

LYNX! Directors' Meeting

19 October 2007
Eagle Public Library

Present: Mary DeWalt, Ada Community; Laurel White (for Kevin Booé), Boise; Elaine Leppert, Caldwell; Ron Baker, Eagle; Lisa Zeiter, Garden City; Patty Younger, Meridian; Luise House, Mountain Home; Karen Ganske, Nampa; and Susan Ash, Twin Falls.
Others: none.

Minutes of 20 July 2007 meeting. MS House/Ganske; minutes approved.

UNFINISHED BUSINESS

Horizon Migration and BPL/LYNX! IT Status Reports

Laurel reported that the status of the “Director’s Station” was holding up closing on the Sirsi/Dynix contract. Some reports are still being installed on the server. The vendor supplying “Director’s Station” is no longer in partnership with Sirsi/Dynix. There is now a \$10,000 annual maintenance on “Director’s Station,” even though it won’t give us full product utility. Discussion ensued regarding the payment of the \$10,000 maintenance fee. Patty asked if “Director’s Station” is as hard to use as Web Reporter. Laurel answered “yes.” Patty stated that she doesn’t want it. Discussion ensued. It was decided that we should hold the final payment funds captive until we can evaluate the reporting function more fully. Laurel stated that there would be a November 15 training session on Web Reporter at BPL.

Laurel reported that Boise IT is replacing Michael with another network person who will be working for the City. Brad will have mixed duties, with both the Consortium and the City. Laurel reviewed costs that she passed out as handouts. Support fees on the automated system are down to \$52,000 annually.

Mountain Home Status Report

Luise reported that cataloging conversion is not yet finished but operations are going well. Mountain Home is holding no programs until the cataloging project is finished. Basically, Luise reported her library to be a “happy camper” within the Consortium.

LYNX! Consortium Financial Report

Laurel reported that \$96,000 still remains to be paid on the migration contract. No billing has yet been sent to the Open Access Fund at Meridian for a third telephone line to BPL for TeleCirc. Two new lines have been purchased. Hold printing is now functional.

Library Summit Committee Report

In the absence of Kevin, there is no real report. Lisa stated that Kevin had e-mailed a time frame for January, after local elections. This topic was tabled for next meeting or until reports could be sent out via e-mail. Kevin has offered BPL as a location for the summit. Lisa also offered GCPL as a venue. [Discussion continued below under "Other."]

Library Standards Committee Report

Ron passed around a binder of collected state standards and stated that he now had administrative help to support the work of a standards committee. Discussion ensued about the efforts of ILA to update Idaho standards. Elaine had served on the ILA committee in the past. Ron suggested that we might want a three-person committee representing large, medium, and small libraries within LYNX! Luise volunteered as the small library representative. Ron will serve as the medium library representative. Laurel will consult with Kevin to find a management member of BPL's staff to serve as a representative of large libraries. The Directors asked Ron to contact Anne Hankins at Kuna P. L. on the progress being made by ILA to rewrite the state standards.

DeMary Memorial Library Report

Lisa reported that DeMary Library in Rupert is still interested in joining LYNX! Rupert is not automated. Luise will send an information packet to Rupert. Lisa will communicate with the director and board chair to tell them LYNX! will need a letter of intent.

Other

Karen asked whether the Directors should pick a date now for the summit meeting. The length of the summit was discussed. Kevin has suggested an hour and a half. Some Directors felt that this is too short a time. Lisa believed that we should serve lunch. Luise was concerned that it not be held in December because that is too soon after local elections. Discussion ensued about potential attendees. Mary mentioned that there was an ILA breakfast scheduled in the Treasure Valley around January 10. Elaine mentioned that the Directors had discussed the second quarter of the new year for the summit, as reported in the last minutes. Discussion ensued and GCPL was decided upon as a venue and February or, perhaps, National Library Week as the timeframe for the summit.

NEW BUSINESS

LYNX! Documents for Grants

Mary reported that the Consortium needs to update its information with the Idaho Commission for Libraries for grant purposes. No form is needed, just a memo.

Reciprocal Borrowing

Mary started with by describing a meeting on September 26th that she, Lisa, and Erin McCusker and Gina Persichini of the State Library Commission had had in Burley with the directors, boards and friends' boards of Burley P. L. and DeMary Library of Rupert. The meeting raised questions about agency responsibility for returning items to another member library if the two agencies do not share a courier route. The section on reciprocal borrowing has now been deleted from the LYNX! agreement. Its language had offered more in the way of specific definitions. Is the home library responsible for getting materials back to the owning library if there is no courier? What happens when patrons travel to get items at a distant library? Discussion ensued. Susan stated that Twin Falls has always honored reciprocal borrowing. Twin Falls has always sent books back to the home libraries. Restoring reciprocal borrowing language to the agreement was discussed. Mountain Home materials are now being returned to BPL and other Treasure Valley libraries and must be mailed and shipped back to Mountain Home. Luise mentioned that most of these items are being used and returned by homeschooling families and other directors concurred.

Mary reviewed the compensation part of the LYNX! agreement. Examples of compensation were discussed. Karen stated that courier borrowing is not addressed by compensation at all. Patty asked if Open Access includes programming. Discussion ensued. Patty gave a history of the 10% reimbursement provision. Ron and Mary discussed the fact that the reimbursement paradigm may need changing to include circulation holds and courier traffic. In other words, there are important reimbursement options to consider at this juncture. It was decided to continue this discussion at a future meeting.

Possible Grant for Courier Magic Valley

Mary reported on discussions at the Burley meeting regarding: first, an LSTA start-up grant to facilitate LYNX! membership by additional Magic Valley libraries and, second, an LSTA grant by LYNX! to establish a Magic Valley courier. Gina and Erin were both in favor of the latter grant. An earlier effort to establish a courier in eastern Idaho had not succeeded. Gina dreamed of two courier service "pods" in southern Idaho, east and west, with separate, geographic cost allocations and linked through Mountain Home P. L. Susan stated this arrangement would require action by her library board because Twin Falls currently only uses ILL for this type of loaning. Also, as a point of clarification, Burley P. L.'s board has not yet voted to join LYNX!

Emmet Public Library Request

[See below]

Burley Public Library Request

Lisa reported that on September 27 Burley P. L. sent a letter thanking LYNX! for being at the meeting in its city the night before and asked that this letter be accepted as an official request to join the Consortium. Lisa was concerned about IT costs and courier issues involved and felt the need for more information about service modules, adjunct WAN hardware, and the role of LSTA grants in the process. Apparently, Burley and Rupert will work together to write a joint LSTA start-up grant. Lisa has also been in conversation with Anne Hankins about Kuna District's joining via a three-way LSTA start-up grant. Patty asked what the advantage would be to current members to have this increase in membership. Certainly the IT costs would be higher. What is the advantage to Twin Falls of having new Consortium members in the Magic Valley? Susan responded that the development of the whole Magic Valley was important to her library and stressed the importance of shared allocated costs. Discussion ensued.

Lisa asked if Emmett P. L.'s letter to LYNX! was one of interest or intent. The letter included the information that Emmett's catalog could be automated by using volunteers and Boy Scouts to do inputting. The Directors expressed concern over this. Luise was disappointed with the results of inputting even when using all of her own staff. A small, select number of staff doing inputting worked far better for her library. Burley is already automated, but would have to convert and barcode, as would Kuna. Mary observed that if the Directors okayed membership for Demary Library, she felt that we must invite Burley to join, as well. Ron stated that the Directors had not yet voted to accept Rupert into membership.

Laurel advised that a tentative answer from Boise IT regarding system capacity claims that the WAN as configured can only accommodate one more LYNX! member. Otherwise, there will be more new equipment costs. LSTA should perhaps finance those costs. Lisa asked about the kinds and magnitude of these costs. Laurel stated that she did not know. Boise IT staff are currently sold on Citrix, but Laurel doesn't see this as a Consortium solution. Twin Falls could be used a hub or center point for an IT system for all LYNX! members in the Magic Valley, but this would take at least \$50,000 in new equipment. Lisa observed that we would have to hear from Twin Falls on this issue. Susan observed that Twin Falls doesn't even have an IT person on staff. How much is all of this going to cost? An LSTA grant to Rupert and Burley libraries must include our new IT costs. Ron stated that we need to prod the Kuna District Library if we've only got one space left on the WAN. Patty mentioned a large planned community in the Kuna area and its expectations for library service.

Lisa asked if we should decline or table the new membership issue. Luise observed that a timely acceptance is necessary for the upcoming LSTA grant cycle. Laurel stated that Boise IT is not able to give an estimate on new costs until March because of other major projects. Lisa and Patty both observed that this is why LYNX! needs its own IT staff. Mary urged that we do not decline membership to the inquiring libraries. Rather, we should state that we're researching costs, particularly IT and technology costs that would support multiple member additions to the WAN. Leave grant applications up to them,

but state that we won't have information on technology costs until late spring. Such a letter would go to all three inquiring libraries, even though a fourth library, Kuna District, is the new member that might most benefit existing members. Laurel observed that if BPL still had its own IT folks, the whole issue would look quite different. Ron asked what we will say if Kuna asks for LYNX! membership. Discussion ensued. The consensus was that Kuna is our first choice to expand membership. Perhaps LYNX should write its own grant to improve and expand its WAN. Lisa said that she will call, not write, the libraries involved and stress that new information makes it necessary for us to put off for a while new membership decisions. She will say that the issues involved are more complex than we originally thought and this fact alone may effect next year's LSTA grant cycle.

It was asked whether a membership decision of the Directors is by unanimous or majority vote. Patty stated that it should be unanimous. We'll investigate this question.

Transaction Location Rules

Mary reported that the circulation managers have been discussing this issue and it has now has been referred to the Directors. The problem involves circulation rules when materials are circulated from non-home libraries. Circulation managers want everything transacted locally. Local rules would apply no matter where the materials come from. This wouldn't change fine procedures. What is the sense of the Directors? Horizon can provide for local transactions on other libraries' materials. Laurel disagreed. She said that reprogramming would be necessary. Mary stated that the circulation managers have a different understanding of Horizon capabilities in this regard. Patty thought Lisa should inform the circulation managers that we are not sure this can be done with Horizon. On the other hand, can circulation rules be standardized? This has not happened so far, even though Ada, Boise, Eagle, Meridian, and Garden City are currently trying to standardize their rules. Discussion ensued. The issue was tabled until more information could be obtained.

OTHER

Mary mentioned the annual map project in the Treasure Valley where libraries pay a fee for inclusion. Ada will coordinate billing for the listings again this year.

The next meeting is on Friday, January 18, 2008, from 1 to 3 p.m. at the Mountain Home Library.

Respectfully submitted,
Ron Baker, Note-taker