



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

Bettendorf Public Library

January 22, 2015

2:00 p.m.

1. Roll Call – Maria

Members in attendance: Sue Mannix and Maria Levetzow (Bettendorf), Brad Wiles (Clinton), Amy Groskopf (Davenport), Laura Long (East Moline), Marlene Metzgar (Kaplan), Jillian Aschliman (LeClaire), Lee Ann Fisher (Moline), Nancy Luikart (Muscatine Community College), Shelli Fehr, (River Valley), Angela Campbell (Rock Island), Michelle Bailey (Scott Community College), Tricia Kane (Scott County), Paula Graff (Sherrard), Mary Heinzman, (St. Ambrose)

Clinton Community College, Musser and Silvis were served by proxies.

2. Review of Minutes

Shelli Fehr moved to accept as submitted.

Mary Heinzman seconded.

All in favor.

3. Executive Committee

A. Financials – Tricia

Since last time we met we received Ill invoice, as well as Overdrive content, which were paid out in December. January Vonage bill paid. Balance of \$67,118.75.

Overdrive integration still has an open ticket, as it has not been successfully completed, so payment for that is not yet completed.

Nancy Luikart moved to accept as submitted.

Marlene Metzgar seconded.

All in favor.

4. Committee Reports

A. ILS Committee

Amy Groskopf reported that Maria Levetzow and Amy Groskopf were asked to approach Polaris at PUG about costs beyond end of contract. Polaris Sales rep stopped in at Davenport. Their proposal was 3 ½% increase annually ongoing, but nothing has been presented in writing.

B. Tech Services Committee

Subcommittee has completed tech services manual, will present and hope to vote at committee meeting in March with the expectation that it will be presented at March Assembly of the Whole meeting.

C. Circulation Committee

No report

D. PAC Committee

Will meet first week in February

E. IT Committee

Web site migration was completed.

F. PR Committee

No report

G. Other

5. Old Business

A. Election of Vice-Chairman/Chairmen Elect

1. Nominations

- a. Pam Collins - Musser
- b. Brad Wiles - Clinton
- c. From the Floor

Shelli Fehr compiled votes. Brad Wiles is new vice-chair/chair elect.

Results: 13 for Brad Wiles
2 for Pam Collins.
1 write-in for Mary Heinzman.

B. Vonage Bill – Tricia Kane

At executive committee Tricia was asked to investigate new payment options but has not yet received an answer from county budget manager. City of Bettendorf has agreed to include in contract for services, if needed.

C. Web Server – Lee Ann

Migration is complete. Cost was about \$83, paid by Lee Ann, and invoice has been submitted. DPL has paid GoToMeeting with DPL credit card, and invoice has been submitted.

D. Bylaws-Update

Committee: Leeann Fisher, Angela Campbell, Michelle Bailey, and Shelli Fehr are on committee. Committee will meet again next Tuesday to cover rest of document, beyond what was discussed at last Assembly of the Whole meeting and voted on here.

PROPOSED AMENDMENT 1

To renumber the Bylaws to reflect the Article first and then the division, to read: "Section 1.1" for Article 1, division 1, and "Section 1.2" for Article 1, division 2, and so on.

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.
No discussion.
All in favor.

PROPOSED AMENDMENT 2

Under PREAMBLE, to add "for the benefit of its member libraries' patrons" at the end of the first sentence in the second paragraph, to read:

"RiverShare Libraries is recognized as the legal contracting body with the vendor for the integrated library system and the legal contracting body to receive funds to be applied to the installation, maintenance and support of the system for the benefit of its member libraries' patrons."

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.
No discussion.
All in favor.

PROPOSED AMENDMENT 3

Under PREAMBLE, to strike the "and" before "share the ongoing costs of the system" and add ", and be a fully participating member of its government." to the end of paragraph three in the Preamble to read:

"The participating libraries must agree to enter their collections into a common database, agree on the shared use of the database, purchase equipment that will enable them to use the system, share the ongoing costs of the system, and be a fully participating member of its government."

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.
No discussion.
All in favor.

PROPOSED AMENDMENT 4

Under ARTICLE 1—Authority, add the title "Intergovernmental Agreement" to Section 1.1, add the title "Policy" to Section 1.2, add "Assembly of the Whole" after RiverShare and strike "without concurrence of that member's governing body", and add a new "**Section 1.3 Database Integrity**—The use of the bibliographic data in the ILS shall be subject to AOW approval." to read:

ARTICLE 1—Authority

Section 1.1 Intergovernmental Agreement—RiverShare is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois; the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and Chapter 28E of the Iowa Code.

Section 1.2 Policy—RiverShare Assembly of the Whole shall not make policy that would require a member to change policies set by its governing body.

Section 1.3 Database Integrity—The use of the bibliographic data in the ILS shall be subject to AOW approval.

Mary Heinzman questioned whether other data should be included in database integrity. Argument was made that patron and item records should be included.

Mray Heinzman moved to send section 1.3 back to committee with recommendation to remove it.
Sue Mannix seconded.
All in favor.

Sections 1.1 and 1.2 are recommended by Shelli Fehr on behalf of bylaws committee.
No discussion.
All in favor.

PROPOSED AMENDMENT 5

Under ARTICLE 2—Definitions, change Section 2.4 from “Director” to “Designee” and add the following definitions:

Ad Hoc Committee—temporary committee appointed by the President to serve a specific purpose.

Consortium—A group of libraries working together to provide a shared ILS, resources, and delivery.

Fee Formula—Method used to determine individual member library’s share of costs.

Fully Participating—A member library who pays fees promptly, votes on AOW action items, follows established RiverShare policies and procedures, and contributes to the workings of RiverShare.

Integrated Library System (ILS)—Database used to track acquisitions, cataloging, circulation, serials, and public catalog and other components.

Non-Compliant—A member library who has not responded to previous requests to adhere to the policies and procedures of RiverShare.

Proxy—Designated voting substitute on record for a member library.

Standing Committee—permanent RiverShare committee.

In addition, the existing definitions will be renumbered and abbreviations spelled out to read:

Section 2.1 Ad Hoc Committee—temporary committee appointed by the President to serve a specific purpose.

Section 2.2 Assembly of the Whole (AOW)—is comprised of the authorized representatives of the member libraries.

Section 2.3 Consortium—A group of libraries working together to provide a shared ILS, resources, and delivery.

Section 2.4 Designee—Authorized representative of a member library.

Section 2.5 Fee Formula—Method used to determine individual member library’s share of costs.

Section 2.6 Fiscal Year—The RiverShare fiscal year is July 1 – June 30.

Section 2.7 Fully Participating—A member library who pays fees promptly, votes on AOW action items, follows established RiverShare policies and procedures, and contributes to the workings of RiverShare.

Section 2.8 Integrated Library System (ILS)—Database used to track acquisitions, cataloging, circulation, serials, and public catalog and other components.

Section 2.9 Intergovernmental Agreement—Legal document (Iowa 28E and Illinois Intergovernmental Instrumentality) signed by each member library to form a legal entity.

Section 2.10 Member—For purposes of these Bylaws, the members of RiverShare Libraries are referred to as "Member Libraries". The terms "Member Libraries" and "Member Library" include each Member Library as of the effective date of its active membership in RiverShare Libraries.

Section 2.11 Non-Compliant—A member library who has not responded to previous requests to adhere to the policies and procedures of RiverShare, as established in ARTICLE 11.

Section 2.12 Proxy—Designated voting substitute on record for a member library.

Section 2.13 Quorum—Unless otherwise stated, a quorum is a simple majority of member libraries.

Section 2.14 Standing Committee—permanent RiverShare committee.

Mary Heinzman asked if proxy is limited to voting privileges, or should we expand to include discussion. Sue Mannix indicated she feels it should be act as designee.

Mary Heinzman moved to amend Section 2.12 to read “designated substitute on record”
Nancy Luikart seconded.
All in favor.

Sue Mannix questioned non-compliance definition, asking to change “A member library who has not responded” to “A member library who has not complied with”

Sue Mannix moved to accept the change.
Mary Heinzman seconded.
All in favor.

Nancy Luikart questioned how to define authorized in Section 2.4. Will be remanded to bylaws committee

With those changes, amendment is recommended by Shelli Fehr on behalf of bylaws committee.
No discussion.
All in favor.

PROPOSED AMENDMENT 6

Under ARTICLE 3—Name and Purpose, replace “PURPOSE” with “MISSION” and add the title “Name” to Section 3.1 and “Mission” to Section 3.2, and replace existing text with RiverShare’s Mission Statement, to read:

ARTICLE 3—NAME AND MISSION

Section 3.1 Name—The name of the organization shall be RiverShare Libraries.

Section 3.2 Mission—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.

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.
No discussion.
All in favor.

PROPOSED AMENDMENT 7

Under ARTICLE 4—GOVERNANCE. Strike the title “Governance” and replace with “Assembly of the Whole”; replace “directors” with “Designee”, and add “and their proxies” behind “each member library” in sentence one; add “and can submit their vote in person or in such manner as determined by the AOW” at the end of sentence two; add “Designee and” before “proxy list” in sentence three; and strike the last sentence to read:

ARTICLE 4—ASSEMBLY OF THE WHOLE

The affairs of RiverShare Libraries shall be conducted by the Assembly of the Whole. The Designee of each member library and their proxies comprise the Assembly of the Whole. Each library has one vote and can submit their vote in person or in such manner as determined by the AOW. The Designee and proxy list for each library will be updated on July 1 each year and given to the Secretary of the Consortium.

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.

No discussion.

All in favor.

PROPOSED AMENDMENT 8

Under ARTICLE 5—Members, Section 5.4 Responsibilities of Member Libraries, strike B. and D., re-label C. B. and insert “All RiverShare libraries must abide by the official RiverShare policy on Patron Confidentiality (refer to Addendum 1).” Strike the old E. and F. New Section 5.4 to read:

Section 5.4 Responsibilities of Member Libraries

- A. Each Member Library shall comply with such other reasonable rules and regulations as may be established by RiverShare Libraries for the administration of the ILS, as well as all policies of RiverShare Libraries that have been established by the Assembly of the Whole.
- B. Each Member Library shall comply with the confidentiality requirements contained in any sales and/or maintenance agreement(s) or any other agreement entered into by RiverShare Libraries with any vendor. The compliance required of each Member Library shall include signing any confidentiality documents and observing any other requirements designated by RiverShare Libraries in writing. In addition, each Member Library shall be individually responsible for any breach or violation of the confidentiality requirements by such Member Library, whether occurring during the term of the Member Library’s membership in RiverShare Libraries or thereafter. All RiverShare libraries must abide by the official RiverShare policy on Patron Confidentiality (refer to Addendum 1).

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.

No discussion.

All in favor.

PROPOSED AMENDMENT 9

Under ARTICLE 6—Officers, replace “Chair, Vice Chair/Chair Elect” with “President, President Elect”, to read:

Section 6.1 Officers—A President, President Elect, Secretary, and Treasurer shall serve the Assembly of the Whole.

Amendment is recommended by Shelli Fehr on behalf of bylaws committee.

No discussion.

All in favor.

PROPOSED AMENDMENT 10

Add new ADDENDUM 1, to read:

ADDENDUM 1

Patron Confidentiality Policy

All RiverShare libraries must abide by the official RiverShare policy on Patron confidentiality: “We, the members of RiverShare Libraries, recognizing the importance of protecting the privacy of our patrons, support the ALA Policy on Confidentiality of Patron Records and agree to follow the respective Illinois Library Records Confidentiality Act (75 ILCS 70), or Iowa Code Chapter 22.7, Confidential Records, or local policy in order to protect the confidentiality of patron records or member libraries.”

Sue Mannix suggested that Patron Confidentiality be capitalized, as it is a title, and recommends a style change that titles of documents be italicized. Marlene Metzgar observed the Member Libraries also be capitalized for consistency throughout document.

Amendment is recommended with suggested changes by Shelli Fehr as chair of bylaws committee.

No discussion.

All in favor.

E. Other

6. New Business (Please Read the Documents Ahead of the Meeting)

A. RAILS Resource Sharing Overlay Project Review

Technically the RAILS overlay project only affects Illinois libraries, but since we’re in the same consortium, it could have impact on Iowa libraries. Illinois had the first combined meeting of the futures subcommittee and consortia committee. The overlay will not be mandatory, it is free choice. It is modeled after a similar setup in Michigan. The State of Illinois is not backing this project. Anne Craig is pushing for one state, one system ; this would be an interim solution. A focus group on the overlay will take place at Moline on March 4 for up to 25 people, from 9:30 to 12:30. Iowa libraries are invited as well.

Sue Mannix mentioned that she sees overlay project as further validation of Anne Craig’s vision for the state of Illinois and that is one system, one il. Until we have a clearer vision of the future of a bi-state consortium, she will be advocating for conservatism and limited expansion.

Lee Ann agreed with Sue, as voluntary efforts have been tied to per capita grants in the past, although this overlay project is a RAILS project now, as opposed to a state project.

B. RAILS eRead Illinois rebate offer

Lee Ann share “Detailed Analysis of Revisions to Proposed Changes to Library System Rules and Standards”. Document includes instructions on how to submit comments.

C. Detailed Analysis of Revisions to Proposed Changes to Library System Rules and Standards

D. Other

E. Overdrive report

The OverDrive management team submitted a request to the Assembly of the Whole to increase OverDrive checkout limit to 4 and checkout out time to maximum 21 days. Report that academic titles not integrated, and that questions about circ statistics and status in the pac remain.

7. Other

Amy Groskopf reminded us that system will be down January 25 while server is being moved. Phone renewal will be down until Monday morning.

Moline became passport agency starting February 17.

Bettendorf has been selected to be a pilot site for Iowa DOT and will have a kiosk for patrons to renew drivers licenses, and possibly eventually, fishing licenses, etc. DOT is estimating about 50 people/day.

East Moline cannot host in February. Tentatively scheduled for MPL.

8. Adjourn

Adjourned at 3:23.

Next Exec meeting February 10th @ Bettendorf Public Library @ 2

Next AOW meeting February 19th @ Moline Public Library @ 2