standards. More ebooks will be purchased because a lack of space; new construction will bring them to 5000 square feet.
 - k. Transit is not realistic at this point, expectations can be managed.
 - l. Most impact may be to Star and Caldwell. Alyce pushed the fact that cards are accepted at other locations; holds are a concern and Kate will address that.
 - m. Kate is full-time and overseeing circulation; she does have a part-time circulation coordinator and a cataloger. They are using Surpass but are in need of more training. She could outsource cataloging but would like to keep it in-house. She struggles to pay full-time benefits.
 - n. After her presentation, Kate excused herself and discussion ensued with the directors.
 - o. Lacey will contact the director of Kuna to inquire if there is interest for them to apply as well. Mary gave some history of their interest.
 - p. Mark questions the revenue stream \$18,000--\$20,000 for initial costs which was similar to MHPL and long term approximately \$5000 year. Would the consortium be able to recoupe our costs adequately? Currently the system share is based on pc's

- but with a cloud based system, formula may be based on other factors instead of pc's.
- q. Luise questions past experience with Rupert and Jerome; canyon county had researched a district library but it was not successful and also Gem County.
 - r. Mark cites more growth and Luise questions book budget. Is there a strong commitment from the community?
 - s. Kuna is Kevin's priority. He reports that expansion will increase costs; charges are not static; largest percentage of nonresident patrons for Star is coming from Middleton. Middleton would be a net borrower; staff training will be required.
 - t. Alyce questions ILS and Kevin has it in the budget for next fiscal year. Consider bringing in others during transition but implement an RFID transition.
 - u. Middleton is automated so conversation/migration would not be difficult and Kevin has no concerns with it.
 - v. Other discussion ensued on how we want to expand the consortium; discussion of other outlying areas such as Kuna; can our system handle it?
 - w. Lacey will contact Kuna and inquire if they are interested in joining LYNX otherwise we create another burden. It was recommended that Kuna and Middleton join at the same time.
 - x. Tabled until December.
5. Courier Service—discussion of new service hubs
- a. Denise reports that the Courier Service hub is at Collister.
 - b. Changes Oct. 1st will include changes to morning routes.
 - c. No sorting is required for mornings only as it will be done at Collister.
 - d. Times of day will change for other locations.
 - e. A chart was provided and Denise asked that we focus on potential issues
 - f. billing formula may change but should be minor
 - g. West route may become a hub as well in the future.
6. Technology Update:
- a. Refer to Chrisanne notes attached to the minutes. But it Now credit discussion-- Chrisanne will check.
7. Financials
- a. Refer to supporting documents
 - b. Largest expense is to SirsiDynix--2.5% increase
 - c. Support Fees--soft costs associated with one IT person; nothing charged for Chrisanne and Brad.
 - d. Increases in personnel not known until October.
 - e. Annual Fees from Equity--cosugi costs; next conference in Portland in spring.
 - f. Equity balance is healthy.
8. Circulation Report
- a. Chrisanne reports on behalf of Lorna.
 - b. A holds discussion included; holds not widely promoted; pickup and delivery at Avonmore concerns--put it in Hidden Springs bin.
 - c. PayPal is not working for TFPL.
 - d. Change with Unique collections--quicker response with creditors.
 - e. Notification would be nice and requested by Kevin. William will follow-up.
 - f. There are new workers comp laws concerning book mobile drivers and salaries.

- g. Discussion of renewing other libraries cards.
- h. Statistics and reports discussion

9. Holds Reminder--Oct. 1st implementation of seven holds; no action required.

10. Team Charters Update--tabled until December; complete drafts

11. Election of Officers— Lacey will continue as President as will Gretchen as Secretary. Kevin motion and Lindsay seconded; motion carried.

12. Round Table:

Twin Falls--75th anniversary celebration will be held on Nov. 8th; built a garage; new staff alarm system; Adam own server room; VOiP. Mental patrons/advisors--one patron knocked over computers, copier, globe, display case. There has been a lack of attention from caregivers. Staff training--police training; PERSI and P/T--software issues Susan is retiring in April 2015. The personnel manager also retiring.

GCPL--amphitheater almost complete--Oct. 23rd grand opening

ACL--Hidden Springs branch moving across the street--grand opening Nov. 1st TV education--every child to career initiative; Mary on multiple committees; 58% not prepared for kindergarten; support for day cares; assessment tool; evaluations; pilot project now but hoping kits get ready to read some libraries would be willing to circulate.

EPL--paint! Shelving removed and will remain open. No fume paint.

NPL--new library grand opening Jan. 24, 2015. Book brigade will be used. The goal is to move collection within a week. There is lots of communication so that patrons will be aware of timelines. Soft opening will be implemented; media day; board supported public art; \$5000 donation for art; a staff member designated for library staff at grand opening Parking fees will be implemented. One hour max for free.

BPL--digital library at airport now open that includes magazines, books for kids, lots of content. A self-service registration is used for temp card. Brad performed custom programs. BPL is the only library in the nation offering temp cards. Under \$25,000 with free space Reading on the Fly; Kevin sees it as a marketing opportunity and will expand to hotels. Main library plans in the works--strategic planning Bond election in Nov. Kevin hopes it will pass for the sake of Bowen Crossing; lots of philanthropic donations for project Comicon event 7900 people--collaboration with Jump--Todd Clark designed two cards. Artist is willing to autograph just ask Kevin.

Closed on Columbus Day

CPL--remodeling projects carpet and furnishings in kid's area to be completed soon. Also in the community room. Staff work area refinished floor and reorganization for better use of space.

Emm--Dale Cooper Memorial Wing expansion of library in the works. Donation of \$108,000 and grant from the USDA rural development, Micron Foundation, Steel Reese

Foundation, and Laura Moore Cunningham were used. Ten bid applications and received one back. Project date Oct. 24th completion. 3000 more square feet to the library; Cupcake wars will be in new wing--Nov. 7th Separate grand opening late December/early January ADA compliant entrance; Friends space; energy savings. Alyce plans to hire the first IT person.

MHPL--is jealous of all projects. Complimented Kevin on digital branch. ICfL traveling meeting will be in MHPL--Luise will be painting commons area prior to new strategic plan great summer reading program partnered with local foods program

HPL—I don't remember as I was taking notes! ;-)

Back of house at BPL has been remodeled. Staff has been using the 4th floor. Chrisanne is anxious to have more room.

13. Next Meeting: Dec. 19th at Meridian

14. Meeting adjourned

Respectfully submitted by LeAnn Gelskey