

LYNX! Directors Meeting
July 16, 2021
Virtual Meeting

CALL TO ORDER: Meeting was called to order 10:08

PRESENT: Gretchen Caserotti (MLD), Lacey Forst, (CPL), Shanna Decker (BPL), Jessica Dorr (BPL), Lindsey Pettyjohn (GCPL), Lyn Drewien (HPL), Mary DeWalt (ACL), Steve Bumgarner (EPL), Alyce Kelly (EMM), Tam Svedin & Jana Cutforth (KPL), Claire Connley (NPL), Kathleen Stalder(BPL)

Jessica - big announcement, this is Shanna's last meeting. Introduced Kathleen Stalder as Shanna's replacement. Barb is also retiring this month.

Approval of Minutes:

- April

Gretchen motioned to approve; Alyce seconded. Motion passed.

LYNX! FINANCIALS:

Jessica -

Gretchen motioned to approve; Claire seconded. Motion passed.

ILS Report

Shanna – Polaris upgrade July 22, Vital upgrade August 3, system will be down for a day. Mobile app, having meeting with vendor. Point person from each library reports to Brad. Going to legal to publish app on Apple, agreements need to be made. Office 365 for government, whoever is posting should make the meeting invitations.

Goodbye to Shanna, we will miss her. Welcome to Kathy.

Circulation Report

Lindsey - updating lots of information. Most want in-person meetings, maybe hybrid for a bit. Everything is done with a handshake, needs to be a bit more formal. Let's put it in writing and get directors approval. Some libraries getting rid of older fines, for example, but data is not recorded. Collection agencies, when are we getting that going? During COVID there were changes where Online cards could access databases, to change it back needs to be done by library. Updated Circ charter.

ILS Standards

Lindsey - Sent out to everyone. Jessica has question, accounts with collection agency blocks – 2nd page accounts with overdue or text blocks are not blocked. Each has different setting, lots of settings. We all use collection agency blocks. Overdues will not block a patron; item has to be in lost status. Have gotten through 96 pages of settings, just talk about patron code limits, lots of settings, will take at least a year to get through patron codes. It is worth it because we need more consistency so the system will work.

Gretchen Motioned to approve this version of LYNX ILS standards; Lyn seconded. Motion passed.

Cataloging Report

Claire- Agree with Lindsey, there need to be more defined group meetings. No one has any authority and so it's like the wild west. Cataloging should be done always with the patron in mind. If cataloging is consistent throughout the libraries, items will be easier for patrons to find and that's what we're all about.

Maybe take a look at the cataloging agreement and make sure everyone is following the standards. Boise is having to clean up cataloging errors that could have been entered properly from the beginning. Will look into this.

LIT Report

Mary- No meeting to report

Marketing Committee

Gretchen – sent out proposed charter document. Thanks to everyone who is sending people to participate. Lindsey - send someone at least once a quarter to meetings. Everyone needs to be committed. Lyn- Kaitlin would like more formal meetings. Making this an official group will formalize it.

Jessica- question, appreciates work the group did. Desired outcomes – a great opportunity for this group to learn about each other's work, staff development opportunity. Guidelines and parameters, do we need materials to also have director's approval? Anything that's a shared product would need approval.

Could ask for email vote from directors. Approval from libraries. Gretchen will talk to Allison and follow up over email in next couple of weeks. First 3 projects, create lynx flyer, update website, short consortium video. Approve over email before next meeting.

How often do committees change their liaison?

Look at making a schedule for liaisons at next meeting.

LYNX Assessment

Last April we put together a committee (Jessica, Alyce, Tam & Jana, Claire) to work on RFP for consultant to address the LYNX agreement. We now have the RFP and would like to get approval and decide on next steps. Lindsey- who is going to write agreement? How much will it cost? This was a big discussion; we went back and forth. Should we have an up to amount? Not possible for us to estimate it. They would all come in at that amount. Price to be graded. Gretchen just searched for Strategic Plan consultants, came in at \$16,000 to \$17,000 up to \$90,000. Probably \$20,000 to \$30,000 for the agreement. Appreciate everyone's efforts.

Evaluation criteria, page 10, scoring Kathy, task 8 add recommendation for how to approach drafting agreement.

All directors will get scoring sheets and then send on to review committee to combine. Timeline, RFP's due early September. Hope to have chosen consultant at October meeting. Most likely will not need to go through Boise City Council.

Can we move up due date for proposals - yes. Go forward faster, possibly remove City Council approval language.

Conditionally approve, Gretchen motioned to approve RFP for LYNX agreement assessment consultant services; Alyce seconded. Motion passed.

Next steps – try to move up date when due, committee for RFP submission reviews will be Jessica, Kathy, Mary, Lyn. May change October meeting date possibly to allow selected vendor to attend.

Will push out RFP through consortium.

Roundtable Sharing of Major/Interesting Projects, COVID Protocols

Mountain Home- n/a

Nampa – Received ARPA grant and will be purchasing a Sprinter van bookmobile. Everything else is going well, almost back to normal.

Ada – going back to normal, all programs outside, can pull them inside. Summer Reading going well. Creating external branch that will cover everything; oversee digital, lockers, van outreach.

Boise – August, branches will have extended hours. Add in some nights and weekends add Sundays back to downtown. Hiring is a problem. Trying to decide whether to open at 9 instead of 10. Outdoor programming in the park, numbers are big. Seeing new people. Meeting and study rooms opening for reservation.

Garden City - going back to normal. Moving the entire collection this Sunday. Have a plan. ARPA grant will fund holds locker and book drop on east side of town, Wi-Fi extenders, social worker. Laptop kiosk

Twin Falls – n/a

Meridian – overflow is finally gone and circulating, outdoor programs mostly. Starting some events indoors. Experiencing incredible turnover. Megan, Emily, John, HR. really challenging. Unbound going well. Orchard Park branch is 1 year behind schedule. May be opening to public next summer. Complaints about pride display in children's area. Requiring masks for employees. Boise does during open hours. Steve, 3-4 staff wear masks the rest don't.

Emmett – gone back to normal, summer numbers, 1/3 increase over last year. Good responses in attendance in outside programs. Using all computers with sneeze guards between. Opening up for gaming. Applied for SHARP rescue plan funds, have not heard yet.

Eagle – everything is wide open, just like it was 2 years ago. Not as many inside programs.

Caldwell – meeting room is open; programming is primarily outside. ARPA grant funds used for Sprinter vehicle for outreach and deliveries.

Kuna – covid guidelines, back to normal Saturdays hour cut to half. Programs doing well.

Haley – \$16,000 from ARPA grant to go towards programming. Virtual programming is very popular. Help with website. At about 75% of circulation. Not getting as many people in. City is looking at building a town square next to library building.

Continue once a month check-ins? Kathy will send Zoom link someone else will have to host.

Adjournment

Next meeting:

Garden City – in person, October 15, 2021