LYNX Director's Meeting
March 21, 2014
Eagle Public Library

Present: Mary DeWalt, ACL; Kevin Booe, BPL; Lacey Welt, CPL; Alyce Kelley, EMM; Steve Bumgarner, EPL; Vanessa Fisher, GCPL; LeAnn Gelskey, HPL; Gretchen Caserotti, MLD; Mark Rose, NPL; Also present: Kevin Tomlinson, ICFL; Chrisanne Brown and Brad Smith, BPL.
Absent: Luise House, MHPL, Susan Ash, TFPL

1. Call to order by Chair Lacey Welt was made at 10:04am
2. Agenda
    a. Add Building Digital Communities Summit
    b. MOTION to approve Agenda made by Mark, seconded by Steve
3. Approval of Minutes: MOTION to approve minutes of the meeting on October 24, 2013 made by Kevin, seconded by LeAnn
4. Tech Update
    a. eResource Central Demo - Brad Smith gave a demo of eResource Central, live for BPL now as they test it out. Roll out to all libraries in a few weeks. There is a WebEx training scheduled for Tuesday the 25th at 9am. This is available for Overdrive clients now. 3M and Axis 360 still a work in progress. Can add Project Gutenberg & Open Library titles if we want - unique to each library's Enterprise. Still working out a few kinks with SirsiDynix, in regular contact with them.
    b. Portfolio Update - only live in Nampa, but Twin Falls doing some testing. Same limiting issue facing with eResource Central. BPL sending staff to an archival training in July, offering to do further training for LYNX libraries.
    c. MobileCirc - saying a few months, we should add a few months to that. Looking at summer for earliest.
    d. Sirsi Rewards Program - based on our past purchases, we have a $7,800 credit but there is a catch and we can't apply the credit to this year because we already signed the contract. The credit has to be used by the end of the calendar year. So we could use that if we added a product this year, but can't be used to existing contracts.
    e. VPN issues - made changes that slowed down Horizon & BPL is working on it. They've been able to replicate the problem, but still working on solving the problem. If can't be fixed in-house, they will go outside to a consultant to fix it.
    f. Home location codes - reminder to all staff not to change home location they have to stay in jurisdiction. They need to match their taxing districts. It affects open access and other data accuracy issues.
    g. BISAC - BPL is limiting subject headings for control, libraries wanting to reorg non-fic collections can use call numbers and other ways to add categories without abandoning DDC system. No interest in changing at this time.
    h. Authority Control Cleanup - recommended to be done in conjunction with ILS determination. We'd have to do it anyway if we move to a new ILS so no sense to

spend the money to do it now.

i.   Buy It Now - EMM says it is working pretty well for them. They haven't determined actual revenue yet. Can get a check in October or get a credit. Question about getting credits from Sirsi and fair to apply to individual library or to the consortium. ACL has both through Sirsi and Amazon (Amazon generates a bit more). **We need to investigate if the credit is toward new service or existing service & if Sirsi would apply a credit toward individual library share of consortium (or can BPL sort out in billing department)?** Patron impressions from ACL no negative comments. Needed to separate, clear delineation in web interface from borrow and buy, was a key issue handled proactively not reacting to a patron issue.

j.   COSUGI attendees - BPL is sending Shawna b/c lots of cataloging information (and Barb & Chrisanne). Encouraged other libraries to send staff and reminder that ICFL has First Time Conference Attendance Grant available.

5.   Consortium Standards Survey - everyone submitted and all meet standards.

a.   Tech Plan - acceptable to have Tech Plan be integrated into Strategic/Business Plan, consider adding % of budget spent on technology?

b.   MLS Staff - would we consider LSSC?

c.   MOTION to appoint a sub-committee made by Gretchen

   i.   **Alyce & LeAnn volunteer to be on the committee, will ask Luise but we should have mix of rural and urban libraries on committee.**

d.   Can't revise the qualifying standards, but can add/change the Consortium Standards. If we want to change the Qualifying Standards just have to go back to revise the LYNX Agreement.

e.   Discussion on the Standards - do they meet current realities of the Treasure Valley? Want to make good goals, but make sure they aren't self-defeating and meet our actual priorities. e.g. Cost per Capita might be contentious in Idaho.

6.   Courier Service Proposal & Holds Analysis - Boise can't increase holds this fiscal year for budgetary reasons, but BPL presents 2 proposals for the future:

a.   BPL examined holds in the system. We're experiencing increase in holds at the larger systems. BPL proposing increasing at least PT to maintain current service level with 5 holds. If we increase the holds by 1 or 2 (to 6 or 7 per card) we might experience slower turnaround. Not comfortable going up to 10 yet. BPL circulation has increased 30+% without increasing the holds and concerns about increasing that without additional support from the city. Planning to start a Hub at Collister no matter what which will help reduce sorting in each library.

b.   Looking to use a natural gas vehicle as part of sustainability efforts, but only one place in Boise to fill it up so not convenient. Recommendation to hold off until there are more filling stations in the Treasure Valley.

c.   Enough money in the accounts & the City gets really good discounts. MOTION made by Mary to purchase the new vehicle, all in favor.

d.   **Consider voting in June to increase holds to 7.** Remember if we do it will grow exponentially. If we increase holds, may consider reducing time available for pick up (from 7 days to 3 days). Some libraries (not in LYNX) have charged

for not picking up holds.
    e. Courier question - calculated by number of transit holds, BPL was dinged by auditor for not charging enough so now fees include repairs & maintenance. When something is put into Transit status that is what triggers the charges. If libraries dump branches together, possible having to pay twice for then having to send from the main out to the branches. BPL very happy with new courier driver, has improved efficiency tremendously.

7. Strategic Plan - Committee Chartering Process:
    a. Goal of process is to give committees guidance and resources to inform the work. Kevin gave a blank and a sample they have used as possible structure.
    b. Since we only review the Strategic Plan once a year at HUG, make sure goals (objectives) align with Strategic Plan.
    c. Suggestion for all of us to take a committee and draft a charter. We need to circle back to find the list of the formal LYNX committees.
    d. Bring it back in June to make assignments and take next steps.

8. Materials/Security/Gates - many of us moving to RFID, gates installed don't work well for ACL, wants to open discussion about who is using what and feelings about them. BPL & CPL still using Tattle Tapes, GCPL does not have RFID and does not use security gates. Sentiment from a few are the gates are a visual deterrent even if not plugged in. HPL doesn't have gates. EMM experiencing DVD theft so considering installing security cameras.

9. Fall 2014 HUG - HPL staff had expectation for more round table discussions/sharing. Staff feedback was positive. We could stream or prepare to record speakers. Request non-vendor speaker next time? Frustration about vendor pitching, perhaps use more of broad theme. If we wanted to have again this fall we would need to decide soon for making arrangements. Perhaps the Directors & Tech group get the Sirsi Pitch (vendor) and free up rest of staff for other professional development activities. **2014 will have an extended Directors meeting to discuss ILS and save all staff for 2015. In June, consider asking committees to prepare questions/report for that October Directors meeting.**
    a. Directors should meet 3rd Friday each quarter, Lacey will pick the dates for remaining year and sent out to the group.

10. Building Digital Communities Summit Report - Mary & Kevin attended summit in Boise (ICFL), had libraries as leaders. Develop a plan of action to take back to your community to increase access & education to ensure your community is digitally literate. They did a local survey & hosted meeting in person to talk about survey results & what going forward. They hired a professional facilitator, broke stakeholders into 4 groups. what do we know, need to know, gaps, target audiences, 3 hour meeting. Folks from libraries, schools, refugee communities, Foundations, about 30 total. 30% of invited attended. Plan to meet again to craft a plan, libraries should be the leader. Plan to host another one, cast net wider by broadening list to banks, grocery stores, etc. Challenge is funding to keep doing these kinds of things.

11. Agenda Add: Circulation Update - MLD asked for info on courier rate, could that info be on the LYNX website? BPL request for proper consistent use of notes & not to change

home location (not an option). General housekeeping. Questions about self-check features, getting cigarette smells out of books, public computer time limits, new facilitators & notetakers. Carol will be facilitator and CJ from Twin Falls will be notetaker. Set up meetings for year, 2nd Thurs of June will be in Hailey.

12. Other Updates:
    a. ACL - some marketing materials, Mary shared the materials. Avimor built a library room in their community room so ACL starting an honor system library up there. They will have a collection code, but not circ as won't be staffed. The room will have a computer, no holds pick up (no courier). Starting similar to how Hidden Springs started. Waiting to see if it will be annexed into Eagle so Mary keeping Steve in the loop.

13. Next Meeting - June 20, 2014. Request to combine with the Circ Meeting so can save on travel. Both to be held in Hailey and the Circ group can report at the end of our meeting and we'll have lunch there. Vanessa will communicate the change to the Circ group.

14. Meeting adjourned at 12:14pm