

LYNX! Directors Meeting  
January 21, 2022  
Virtual Meeting

CALL TO ORDER: Meeting was called to order at 10:00am

PRESENT: Mary Dewalt (ACL), Jessica Dorr (BPL), Kathleen Stalder (BPL), Brad Smith (BPL), Lacey Forst (CPL), Alyce Kelly (EMM), Steve Bumgarner (EPL), Lindsey Pettyjohn (GCPL), Lyn Drewien (HPL), Jana Cutforth (KLD), Tam Svedin (KLD), Gretchen Caserotti (MLD), Allison Maier (MLD), Claire Connley (NPL), Tara Bartley (TFL)

AGENDA REVIEW:

Tara motioned to approve the agenda; Alyce seconded. Motion passed

APPROVAL OF MINUTES:

- October 15, 2021

Jessica motioned to approve the minutes; Alyce seconded. Motion passed

LYNX! FINANCIALS: Jessica

Kathleen sent out financials yesterday and Tara asked why we only had \$8,000 in revenue in 2022. Jessica talked about it being because money is still being received.

Gretchen motioned to approve the quarterly financials; Claire seconded. Motion passed

ILS REPORT: Brad Smith

Brad shared his screen with the group.

Server Lifecycle:

LYNX! owns 6 servers hosted by City of Boise; 1 physical server telemessaging, the other 5 are virtual servers.

Telemessaging server is a running server 2016 and support for that will not end until 2027

SQL database support can be extended until July 2025

Server 2012 RS support can be extended until October 2026

Price per year to extended support is still to be determined. Based on current conversation Brad expects \$5,000-\$10,000/year with a raise of 25% each year.

Option 1

It is currently estimated that upgrading the virtual server would be \$65-\$70k, a one-time cost

This does not include the telemessaging server

Life of servers is usually 7-10 years

Option 2

Multi Tenet around \$25k/year

Shared with other library systems

We would have no direct access to the server or database. This would limit reporting options

We could not carry over or use system customizations

Single Tenet around \$35k/year (Brad's suggestion)

System dedicated just to LYNX!

Direct access to server/database

Customizations could be used

What would change

Vendor would host the systems in their contracted data centers (unsure about telemessaging)

They would be responsible for OS and database system upkeep

They would have easier access to the systems for support

Active directory would most likely be hosted off the server and would not be connected with City of Boise

URL for services (PAC etc.) may change  
3<sup>rd</sup> party connections would need to have change managed  
VPN would no longer be needed

What would NOT change

Polaris account would be separate from other library logins (but would change for Boise)  
Security of account would need to be maintained  
Client access would still be through remote desktop  
System admin would still need to be centralized  
Vendor support contact should still be limited to those managing the system

Just informational, no decisions made today but some decisions will need to begin this summer and into next year.

2016 is when the contract began and is a 10-year contract

Alyce asked if distance had any impact. Brad reassured us that in regards to the ILS Polaris, distance wasn't an issue.

Telemessaging usage keeps going down. Vendor Cost is about \$5,000/year. This service may not be needed in today's tech world. Gretchen asked if we could handle not using the telemessaging and how we could absorb that work. Maybe urge email/text and not phone calls. Brad will run stats for us on this.

Time is making it difficult to make this a decision on purchasing servers due to possibly going to a different ILS

Kathy suggested that the April meeting we need to have confirmation on transferring money or not so City of Boise has time to do that if we plan on purchasing/upgrading servers.

#### CIRCULATION REPORT: Lindsey

All libraries are dealing with short staff, not too many action items

#### CATALOGING REPORT: Claire

Brad updated us on the OCLC's free holding update that we could do. This is exploring having OCLC updating our bib records with item records attached. Elaine will be managing this. This is a one-time deal; one-time update than back to normal procedures. The reason this is enticing is it will happen one time for consortium wide versus each of library doing it individually. Wednesday the 26<sup>th</sup> is the deadline to decide.

#### LIT REPORT: Mary

Brief meeting, Brad gave update on servers, engagement in consultation process

#### MARKETING REPORT: Allison Maier (MLD)

The Marketing team is drafting talking point that will be useful for all libraries such as; How the consortium works, how collection development policy works, etc.

They would also like to put together principles of how the consortium works together

1. How is LYNX! communicating about our collection development policy and how it could impact each other?
2. If there is a media request who gets to do the talking?? We would be talking about each of our own libraries and not for the others and just about being a member but not on behalf of LYNX.
3. Is there anything we would like the marketing group to do? Such as; creating a toolkit for teaching points on how libraries work, etc.

Allison and the marketing group will continue working on the talking points and get us the draft soon.

ILA ACTIVITIES: Mary

ILA Facebook page is getting more active. Regional conferences are being planned now, usually in April. Would anyone want to join the committee? Reach out to Mary if interested asap.

Mary is the member engagement chair and she needs help! Let her know if you are interested

COMPENSATION COMMITTEE MEMBERS: Lindsey

Lindsey and Jessica are on the committee and would like 1 more to help. Tara is willing. Thanks Tara!

REFRESHMENT REIMBURSEMENT FOR IN-PERSON MEETINGS: Claire

Claire sent out a draft about refreshment compensation and discussion was held about how often we will meet in person/virtual. For now, we will leave as is until more solid decisions are made about meetings.

ROUNDTABLE SHARING of major/interesting projects, COVID protocols:

**ADA-** Erin, marketing specialist, has moved on to a state job, Ada had movement in branch management; Molly is now at the new Connect Branch, Monica is now at Victory, Mary is now at Star, and Julie Rice is new at Hidden Springs. They are hoping to get their vehicle on the road over the next few months.

**BOISE-**staffing shortage, reduce hours at BCU this week, forging ahead with a social services member

**CALDWELL-**challenges with getting applications and keeping staff. They have their outreach van! Caldwell also has a new mayor and 4 new council members so time will tell what the working relationship will look like.

**EMMETT-**cataloger gave resignation, the Board gave Alyce permission to use a temp agency to hire someone, Emmett, had reduced hours in December due to staff shortage

**EAGLE-**1/3 of the staff is routinely out, cross utilized for the rest!

**GARDEN CITY-**in the last 2 weeks they had 7 people resign out of 19 not due to COVID. They will be doing interviews.

**HAILEY-**getting more qualified applications

**KUNA-**Community Story Walk project is complete and they are working on fixing issues that have come up, held staff training in January

**MERIDIAN-** Masks still required for patrons & staff. Board discussing and reevaluating how they will accept public comment at Board Meetings. Board trainings on the 1<sup>st</sup> amendment and library policies, if any other library would like to join zoom, you are invited. Staffing limitations, the reduced hours have been helpful to patchwork things. Vacant positions finally filled, Finance manager and Nick Grove accepted Assistant Director position. Orchard Park-will open in Dec 22, South Branch-working on land donation and a 2023 opening.

**MOUNTAIN HOME-**CPR/AED training coming soon, overdose training will be open to the public, a local welder is going to make a book drop for them and they are looking for donations

**NAMPA-**last 2 weeks have opened at noon due to COVID, short-staffed ☹️, city did a deep clean, hope to open to regular hours soon

**TWIN FALLS-**feeling fortunate, not too much change to report

Mary motioned to adjourn, Alyce seconded at 11:35