



LYNX CONSORTIUM DIRECTORS MEETING

REGULAR MEETING MINUTES

Friday, March 8, 2024, 10:00 AM

Eagle, ID

CALL TO ORDER / INTRODUCTIONS (Claire)

The meeting was called to order at 10:08 am.

Libraries present, in-person:

Shasta Hochstrasser (MHPL), Steve Bumgarner (EPL), Lindsey Pettyjohn (GCPL), Claire Connley (NPL), Lacey Forst (CPL), Jana Cutforth (KLD), Jessica Dorr (BPL), Mary DeWalt (ACL), Nick Grove (MLD), Alyce Kelly (EMM), Tara Bartley (TFL), Elaine Sloan (BPL), Brad Smith (BPL), Darcy (EMM)

AGENDA REVIEW / APPROVAL - Action Item (Group)

Motion to approve the agenda: Tara

Second motion to approve: Nick

Agenda approval: unanimously approve

UNFINISHED BUSINESS

1. Lynx Administrator Position – Information item (Group)

- a. A discussion about the proposed Lynx administrator job description. Claire, Nick, and Jana crafted a draft job description for the group to review.

2. Lynx Administrator discussion – Information item (Elaine)

- a. Elaine reviewed the requirements for the new cataloging position in detail. Job responsibilities include the following: Oversee the catalog, time to find problems, knowledge to fix them and make MARC records work with Vega, backstage authority work is important, will do backlog/cleanup work, need to be a point of contact, connect and give assistance to catalogers.
- b. Elaine's average workload spent on consortium is 20-25 hours per week, some work isn't being done because there isn't time, authority work needs to be done and it's not getting done, training could be done as well, one-on-one training and communication with catalogers, deep knowledge of Vega and Polaris, deep understanding of what consortium needs, Brad and Elaine shared the process for cleaning up cataloging

records when issues were brought about by BPL website redesign.

3. IT Requirements – Information Item (Brad Smith)

- a. Brad reviewed the IT requirements for the new cataloging position in detail. Job responsibilities include the following: Team of three in BPL, 25-30 hours per week is spent on Polaris/LYNX business, going to hosted decreased time spent by about 10%, structure of system dictates the central admin is important to have, needs to understand library and systems equally which is a difficult combination to find, admin position needs to understand systems.

Break: 11:15 am – 12:04

UNFINISHED BUSINESS CONTINUED

1. Job Description – Action Item (Group)

- a. **Continued review of draft job description.** Need to add IT/systems/ responsibilities to core job functions, look at job descriptions and ask Kathy for input, remove marketing from core function, we need to consider the IT/cataloging positions and how they fit into this position, IT and admin should be the combo position we need going forward, discussion on what the transition plan looks like?, Polaris contract runs out in 2026, we need to put together a timeline/framework in line for transition period, put together a list of everything that needs to happen first and then move forward with crafting the timeline, discussion on where the money is held, state pool/another bank?, need to apply for EIN and TIN number/s
- b. Claire will look into the process for EIN/TIN / MOU for holding LGIP funds
- c. Need to look into insurance.
- d. Elect the chair, vice chair, and the treasurer officer positions: term for all positions -is one year

2. Salary – Action Item (Group)

- a. Not decided today
- b. Keep at 40 hours position and add system administrator qualifications to job description.
 - (i) Nick needs the job description by April 12th to give it to his board for approval.

3. Employer Library – Action Item (Group)

- a. Motion to propose that MLD is the employer library for Meridian Library District
Motion to approve the MLD as employer: Jessica
Second motion to approve: Tara
Approval: unanimously approve

4. MOU – Action Item – (Group)

- a. Restate what's in the agreement for the employee library to provide. MOU draft will be sent out to the group.

LYNX FINANCES

1. Lynx Insurance – Action Item (Lindsey Pettyjohn)
 - a. Mary and Lindsey will work on insurance options for LYNX.
 - b. Joint Powers Agreement
2. Copy of signatures for all approving entities (Jessica Dorr) – Information Item
 - a. Make sure that everyone has signature pages completed/ send them to Claire

ANNOUNCEMENTS

Next Meeting: April 5th at 10:00 AM in Eagle

Next Meeting: Friday, April 19, 10:00 AM, Meridian

ADJOURNMENT

Motion to adjourn: Jessica

Second: Jana Jessica

Meeting adjourned at 1:06 PM