



**LYNX CONSORTIUM DIRECTORS MEETING
REGULAR MEETING MINUTES
Friday, January 19, 2024, 10:00 AM
Garden City, ID**

CALL TO ORDER / INTRODUCTIONS (Claire)

The meeting was called to order at 10:06 am.

Libraries present, in-person: Shasta Hochstrasser (MHPL), Steve Bumgarner (EPL), Lindsey Pettyjohn (GCPL), Claire Connley (NPL), Tam Svedin (KLD), Lacey Forst (CPL), Jana Cutforth (KLD), Kathleen Stalder (BPL), Jessica Dorr (BPL), Mary DeWalt (ACL)

Libraries present virtual: Alyce Kelly (EMM), Tara Bartley (TFL),

Libraries absent: Nick Grove (MLD)

AGENDA REVIEW / APPROVAL - Action Item (Group)

Motion to approve the agenda: Steve

Second motion to approve: Jessica

Agenda approval: unanimously approved

MINUTES REVIEW / APPROVAL (Group)

Approval of minutes from October 20th, 2023

Motion to approve the agenda: Steve

Second motion to approve: Tam

Approval of minutes: unanimously approved

LYNX FINANCIALS – Action Item (Kathy)

Kathy shared that we should anticipate a larger courier bill this quarter to the need for extra bins, carts, vehicle maintenance, etc.

Motion to approve Consortium financials: Jessica

Second motion to approve: Shasta

Approval of first quarter financials for FY24: unanimously approved

NEW BUSINESS

Compensation Committee Assignments – Action Item (Lindsey)

Jessica, Lindsey, and Mary will be on the compensation committee moving forward.

Annual Map Project- Action Item (Mary)

Discussion on joint LYMX marketing efforts and billing LYNX consortium accounts for joint efforts. Move this over to the LYNX marketing committee moving forward.

Motion to approve us of FY24 LYNX consortium funds to pay for map

advertising in Boise metro map.
Second motion to approve: Claire
Agenda approval: unanimously approved

Possible BIBFRAME training for catalogers - Action Item (Steve)

A discussion on funding that was approved for cataloging training program through Amigos at the October 20, 2023 directors meeting. Steve shared that catalogers have requested additional training on BIBFRAME. Library Juice Academy offers a training course on the BIBFRAME mode and the cost of this course is \$200 per person. Upcoming training dates for this course will be held April 1-28 and Oct 7 – Nov 3rd.

Motion to have a maximum of one cataloger per library attend the Library Juice BIBFRAME training paid for using LYNX consortium contingency funds: Janna
Second motion to approve: Jessica
Agenda approval: unanimously approved

UNFINISHED BUSINESS

Joint Powers Agreement & Bylaws – Action Item (Kathy, Group)

A discussion about the timeframe for the JPA approval. Kathy sent out a final draft to share with all and all libraries are onboard with the final draft. Tara mentioned that their city attorney had a few suggestions and has asked for clarification on a few points. She will have follow-up conversation with to address provide further clarification.

Action Item: Ready to role this out and approve the timeline / end of March for approval timeline, email Claire when we have our final approval from our boards/council

Lynx Administrator discussion – Information item (Claire)

Claire shared that this work should begin as soon as possible, and the following directors volunteered to assist with the process:

- Claire, Nick, Tame and Jana will work to craft a job description.
- Jessica, Steve, and Alyce will work on the financial piece.

Directors will meet again in March on March 8th at 10 am at Eagle Public Library to discuss progress.

REPORTS

Cataloging Report – Information Item (Kuna)

- a. Catalogers met and had questions regarding whether or not meeting minutes need to approved before they are uploaded, as well as where/how to upload

them to the LYNX website. Clarification was provided on virtual meetings. All cataloger meetings can be virtual with the exception of the in-person meeting in September.

- b. Circulation Report – Information Item (Tara)
 - i. Discussion on changing Lucky Day collection. Circ group would like to see the collection be more unified but circ group will talk with catalogers first before making any decisions.
 - ii. Clarification on waiving fines and fees: fines under \$10 do not get sent to libraries. The circ group would like more direction on purging instructions and it was shared that this information can be found in the circ documents on the LYNX website. It was suggested that we purge annually, in September or October before the annual report is due, and that accounts with no activity for three years or more should be purged. Next steps will include asking the circ managers group to look at the perimeters for direction and work to come up with a best practice suggestion for the entire group. As new staff are onboarded, it is important to be consistent with training and language. Be mindful to use the same terms at every library.
- c. LIT Report – Information Item (Lindsey)
 - i. The group discussed projects they are working on. Vega related updates:
 - 1. The group is working to get more local admin accounts & themed pages. This is in the next steps. Boise is working on themed pages including a kids' themed page. This seems for be working ok, Boise is still testing searches. The target is to put kids' themed page out live end of January. The group is also working on updates to notices and this is on the roadmap for spring.
- d. Marketing Report – Information Item (Shasta)
 - i. The marketing group is meeting every three months. If directors have anything specific they'd like to include in the LYNX library brochure they should share these items with the marketing group. Shasta will bring a draft brochure to directors before it's finalized by the marketing group.

Break: 11:11 am – 11:21

PROJECTS & UPDATES

- e. Sharing of Projects & Updates – Information Item (Group)
 - NPL: Moving ahead with reimagining non-fiction project and Closed 2nd and 3rd of April.
 - Kuna: Hired architect for addition to Kuna library. Will likely be finished

by the end of the year.

BPL: Plans to launch a new website on April 1st. The last website update was 11 years ago. Finishing up FRQ process for long term facilities plan.

GCPL: Changes to the patron computer system are coming and GCPL

ADA: Hidden Springs is going to expand to nearly 3300 square feet.

Working on Star branch expansion as well.

Legislative Update: House bill 384 made it to the full House and the House remanded it back to the committee. It is likely that another bill will be forthcoming.

ANNOUNCEMENTS

Next Meeting: Friday, April 19 at 10:00 AM in Kuna.

ADJOURNMENT

Motion to adjourn: Jessica

Second : Jana Jessica

Meeting adjourned at 11:42 AM