



**RiverShare Mission Statement:**

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

**RiverShare Assembly of the Whole Committee**

River Valley District Library

November 20, 2014

2:00 p.m.

Meeting brought to order by Lee Ann Fisher

1. Roll Call – Maria Levetzow

RIVERSHARE ROLL CALL SHEET	11/20/2014
Ashford University Library (Flora Lowe/Deb Duhr/Mary Heinzman/Julia Dickinson)-AUL	Flora (late)
<b>Bettendorf Public Library (Sue Mannix/Maria Levetzow)-BPL</b>	Sue
<b>Clinton Community College Library (Sally Myers/Michelle Bailey or Nancy Luikart)-CCC</b>	Sally (late)
<b>Clinton Public Library (Brad Wiles/Beth Mosher)-CPL</b>	Brad
<b>Robert R Jones Public Library District (Jeff Stafford/East Moline Library) - CVP</b>	Jeff (gtm)
<b>Davenport Public Library (KennethWayne Thompson/Amy Groskopf) - DPL</b>	Amy
<b>East Moline Public Library (Laura Long/Tami Cox) - EMPL</b>	Laura
Henry C Adams Library (Susan Miniel/Deb Schrader) - HCA	
<b>Kaplan University Library (Marlene Metzgar) - KUL</b>	Marlene
<b>LeClaire Community Library (Jillian Aschliman /Carina Mulcrone) - LCL</b>	Jillian
<b>Moline Public Library (Lee Ann Fisher/Bryon Lear/Deborah Shippy) - MPL</b>	Lee Ann
<b>Muscatine Community College Library (Nancy Bird Luikart/Sally Myers) - MCC</b>	
<b>Musser Public Library (Pam Collins/Bobby Fiedler) - MUS</b>	Bobby
<b>River Valley Library (Shelli Fehr/Teri Blake/Eric Arnold) - RVL</b>	Shelli
<b>Rock Island Public Library (Angela Campbell/Amy Penry) - RIPL</b>	Angela
<b>St Ambrose University Library (Mary Heinzman/Julia Dickinson) - SAU</b>	
<b>Scott Community College Library (Michelle Bailey/Sally Myers or Nancy Luikart) - SCC</b>	Michelle
<b>Scott County Library (Tricia Kane/Sarah Carlin or Connie Owings) - SCL</b>	Tricia
<b>Sherrard Public Library District (Dodie Wessel/Paula Graff) - SPLD</b>	Paula
<b>Silvis Public Library (Nancy Ashbrook/????) - SVP</b>	

2. Review of Minutes

Brad Wiles is voting member for Clinton.

Typo identified on second page.

Shelli Fehr moved to approve as amended

Jillian Aschliman seconded.

No discussion.



## RiverShare Mission Statement:

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

All in favor.

### 3. Executive Committee

#### A. Financials –Tricia Kane reporting

Two bills scheduled to be approved at November 20 Scott County Board of Supervisors meeting for Vonage and \$2200 to Polaris for after-hours upgrade.

Shelli Fehr asked if Tricia had received invoice from Polaris, but they are not being responsive. Tricia will continue to follow up.

Laura Long moved to approve financial report as submitted.

Shelli Fehr seconded.

No discussion.

All in favor.

#### B. By-laws Committee – Lee Ann Fisher reporting

##### 1. December AOW meeting

Bylaws committee has finished with revision of bylaws and Lee Ann suggests that December Assembly of the Whole meeting will be limited to bylaws discussion, as the revision is extensive.

### 4. ILS Admin Committee

#### A. Upgrade – Amy Groskopf reporting

Upgrade was largely uneventful. Some problems were experienced with SIP. DPL sorter had major glitches for which a patch was supplied. Sorter was trapping items for system holds, but then routing the item to a bin for reshelving. But that now appears to be resolved.

Amy sent out the url for Leap to all members; it's not something that has to be used. Eric Arnold asked how to get support for Leap; staff members should submit help desk tickets, if needed. Bobby Fiedler indicated that the Leap help section has a document specifically about printing to tsp printers; River Valley is having problems printing to tsp, but not other printers.

Scott County indicated that they've been using Leap, but some additional permissions need to be added for some staff members.

There is a new error message for new card registration if email address isn't entered.

Polaris is loading first of OverDrive consortial titles. Do not direct patrons to find it screen for ebook titles. Advantage titles hopefully will be loaded next week.

Academic titles were loaded, but not by Kelly and not by our tech services committee, so there may be some confusion as to status of academic titles.



## RiverShare Mission Statement:

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

### 1. After Hours Cost

Bill to be paid for \$2200 for after hours upgrade to Polaris. Amount was built into budget for one after hours upgrade every year.

### 5. Tech Services

Connie Owings passed on that they are working on tech services manual and hope to complete draft in next couple of months.

### 6. Circulation Committee

No report.

### 7. PAC Committee

Have training on January 21 for pac training. Sign up will start in December. For new RS employees or those who want a refresher.

### 8. IT Committee

No report.

### 9. PR

No report.

### 10. Old Business

#### A. Telephony & Website Host – Eric

Telephony was discussed at Executive committee. 5 different local companies were contacted as possible hosts: one was not interested, two did not send quotes, others did not respond. Discussion will take place as to how we will proceed from here.

Proposal that web site is moved to new host; vendor has been submitted. \$84/year for ownership of domain, full coverage and support, including back up.

SiteGround services will include website hosting at \$3.95 per month, free website transfer, free website setup fee, support for 3 months at \$3.95/month, backup service for 12 months at \$2.00 a month.

Recommendation from IT committee that RiverShare web site is moved to being hosted at SiteGround at an initial cost of \$84 per year.

Shelli Fehr seconded.

Bobby Fiedler said Musser uses SiteGround for intranet, and their increased cost after first year was minimal. Musser is very satisfied.

Initial discussions between IT and SiteGround indicated that the migration could be completed by end of year.

All in favor.

Sue Mannix offered thanks to Eric, Bobby and Bryon Lear for their work on web site migration.



## **RiverShare Mission Statement:**

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

### Telephony:

For telephony server, those who said they couldn't host it couldn't do it because of the need for phone lines. Currently do not have an option for an outside host of telephony. City of Bettendorf is willing to go forward with hosting the telephony server, but we would have to put into place a first tier level of support to handle what we could. If we cannot handle it, an agreement with the City would be created to allow for second tier level of support from City of Bettendorf IT.

We currently do not have a first and second level, so costs would be unknown.

Even if we had found an exterior host, we would still be responsible for supporting.

Sue Mannix indicated that the City of Bettendorf understands the difficulty of finding a host, and is willing to work with us. The City of Bettendorf attorney could draft an agreement.

Lee Ann Fisher asked if there were members recommended for being on this task force. At this time, no one other than Forrest Mook knows what to do. Sue Mannix stated that City of Bettendorf IT suggested that member libraries take turn doing telephony support. Forrest was notified for support issues via help desk tickets.

Lee Ann suggests that Eric go back to the ILS Admin to find out if there are volunteers to be first tier responders and requested that Sue begin assembling a draft of the agreement. Amy indicated that the ILS Admin already works in that manner, with areas of expertise taken on by individual members.

Michelle Bailey raised the question as to how others deal with this. Other libraries and consortia have paid IT staff.

### B. Vonage Bill – Tricia Kane reporting

Tricia contacted Vonage to see if they would accept any other payment options. They will only accept electronic funds: credit card, electronic payment from a checking account, or a prepaid Visa. Scott County Auditors office will not allow credit card to automatically pull funds from the RiverShare account. Sue Mannix asked Shelli Fehr if the River Valley auditor was amenable to using River Valley's credit card; Shelli indicated it sounded like it would be okay. Eric observed that web hosting and GoToMeeting are also charges that could be paid via prepaid Visa.

Sue stated that question for prepaid visa would still be who will manage it. If we go with a prepaid Visa, a member library would need to facilitate it, and one library would need to purchase it. Shelli asked if Scott County could purchase prepaid Visa through the RiverShare account. Tricia indicated that wouldn't work because RiverShare doesn't have a checking account.

Lee Ann asked Shelli if River Valley could purchase the prepaid Visa. Eric and Amy Groskopf mentioned that we need to make sure there are not extra fees, or that we don't lose value for unused funds.



## RiverShare Mission Statement:

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

Amy asked if it was feasible for RiverShare to have a checking account. Sue Mannix pointed out that the advantage of having Scott County be our fiscal agent is that annual auditing services are included. Shelli asked if a small checking account was viable, to be used as petty cash.

Eric asked how much of an audit process is involved for a \$2,000 account. Maria Levetzow questioned whether an audit would be allowed, as then only partial fund would be audited. Sue indicated that without legal approval, she would not be willing to vote on that.

Lee Ann asked Tricia to determine total amount to be put on card, and then asked Shelli to investigate prepaid cards to determine limits, fees, etc.

Eric suggested that as more vendors move to electronic funds transferring, we will need to continue evaluate the situation. Sue asked if other libraries have considered taking turns at paying bills; Bettendorf has done it for 4 years. If other libraries would take turns, we wouldn't have to use the prepaid.

### C. Other

No other.

## 11. New Business

### A. Resignation Vice-Chairman

Shelli Fehr has resigned as vice-chair and as director of River Valley. Current bylaws state If an officer is unable or unwilling to perform their duties as outlined in Section D, the Assembly will remove him/her from office and hold a special election to determine a replacement.

Sue Mannix mentioned that the last time we were in this position, we formed a search committee. Amy Groskopf mentioned that she thought we would find a better candidate if we appoint via search committee.

Lee Ann appointed Shelli Fehr, Michelle Bailey, Jillian Aschliman, and Angela Campbell to the nominating committee; they'll have suggestions at next Executive committee.

### B. Appoint Negotiation Team – Lee Ann Fisher

Lee Ann Fisher appointed Nancy Luikart, Amy Groskopf, Bryon Lear, Eric Arnold and the current chair of the Assembly of the Whole to serve on the committee to negotiate a new contract with Polaris.

### C. AOW Meeting Locations

1. February will be held at East Moline
2. April will be held at Scott County
3. June will be held at Clinton Public Library, Lyons Branch

### D. Other



## **RiverShare Mission Statement:**

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

No other new business.

### 12. Other

No other.

Main Library at DPL will be closed December 8 through 23 for recarpeting. Reopen on 26<sup>th</sup>. Still plan to do pick list and will get delivery. Suspending all patron holds unless they do other pickup points in the meantime.

### 13. Adjourn

Adjourned at 3:00

Shelli Fehr moved.

Sue Mannix seconded

All in favor.

December 18 Assembly of the Whole meeting at Scott Community College

January 15 Assembly of the Whole meeting at Bettendorf

February 19 Assembly of the Whole meeting at East Moline

March 19 Assembly of the Whole meeting at Sherrard

April 16 Assembly of the Whole meeting at Scott County

May 21 Assembly of the Whole meeting at St. Ambrose

June 18 Assembly of the Whole meeting at Clinton Public Library, Lyons Branch

December 9 Executive committee meeting at Rock Island Main

January 13 Executive committee meeting at Scott Community College

February 10 Executive committee meeting at Bettendorf

March 10 Executive committee meeting at East Moline

April 14 Executive committee meeting at Moline

May 12 Executive committee meeting at St. Ambrose

June 9 Executive committee meeting at Muscatine Community College