

LYNX! DIRECTORS MEETING

January 15, 2016

Lake Hazel Library – Conference Room

MINUTES

CALL TO ORDER: By Chair, LeAnn Gelsky (HPL) at 10:00am. Present: Lacey Welt (CPL), Gretchen Caserotti (MLD), Lindsey Pettyjohn (GCPL), Mary DeWalt (ACL), Tara Bartley (TFPL), Kevin Booe (BPL), Shanna Decker (BPL), Alyce Kelley (EPL), Chris Cooper (NPL) - Remote: Luise House (MHPL)

AGENDA REVIEW: No changes

APPROVAL OF THE MINUTES: Alyce moved to approve Sept 15, 2015 minutes. Seconded by Chris. Motion passed.

BRAIN HQ: Alyce queried if any libraries would like to purchase Brain HQ as a group. It is a Demco product. Quote for Emmett's population is \$500/yr. Alyce will look into pricing for other libraries and get back to the group.

ANNUAL REVIEW/APPROVAL OF COST SHARE PERCENTAGES: Will table until the next meeting. There were no changes to the percentages. There was a small change to the courier charge, but the lower fuel costs should off-set any increases, making the charges consistent with last year. In the future the group will have to re-examine how Polaris costs are shared since the workstation model will no longer apply.

CREATE A TEAM TO DO THE COMPENSATION CHART: Team will consist of Lindsey Pettyjohn, Kevin Booe, Chris Cooper. Lindsey will fill in the chart and send to the other team members for review.

HOLDS DISCUSSION – QUEUE/LIMITS: Brief discussion was held. Gretchen proposed eventually increasing holds to 20. Kevin stated he will have Denise look into associated cost increases. Kevin noted BPL is looking into reducing wait times for holds from 1 week to 3-5 days.

ISSUING LIBRARY CARDS: Nampa and Caldwell have been issuing each other's library cards. Chris would like to have other libraries issue their cards. LeAnn will inform the Circ Managers and have them work out the details at their next meeting. LeAnn will ask the Circ Managers to meet in Feb in order to accomplish this task as well as get on the same meeting

schedule as the Directors (see CONFIRMAITON OF CHANGE TO QUARTERLY MEETING SCHEDULE)

ILS UPDATE: Shanna reviewed implementation schedule. Meeting on the 21st to clean up circ and cataloging codes. Trainings for Circ, Pac, and Cataloging are 3 separate trainings. Each library has one seat at each training. They can send the same person for each training, or different people, but only 1 seat is available. Training #1 should be the primary person for that section. A big concern is to make sure primary catalogers are going to the cataloging training. Training #3 – Workflow Consultations and Training #4 Acquisitions should also be attended by primary Catalogers. Training #2 is just for those from satellite locations. One person from each satellite location can attend.

A decision on whether patron communication should come from LYNX as a group or locally from the libraries has been tabled. 1) Patrons will need to be told they will lose their lists in Enterprise. We could possibly find a report to tell us who is using the lists. 2) There will be one week where we will be offline and holds will not be filled/placed. 3) Brad will look in to which digital products will need to be authenticated.

No cataloging changes after the 29th of January.

Polaris does serials different. If you have any old serials records, clean them up now.

Export budgets daily

Print any weeding reports now. Once migration happens, “last active date” will be lost/re-set. In fact, all dates will be re-set.

If anybody is interested in a Collection Development group, contact Shanna.

LYNX! FINANCIALS: No money has been paid to Polaris, yet. Will be paid in 2 phases. SMS charges will go away as this service is included in Polaris. Servers may need to be upgraded with Polaris conversion. Should be no additional costs this year. Always smart to include a 3% increase each year.

LYNX AGREEMENT APPROVAL STATUS: Waiting on a couple libraries. Boise is trying to get all of them back this month so they can do their approval and officially adopt the agreement in February.

LIT, CIRC, AND TECH SERVICES REPORTS: CIRC (LeAnn)- no meeting – LIT (Gretchen) spoke about Pharos/SAM/Envisionware, RFID, waiting to work on the charter until after the migration.

STATISTICS FOR THE STATE REPORT: Mary spoke about what databases can and cannot be counted on the State report and how clarification is needed, and consistency among the Libraries. Mary suggested the Directors get together with Patrick from ICFL to talk about these numbers and how we collect them. LeAnn will contact Patrick.

CONFIRMATION OF CHANGE TO QUARTERLY MEETING SCHEDULE: Alyce made a motion to move quarterly Director meetings to a Jan, April, July, Oct schedule. Kevin seconds it. Motion passed. LeAnn will inform the circ managers so they can schedule their meetings. Gretchen will inform the LIT group.

2016 Meetings:

April 15th – Caldwell

July 15th – Hailey

October 21st – Mountain Home

January 20th – Garden City (2017)

Circ Manager meetings should be on the same dates as the Hailey and Mountain Home meetings in order to facilitate carpooling.

ROUND TABLE:

Garden City – 4 out of 5 new Trustees, re-writing policy book, BBQ Bash for Books in May

Caldwell – RFID Conversion, looking to create a Foundation

Twin Falls – Working to de-clutter, first Food for Fines

Emmett – weeding and re-defining ILS categories in prep for migration

Nampa – successful holiday programs, Trustee recently elected to City Council, workforce development program in the early fall

Boise – Bound under construction, open in 1 year, 1st health impact assessment, working toward \$50mil expansion of main library, RFID in the works

Ada – Read me Treasure Valley is “Orphan Train”, Hidden Springs has abandoned the topical categories for adult books, still works well with picture books

Mtn Home – New Mayor and City Council members, lost food vendor – will look to create a STEAM/Create space in that area with Parks and Rec. Looking to lease computer equipment.

Meridian – Bond has 59% approval, pretty good, may try again in 2016, Unbound opened and has been successful

Hailey – RFP for RFID, starting Phoenix project again after holiday break, first Food for Fines in Feb.

NEXT MEETING: April 15, 2016 from 10:00-12:00 in Caldwell