

**LYNX! Directors Meeting
October 16, 2020
Virtual Meeting**

CALL TO ORDER: William called the meeting to order - 10:04am

PRESENT: Tara Bartley (TFPL), Gretchen Caserotti (MLD), William Lamb (MHPL), Lacey Welt (CPL), Shanna Decker (BPL), Denise McNeley (BPL), Lyn Drewien (HPL), Mary DeWalt (ACL), Steve Bumgarner (EPL), Alyce Kelly (EMM), Tam Svedin & Jana Cutforth (KPL), Claire Connley (NPL), Lindsey Pettyjohn (GCPL)

AGENDA REVIEW:

Mary moved to approve; Gretchen seconded. Motion passed.

Approval of Minutes:

- July 17, 2020

Lindsey moved to approve; Gretchen seconded. Motion passed.

LYNX! FINANCIALS:

Financials were not complete for review. Will be emailed to directors for approval.

CIRCULATION REPORT:

Lindsey – Everything going well, Circ managers had their meeting. Resolving some minor issues. Mary put back date into effect, quarantined items automatic grace period of 7 days

LYNX! ILS STANDARDS:

Lindsey –Standard loan period - default agreed at 28, Kuna is the exception at 14. Will remove some redundant lines. Go through it with a fine tooth. Total claims allowed - will talk at next meeting. Hold requests yes. Max days - talk at next meeting. Max holds agreed to go to 7.

During COVID all agreed first overdue 7 days, second notice 14, except Twin is 21 days and Nampa will not send a second notice. Third overdue will not occur for most, Twin will send at 29 days. Fourth overdue is the billing notice and will send at 28 days for most, Nampa will send at 14 days, Twin will send at 41 days. We want to have consistency where we can, but we do not have to match. We want to create a culture where the group shares plans for changes, and goes to directors for approval, so we have better communication. Overdue notices will be reviewed again after COVID. Mary moved to approve; Tara seconded. Motion passed.

PURGING OF PATRON RECORDS:

Lindsey – The formula we use to purge patron records annually does not work as we thought. There are many more records in the system we should be purging. Garden City use to purge after 1 year. Too much work for staff, switched recently with cards to expire every 3 years. Lindsey is asking for recommendations on purging, Claire suggested talking to Ezequiel. Numbers should be garnered in the

same way. Establishing criteria to be consistent. 3 years from last activity date Meridian. Circ managers should come up with something at their January meeting. Mountain Home purges at 2 years. Garden City If card is expired it can't be used for computers. Garden City is trying to find a way to keep things fair and consistent. Eagle does same thing as Meridian. Steve mentioned that there is a trend to not do patron purges. Purging all the time keeps number low. Is purging important, does it affect what we pay Polaris? Lindsey has been running report on who has a library card. Eagle, looks like they have low usage but circ count doesn't match. Lindsey will work with circ managers.

What would it take for system to look at last activity date, problem is it won't find anyone who hasn't used their card. Last modified date is used, staff member could change.

PATRON HOLDS QUEUE:

Lindsey - Learned that on Polaris, courier system doesn't work like Horizon. Depends how we list libraries into system, alphabetically. May make more sense to go by distance from library rather than alphabetical. Could be done by Monday, system would look at your library first then it will go by distance to look for holds after that. Reimbursement based on how many checkouts. Doesn't have to do with where item comes from. Shanna - when originally set up tables, they tried to do what made sense and set it up alphabetically. Random decision that made sense at the time. Doesn't affect libraries outside courier.

MONTHLY "CATCH UP" MEETINGS:

Suggestion, last Wednesday of the month to discuss COVID. No lynx business. not mandatory. COVID support group.

COMMITTEE ASSIGNMENTS:

- Cataloging - William agrees to continue
- Circulation - Lindsey will stay with Circulation
- IT – Mary will stay with IT

Claire moved to approve; Tara seconded. Motion passed.

ELECTION OF OFFICERS:

- Chair – William, for second term
- Secretary – Claire, for second term

Gretchen moved to approve; Alyce seconded. Motion passed.

ROUNDTABLE SHARING OF MAJOR/INTERESTING

Hailey – Appreciates check-in meetings. Hailey has been open since September 11. Rules have been tightened, must wear mask or face shield within the city. In the red, in holding pattern. 30-minute browsing 15 people at a time. Computer use. Budget for library has always been tough. Working on presentation to Mayor. Looking for basis of salaries.

Mountain Home- open since June 60% of capacity. Will look towards district library on May ballot, a lot of support in the community. City Council seems favorable.

Nampa – Opened October 14, limited services. 50 people in building at a time for no more than 30 minutes. Computers available for 45-minute sessions. Installed seven new Bibliotheca self-checks. Holds Pick-up window will be opening Monday October 19. Door count has been slow

Ada – 2 – Easing back, open 10-6 everyday curbside, computers afternoons open for 15-minute browsing by appointment. One household at a time. Staff morale seems to be pretty good. Staff day on Monday. Asked patrons to do videos or notes about library. Very moving, families thank the staff.

Boise – Continuing to be open on a limited basis. No major issues, customers coming back slowly, curbside and computers. Waiting on director announcement.

Garden City – Nice and slow. Being able to focus on details this winter.

Twin Falls – still doing the same as the last few months. Twin is a hot spot in Idaho. People are getting exhausted with COVID. Board decided that if red library will go to curbside and delivery. Creating storytime kits for parents, virtual book clubs etc. Had some drive-in movies, last one this weekend.

Meridian – Have been deliberating, ADA county is in red. Staying the course, everything else is open. Schools hybrid learning. Cherry lane, after school program outside for teens. Experiment with book clubs. Bought outdoor heaters. People love chat and are enjoying the connection. Unbound is scheduled to complete in December, soft launch February, open in March. Orchard Park opening has been pushed back until next fall or winter.

Emmett – Doors have been open for quite a while, limited occupancy, no more than 30 at a time for 30 minutes. Storytime in person, numbers are small. Open M-F not Saturday. Library Board approved transfer for staff member to take Loretta Lewis's place after 20 years.

Eagle – Closed, re-carpeting the building during November, will open after Thanksgiving - curbside, computers, virtual

Caldwell – Open 9/21 been very slow and manageable. Curbside is going well. Computers, virtual programming

Kuna – 1 – library trying to get back at it. Virtual programs, one in-house program PreK class, 8 moms & kids, social distancing and masks. Open half the amount of time, 3 afternoons. After school kits are going well. Storytime kits. Staff development day went well.

Adjournment

11:14am

Next meeting:

Caldwell Public Library January 15, 2021 (most likely virtual)