

## **LYNX! DIRECTORS MEETING**

January 17, 2020  
Nampa Public Library

### **MINUTES**

**CALL TO ORDER:** By William Lamb (MHPL) at 10:05, Present: Steve Bumgarner (EPL), Lindsey Pettyjohn (GCPL), Tara Bartley (TFPL), Claire Connelly (NPL), Shanna Decker (BPL), Mary DeWalt (ACL), Gretchen Caserotti (MPL), Kristine Miller (BPL), Lacey Welt (CPL), Jana Cutforth (KPL), Tam Svedin (KPL). Phoned in: Alyce Kelley (EMPL), Absent: LeAnne Gelskey (HPL).

**AGENDA REVIEW:** Gretchen moved to approve the agenda. Seconded by Tara. Motion passed.

**APPROVAL OF THE MINUTES:** Lindsey moved to approve Oct 18, 2019 minutes. Seconded by Alyce. Motion passed.

**LYNX! FINANCIALS:** Kristine presented the financials. Qtr 1 expense of \$125,453 is primarily Polaris, but also includes Telecirc, backstage work, and other 3<sup>rd</sup> party services. BPL has moved their portion of expenses into the LYNX account. Historically it was included in formulas but not physically moved into the LYNX account.

**POLARIS REPORT:** The new upgrade is out and will be implemented late Feb/early Mar. This is the last upgrade that will work on Windows 7 machines. Brad will send out the release notes. Tully and Elaine will be attending IUG. BPL will stop compiling the monthly Polaris reports once BPL and GCPL have signed compensation documents. List of households report will continue to be run. Nampa is using the promotions feature of Polaris. Boise is looking into using a preferred name field in Polaris. Meridian supported they would appreciate this addition.

**LIT REPORT:** Mary reported the last meeting was at ICFL. Dylan spoke about e-rate. This is the year to submit for Cat. 2. Eagle, Mountain Home, and Meridian are working on phasing out mobile hotspots. Brad presented on the Polaris update.

**CIRC REPORT:** Ezekiel reported the approved circ standards will be uploaded to the website soon. The group was unclear on expectations for the goal setting task assigned by Directors. The group reminded each other to not waive fines in collections, discussed how claims are processed (each library does it different), kuna records are based on families instead of individuals (cleaning up), how patrons can have dual cards if they pay property taxes for that city, a reminder to change "registered at" field when a patron moves to a new city, for the drivers

license field put the state in parentheses if not an Idaho ID, school or passport info goes into alternate ID field. Brad created reports for people to view loan periods, limits, closures, etc for all LYNX libraries.

**CATALOGING REPORT:** They are changing meeting dates to April and October and will keep meetings in the Treasure Valley. Multiple hands are needed to help clean up Kuna records. All catalogers should help if they can.

**POLARIS CIRC EXPECTATIONS VS REALITY:** Vanessa met with Brad and Barb. Consensus was “too many variables exist for Polaris to be able to accommodate”. The group discussed and agreed to look at ways we can align our standards. It was discussed the first step would be to look for procedure changes such as when hold notices are sent. The Circ Managers will be tasked to bring 3-5 rules to the Directors, with recommendations, to each meeting. Directors would also like to hear about policy differences that cause problems along with possible solutions, but noted these changes would be more difficult and would take time, if they could be changed at all. The group is open to looking at greater standardization with Polaris.

**COMPENSATION COMMITTEE:** The committee this year will consist of Lindsey, Kristine, and Tara. Findings will be presented at the April meeting.

**COST SHARE FOR FY21:** Discussion about FY2021 increases. Currently LYNX consortium pays for Barb’s salary. BPL reports much of Brad’s time and Elaine’s time is spent on consortium issues. To make support fees more equitable, BPL proposes to increase IT Support fees from \$88,351 to \$131,123 and Cataloging support fees from \$0 to \$17,856.18. The increases includes a portion of Brad’s salary and a portion of Elaine’s salary.

BPL offered two possible scenarios for FY21. LYNX can increase annual payments or LYNX can decrease the annual amount paid into the contingency fund from \$100,000 to \$50,000 per year. This would keep each libraries annual payment close to what it is now. It was noted the account balance is \$1,126,094. A new ILS system is typically required every 7 years. A guess on future ILS replacement, given we would probably need to move to a cloud based system would be \$500,000.

Gretchen thanked Kristine for bringing these numbers and options to the group prior to budgeting season. Members will discuss the two scenarios again at the next meeting.

**MUSEUM PASSES:** Ada, Garden City, and Meridian staff are working on museum passes for check-out and will keep other libraries in the loop.

**LYNX Summit:** The question was raised if we want to do another LYNX Summit. Consensus was it is a good event, that if done again it should focus on technical aspects of Polaris, that we will keep the event on the back burner for now and focus on aligning Polaris procedures.

**DISCUSSION ON 2020-2021 CONSORTIUM GOALS:** The group is in favor of eliminating strategic goals and focusing on annual goals. A simple document with clear goals is easier to use than the cumbersome strategic goals. Director liaisons asked their groups for input. The input was compiled into a draft document presented by Claire. Additional feedback should be garnered. The Directors will approve the goals at the next meeting.

**AGREEMENT UPDATE & RENEWAL:** The 5 year LYNX agreement is up. Kristine led a discussion on known issues. These included: add Kuna, Boundaries/distance from closest library, remove tech plan requirement, Appendix B, Appendix A cross-reference and get most recent, section 5 refresh, change meeting schedule/milestones, context section 26, director attendance “shall”.

Kristine will red line a mock-up and email it to the Directors for input, and then bring that document to the April meeting for discussion. Signatures (Trustee and possibly City Council) need to be obtained from each library around July so the document can be completed by Fall.

#### **ROUND TABLE SHARING:**

Mtn – Home – Prepping the rest of the year. Trustee opening soon. Looking at a new door counter.

Nampa – New art arriving soon. March 14<sup>th</sup> is their 5 year anniversary in the building. Will be launching their bookmobile campaign soon.

Ada – Updated their logo. Spoke about LYNX ads in Boise map and spotlight, Treasure Valley Reads in full swing. Working with Story Fort. The book is “Honey Bus”. Baby brochure was presented to the group. Libraries should keep stats on any cards brought into their libraries and give the patron a free book if possible.

Boise – Kevin Booe retired. Trustees will be working with a search firm in Feb to re-hire. There is also a vacancy for Customer Service Experience position

Twin Falls – Looking at going RFID next year. Doing heavy weeding currently. Plans to weed 30k items. Also working on a 3 phase landscaping project.

Meridian – Reorganizing position in preparation for new locations. Unbound should open Fall of 2020. Linder Village should open 2021. Recommended stop the bleed training from Ada Co.

Paramedics, discussed Boise Hawks opportunities, and Census programs. It seemed most libraries would have a dedicated computer, maybe we could advertise together.

Eagle – Working on filling open positions. Carol retired.

Caldwell – First fundraiser will be March 31<sup>st</sup>. They are also working on remodeling the circ area.

Garden City – Working on inventory and collection analysis this year as well as redecorating a corner of the library for 5yrs old and under. Working toward using Gary, the GC library monster mascot, more in marketing. A new position of part-time Tech Specialist has been added.

Kuna – Working SRP program, moved to Envisionware on Patron computers, spoke about being a passport location.

**NEXT MEETING:**

April 17, 2020 – Ada @10:00

**AFTER THE MEETING:** Lindsey volunteered to be the Director Liasion for the Circ group since LeAnne has a greater travel distance and is already doing Scribe duties this year. William emailed the group regarding this change on 1/21/2020.