

LYNX Directors Meeting Minutes

Friday, Dec. 19th 2014

Meridian Library District

10:00am-1:30pm

Submitted by Alyce Kelley and Gretchen Caserotti

Present: Mary DeWalt-ACL, Kevin Booe-BPL, Lacey Welt-CPL, Alyce Kelley-EMM, Steve Bumgarner-EPL, Lindsey Pettyjohn, GCPL, Gretchen Caserotti-MLD. Claire-NPL, Susan Ash-TFPL, Luise House-MHPL, Also present Shanna Decker-BPL, Chrisanne Brown-BPL

1. Meeting called to order 10:08am
2. Agenda: Approved as presented
3. Approval of minutes: clarification on round table notes, EMM announced that City of Emmett plans to hire its first IT person, not library staff position. MOTION made by Kevin, seconded by Lindsey, all in favor, motion carried.
4. Review of the team charters: each group lead will report next meeting. Alyce, LeAnn, Kevin, Gretchen will review consortium standards for March meeting, suggested to include Bandwidth.
 - a. Circulation - Circ Mgrs haven't seen but draft developed with staff input, ILL can be added here group handle ILL issues as they arise since ILL is tied to circ.
 - b. All charters - accountability for rosters, reporting changes, adding new members, etc. Add annual member roster in october of each year, directors give roster to Chair by then, goes on LYNX website.
 - c. Rewards - leave it up to discretion of each library, change to recognition, keep statement consistent between charters
 - d. Substitute ILS wherever Horizon appears in all charters (generic vs specific)
 - e. Technical services - add the limits of in #4., #5 change from Consortium staff (we don't have, but have member library staff)
 - f. LIT - make sure doesn't conflict with RFP team, cross-check timeline
 - g. HUG - reform name to ILS group, have all groups have a section at the annual meeting, like Rewards section add leadership opportunity to all charters, add standard statement, rename recognition, give citations to all group members at annual meeting,
 - h. **Add to agenda for next Directors meeting**, all groups revise and review with group members and bring forward for adoption at next directors meeting
5. RFP Update: Chrisanne introduced Shanna Decker, her interim and they will continue to refine needs, Mary is compiling input, will be sending out with evaluation piece for libraries to respond. Discussion of drivers of the RFP - Price, Product Development, and

user experience, note that Sirsi will be very competitive. Brad to update tech results of survey and compile. Basic RFP draft should be ready for Boise dept. to review by Feb 15th. Approval of bid doc would be by March meeting, with deadline for vendors response by June, testing would begin mid-August, contract proposal in September. Cost share was discussed, so that member libraries can develop their budget to reflect the cost of a new ILS. **Need to add to agenda for next meeting**, looking to sign contracts by sept 2015 then plan to migrate- add bandwidth to consortium standards? Survey shows some problems at local level (training etc.) not ILS so we can use this as a tool for going back to staff and committees.

6. LYNX! Financials presented by Kevin.
7. Circulation Report: Discussion that LIT & CIRC need to meet quarterly, Chrisanne updated. Kevin mentioned who & when to create accountability should be posted on LYNX site.
8. Courier Service: being monitored, pending final developments, ILS mitigation, new directors, and possible LYNX expansion of membership.
9. Middleton Inquiry Discussion: Lacey had suggested a cost analogy for LYNX. Middleton vs Kuna. General consensus was that we would let it set at this time due to the pending migration to new ILS, Kevin will notify Middleton. Summer 2015 Lynx agreement updated - could be time to deal with reciprocal borrowing and adding other libraries then?
10. Roundtable:
 - a. Susan-New windows in 1939 building, 75th anniversary "Dessert in the stacks", board will be seeking a new director upon Susan's retirement.
 - b. Kevin- Updated on Bown Crossing, new vision of BPL, offering a 2nd airport library in 2015, and has 2 staff serving on national boards.
 - c. Claire-Grand Opening is March 14th, will be offering several meeting rooms and become the heart & gem of Nampa.
 - d. Luise- new coffee shop vendor, leaking roof and dealing with warranty issues.
 - e. Steve-interior painting just about completed.
 - f. Lindsey- many changes, working on mapping.
 - g. Mary-Hidden Valley branch open, circ survey results=50% increase, trying express hours approach, Read-To-Me TV with Humanities Council will be Fatal Light by Currey.
 - h. Gretchen working on open access formula, make-n-take kits, focus on facilities vs fixed footprints, has completed strategic plan and moving forward with plans for growth, new teen space.
 - i. Alyce updated that new wing is completed; they will be hosting an Idaho Veterans display from Idaho Historical Society for 6 weeks.

11. Proposed 2015 LYNX meeting, it was discussed changing the quarterly meeting (Jan, April, July, Oct, this will begin in 2016):

- a. March 20th = Mountain Home, June 19th = Eagle, September 18th (HUG) Nampa, and January 15, 2016 will be Lake Hazel.

12. Meeting adjourned at 1:27pm