

# LYNX Directors Meeting Minutes

9/18/15

Present: Lacey (CPL), Gretchen (MLD), Lindsey (GCPL), Mary (ACL), Tara (TFPL), LeAnn (HPL), Shanna (BPL), Steve (EPL), Alyce (EPL), Chris (NPL) - Absent: Kevin (BPL), Luise (MHPL)

1. Call to order 10:09 am
  - a. Welcome and introductions
  - b. Agenda review: ILS Update add to ILS discussion
2. Approval of the minutes
  - a. Add to site location standard, add clarification of 50 miles from NEW members to the minutes, ACTION: Follow up with Kevin about legal language to current members being grandfathered, concern expressed about submitting annual survey to ensure still meet standards to be members.
  - b. MOTION made to approve the minutes made by Alyce, seconded Lindsey.
3. LYNX Agreement
  - a. MLD; Board discussed language around discrimination (we are fine, matches our discrimination policies but was noted), had questions about Pro Rata and how we see the breakdown bill from Boise, found language in Indemnity section confusing.
  - b. Question about "business-class", lack of definition, how will libraries like Hailey meet standards or does it just apply to new members. ACTION: Request for clarification from BPL & attorneys.
  - c. Missing (or equivalent) from ALA MLS degree for Directors in the latest emailed version from Kevin. Confusion about different versions of the Agreement (Directors have 2 different versions) ACTION: Resend most current version, please add "current as-of" to the documents so we know which version we are looking at.
4. Strategic Plan Final Review
  - a. Plan to add to quarterly agenda, ACTION: Need to assign ownership of goals/objectives, a sub-committee to keep us on track?
  - b. Discussion about ILS satisfaction success rate (is there an out?), okay with keeping weak success definitions at this time, consider an evolving document,
  - c. MOTION made to approve the strategic plan that directors list on quarterly agenda made by LeAnn, seconded by Alyce, all in favor motion carries.
5. ILS Project - **add ILS Update to agenda**
  - a. Kevin and Brad not here so just a brief update vs making a decision. Committee is meeting Tuesday morning, look for information shortly about the RFP.
  - b. MobileCirc - general release from Sirsi, features not fully realized, staff running into limitations.
  - c. BlueCloud - BPL not putting a lot of energy into since RFP close to the end of process.
  - d. Enterprise - upgrade coming soon to fix issues. Do not recommend upgrade if we're going to a new ILS.

- e. Products being considered as finalists; Horizon, Symphony, Polaris & CarlX (this information was already released and is considered public as part of RFP process, further discussion is not)
  - f. Discussion about the RFP process, confidentiality, upcoming need for a decision. Concerns about having such a major decision made in a short time and rest of Directors not being involved in process. Because of process, ranking, etc. we would come to the meeting and be asked do we vote yes for the top ranked product or not. Consensus is we'd prefer to meet in person to make this decision and some would like time to consider a decision before being asked to make a decision.
6. Select date for HUG conference
- a. If we choose a new ILS, migration would be 5-6 months. Looking at April and expand beyond just ILS focus to prof dev retreat.
  - b. Steve - Chris, Cheri or Natalie from MLD & Shanna will help out. They will send out possible dates and locations over email.
  - c. If not Horizon, might have to rename. Could expand the focus to be a consortium conference and include tracks for professional development.
7. LYNX! Financials
- a. Reports were shared over email and not discussed in the meeting.
8. LIT, Circ, and Tech Services Reports
- a. LIT (Gretchen): Group meets regularly, has a great chair on top of things (Dylan Baker, ACL), planning an expanded meeting Oct at MLD, Tech Summit folded into "HUG" and plans on hold until ILS decisions made.
  - b. Tech Services (Shanna): Charter was discussed, the group went over changes.
  - c. Circ (Theresa, NPL): Directors, would we consider loan rules from transacting library be applied (vs item owned library rules) with new ILS? More libraries moving to RFID. Fines vary widely between systems, but are kept at transacting library - they can apply their rules (e.g. waiving), we DO send full replacement, lost or damaged items. Damaged fees not to forward \$2-3, just send full replacement. Confusion about if there is a difference between Consortium and Open Access membership application of policy? ACTION: Put on next meeting agenda for further discussion.
  - d. Alyce adds: Standards say rights & responsibilities says extend borrowing services to others holds valid borrowing card & in good standing at home library - question about the definition of "good standing" and how front lines staff should know if expected to apply that rule? If we shift to transacting library rules does that apply to ALL circ rules then? Sounds like system dependent to follow up on after ILS decision is made and how that proposed change would apply (to just item or all circ rules?)
9. Election of Officers
- a. Discussion that having newest Director as Chair makes really hard for multitude of reasons. LeAnn expressed she hasn't served as Chair yet.
  - b. Gretchen nominated LeAnn for LYNX Directors Chair position. Seconded by Mary, all in favor motion carries.

- c. Gretchen nominated Lindsey for Secretary. Seconded by Mary, all in favor, motion carries.
10. Resources for new directors
- a. Chris asked for resource suggestions - ICFL, ICRMP, Lili Survival Guide ([http://guides.lili.org/survival\\_guide](http://guides.lili.org/survival_guide)), City Attorneys, and to lean on each other by taking tours, don't hesitate to call one of us!
11. Round table sharing of major/interesting projects
- a. Hailey: Maximized on space, The Phoenix Project to re-envision the space they have. Been weeding heavily, especially non-fiction. Adopting a storefront approach to design embracing large street-side windows. Diagonal shelving loses shelf space but gain in usability and sight lines. Getting RFID this year.
  - b. Carol from NPL - Smithsonian Humanities Waterways grant (also Burley and Ketchum, Idaho Falls, Pocatello & Moscow in the state). Exhibit is still in design. Exhibit is on water ecology as well as historical/cultural aspects of water. Requirement to have 800 sq ft, partners, min of 4 educational programs. They are looking for volunteer docents. October 22 - Dec 24 2016.
  - c. ACL: Grant has been submitted for Read Me Treasure Valley (Feb to mid-March 2016), book selection if Orphan Train (Christina Baker Kline). Plan to bring author, planning events around the Treasure Valley, please share programming ideas with Mary
  - d. GCPL: New website, expanded databases, redoing children's area. Idaho Library of Year.
  - e. MLD: Fall bond to build 2 branch libraries, unBound technology library opening downtown Meridian in October. Short on personnel so lining up new job postings for this fall.
  - f. CPL: Preparing for RFID conversion, for 85,000 items.
  - g. NPL: dia de los muertos programming collaborating with Hispanic groups in downtown. Fundraiser for a mascot at Texas Roadhouse September 25th. Fireside basket, book club basket, under the idaho skies basket (picnic, shakespeare tix etc), handy dandy basket (flashlight, driver set, hex set, chargers etc.)
  - h. EPL: Expansion project was honored by Idaho Assoc. of Cities Capital Improvement Project of the Year. Averaging 7.4 kww less now w/extra 3k sq ft than last year w/out it. Non-resident fee increase from \$44/yr to \$52.78/yr went through without a hitch. Feel needed to keep in line with what current costs per capita are for residents. Their Friends group gives out free books for Little Free Libraries (1,100 this last summer) and working with them. Started a book exchange for kids. Gearing up for Cupcake Wars fundraiser (including silent auction) goal is \$3-4k Nov 6th.
  - i. EPL: Sunday hours start October 4th (1-5pm) bring them up to 65. When Steve started was 54.
  - j. BPL: Starting an RFP for RFID after the ILS is over. Continuing to work on Bown Crossing opening Dec 2016. Over 8,000 in attendance for ComicCon this year!

- k. TFPL: Focus was on the building since she's been there, window replacement (hope to reduce utility expenses), now looking outward to the community. High Latino population so building collections & considering services (e.g. all signs/materials in English). Chris - experience has been this population gets news from different sources radio, family/friends, etc.

Next meeting: January 15 at Lake Hazel 10am

Adjourned at 2pm

Digital sharing groups stayed to coordinate afterward.

DRAFT