



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

Sherrard Public Library

March 19, 2015

2:00 p.m.

1. Roll Call – Maria

| Member Library | 3/19/2015 |
|---|---------------------|
| Ashford | |
| Bettendorf | Sue Mannix |
| Clinton | Brad Wiles |
| Clinton Community College | Sally Myers |
| Davenport | Amy Groskopf |
| East Moline | Laura Long |
| Henry C. Adams Library | |
| Kaplan | Marlene Metzgar |
| LeClaire | Sue Mannix as proxy |
| Moline | Lee Ann Fisher |
| Muscatine Community College | Nancy Luikart |
| Musser | Pam Collins |
| River Valley | Shelli Fehr |
| Robert R. Jones Public Library District | Jeff Stafford |
| Rock Island | Angela Campbell |
| Scott Community College | Michelle Bailey |
| Scott County | Tricia Kane |
| Sherrard | Paula Graff |
| Silvis | Nancy Ashbrook |
| St. Ambrose | Julia Dickinson |

2. Review of Minutes

Amy Groskopf moved to accept as submitted.

Marlene Metzgar seconded.

No discussion.

All in favor.

3. Executive Committee

A. Financials – Tricia

Made transfer of Vonage payment to Scott County's credit card to be paid. Balance remains of \$66,382.27.

Shelli Fehr moved to accept as submitted.

Michelle Bailey seconded.

No discussion.

All in favor.

B. Vice President's Report – Brad

No report.

C. Other

No other.

4. Committee Reports

A. ILS Committee

Amy Groskopf: Settings were changed in pac so OverDrive content will show based on pac library, once they've logged in, they'll see content that is available to them, regardless of which pac. For branches, titles are registered through main branch, so until patron logs in at branch pac, won't see titles.

Polaris vs OverDrive stats still do not meet. We believe that most accurate stats are from Polaris.

LEAP training for patron registration will be coming. Will shortly be sending information for ILL setup; to whom should that be sent? Decided to be sent to directors, who will pass it on to appropriate staff RI will do ILL training.

B. Tech Services Committee

1. Technical Services Policy and Procedures Manual Update

Tricia Kane: Tech Services did a complete revision of the manual. It's currently on a wiki and is password protected. The manual did pass at the committee level. Question was posed as to whether Assembly of the Whole needs to vote on this; Connie Owings and Christine Barth will be at the May **APRIL** Assembly of the Whole to explain changes. Can be viewed at: <http://rsitechnicalserv.wikispaces.com>.

Your Technical Services representatives will have access to the document, or you can create your own account and join the wiki.

C. Circulation Committee

1. Circulation Policy & Procedure Manual Update- Greg Benefiel

Greg Benefiel: Committee discussed circ policy and procedure manual and will update regularly.

Recommend to add the following text to section 9 of the Circulation Policy & Procedure Manual, Libraries issuing cards & renewing expired cards not at home library. (

9.4 Iowa public libraries may voluntarily enter into an agreement with other Iowa public libraries to register and renew library cards.

Recommendation to accept change from Circulation committee via Greg Benefiel.
Nancy Luikart seconded.
No discussion.
All in favor.

Also brought up was a discussion of open access and holds and the disparity between the policies of libraries.

Sue Mannix: the Open Access agreement allows individual libraries to determine that, so RiverShare probably can't make a policy that countermands that.

It's an Iowa issue, but it could affect Illinois libraries. Open access could place hold and receive items from Illinois libraries.

Open Access policy does not preclude Open Access patrons from having more than one card.

Shelli Fehr: Open Access patrons checking out Illinois items doesn't bother River Valley since they send items all over the country

Lee Ann Fisher: Asked if any Illinois libraries have an issue with sending items to Open Access patrons via holds. No concern was indicated.

D. PAC Committee

Laura Long; PAC committee did not meet this month, but did have a policy meeting. Committee will be voting on two policies at next meeting. PAC training will be March 25, featuring OverDrive and MuseGlobal.

E. IT Committee

No report.

F. PR Committee

Michelle Bailey: Met yesterday. CLOUT is doing 1000 books to read before kindergarten. Developing list of participating libraries, resources, etc., will share in newsletter. Will be hosting a program on marketing summer reading programs at St. Ambrose at 2:00 on May 20, including information on marketing plans, setting up e-newsletters, etc.

June 13 is Pioneer River Days. RiverShare will have a booth, set up will be at 9:00 a.m.. PR committee will be looking for volunteers.

Potluck at Shelli Fehr's house on April 11.

G. Other

Sue Mannix: Is there was any additional information on the state of Illinois libraries leaving RiverShare? No additional information was forthcoming.

5. New Business

A. OverDrive Committee

1. Checkout limits and loan periods

Maria Levetzow: As stated at March meeting, there is a request from the OverDrive committee to change loan limits to maximum of 4 items per card and a maximum loan period of 21 days.

Recommendation to accept from OverDrive committee via Maria Levetzow.

Shelli Fehr seconded

No discussion.

All in favor.

B. Bylaws – Lee Ann

Suggested by Iowa libraries to postpone suspending bylaws until situation with Illinois libraries is clarified.

Sally Myers: Asked if we were tabling the entire process, or just discussion to future debate and will continue to vote on changes already decided.

Sue Mannix: Clarified that it's not just one library that would like to table discussion, but was a consensus among the Iowa libraries, given that the changes being suggested are fundamental changes to the structure of the organization. If the Illinois libraries don't stay in RiverShare, Sue questioned the point of putting the work in on a document that may be meaningless.

Sally Myers: The first part that has already been discussed could be voted on; her understanding is that those weren't fundamental.

Marlene Metzgar: Change was discussed to alternate president elect between an Iowa and an Illinois library.

Sue Mannix: Substantive changes to secretary role were discussed.

Brad Wiles: What are the pros and cons of changing the bylaws given the uncertainty? Need to come to a decision today on whether we go forward.

Sue Mannix moved to table the bylaws discussion.

Julia Dickinson seconded.

Michelle Bailey: RiverShare will still exist, even if the Illinois libraries resign

Sue Mannix: It will, but perhaps not as a bi-state consortium so changes will need to be made.

Nancy Luikart: If RiverShare changes, we'll still need bylaws

Brad Wiles: Will changes to be discussed be substantially different if Illinois libraries were to leave?

Lee Ann Fisher: Thought that committee identified 2 places that changes would be affected

Sue Mannix: If Illinois libraries leave, RiverShare will have to rewrite the bylaws anyway, so why do it again

Sally Myers: There weren't many places where difference in Illinois and Iowa matters. She would like to vote on discussion that has already occurred.

Brad Wiles: Will tabling future discussion create discordance between new items and standing items

Role call vote on motion to table the bylaws discussion.

| Member Library | vote on tabling bylaws discussion |
|---|-----------------------------------|
| Ashford | |
| Bettendorf | Yes |
| Clinton | No |
| Clinton Community College | No |
| Davenport | No |
| East Moline | No |
| Henry C. Adams Library | |
| Kaplan | Yes |
| LeClaire | Yes |
| Moline | No |
| Muscatine Community College | No |
| Musser | Yes |
| River Valley | No |
| Robert R. Jones Public Library District | Yes |
| Rock Island | No |
| Scott Community College | No |
| Scott County | Yes |
| Sherrard | No |
| Silvis | No |
| St. Ambrose | Yes |

18 votes: 11 voted no, 7 voted yes. Discussion will continue.

Amy Groskopf moved to put into place the changes previously agreed upon at other meetings, through article 6.

Angela Campbell seconded.

No discussion.

Role call vote on motion to put into place the changes previously agreed upon at other meetings, through article 6.

| Member Library | move to accept changes through article 6 |
|---------------------------|--|
| Ashford | |
| Bettendorf | no |
| Clinton | yes |
| Clinton Community College | yes |

| | |
|---|-----|
| Davenport | yes |
| East Moline | yes |
| Henry C. Adams Library | |
| Kaplan | yes |
| LeClaire | no |
| Moline | yes |
| Muscatine Community College | yes |
| Musser | yes |
| River Valley | yes |
| Robert R. Jones Public Library District | yes |
| Rock Island | yes |
| Scott Community College | yes |
| Scott County | no |
| Sherrard | yes |
| Silvis | yes |
| St. Ambrose | no |

18 votes: 4 voted no, 14 voted yes. Previously agreed upon changes are approved.

Amy Groskopf moved to table further discussion of the bylaws. Her perception is that the committee structure is working pretty well; do we want to change that at a time when other changes could be happening?

Shelli Fehr offered amendment to table articles 7,8,9 and continue with article 10,11, 12, 13, 15.

Nancy Luikart asked if we wanted to make motion for individual sections.

Amy Groskopf moved to table discussion of articles 7 and 9 of the bylaws.

Nancy Luikart seconded.

Majority in favor; Sue Mannix abstained.

C. Budget Committee – Lee Ann

Tricia is chair of budget committee. Amy Groskopf and Michelle Bailey are representing Iowa libraries; Nancy Ashbrook and Angela Campbell are representing Illinois libraries.

D. Nominating Committee – Lee Ann

Chaired by Brad Wiles. Lee Ann Fisher represents Illinois libraries, Nancy Luikart will represent Iowa libraries.

E. Other

6. Old Business

A. Bylaws – WORKSESSION (Please Read the Documents Ahead of the Meeting)

Request from Amy Groskopf to get copy of updated bylaws; Shelli Fehr will send out

PROPOSED AMENDMENT 10

Renumber ARTICLE 7—MEETINGS to ARTICLE 8, strike the old A., B., and C. and insert “Section 8.1 Schedules, Section 8.2 Attendance, and Section 8.3 Compliance”, to read:

ARTICLE 8—MEETINGS

Section 8.1 Schedules

- A. The AOW and ILSAT shall meet monthly.
- B. The schedules of the AOW and ILSAT shall be determined at each body’s June meeting and posted on the website by July 1.
- C. A special meeting may be called by the President or by at least four (4) member libraries, which shall be honored by the President.

Section 8.2 Attendance—Meeting attendance is preferred to be in person but electronic attendance is allowed with full voting privileges during the meeting.

Section 8.3 Compliance—All meetings shall be in compliance with Iowa and Illinois Open Meetings Law. All documents will be available to the public and may be copied at cost, according to the Freedom of Information Act.

Rationale: Clarify process

Strike references to ILSAT, since discussion of committees’ article will be tabled.

PROPOSED AMENDMENT 11

To strike the old ARTICLE 8—VOTING.

Rationale: Voting is addressed elsewhere in the bylaws.

Amy Groskopf: can we leave article 8 as a placeholder, since we’re tabling article 9.

PROPOSED AMENDMENT 13

Under ARTICLE 11—ENFORCEMENT PROCEDURES, insert a new opening paragraph, to read:

“In the event that any Member Library shall fail to conform to such standards, the AOW shall investigate and determine appropriate action.”

Rationale: Introduce procedures

No discussion.

PROPOSED AMENDMENT 14

Under ARTICLE 11—ENFORCEMENT PROCEDURES, strike the old 1., 2., and 3., reorder the sections into Section 11.1 Disputes, Section 11.2 Mediation, Section 11.3 Arbitration, and Section 11.4 Non-Compliance with Policies and Procedures.

Rationale: Clarification of process order

No discussion

PROPOSED AMENDMENT 15

Under ARTICLE 11—ENFORCEMENT PROCEDURES, Section 11.1 Disputes, A., insert title “Monetary Disputes” and strike “that arise concerning violations of RiverShare Libraries policies and guidelines or concerning the terms of the Intergovernmental Agreement.” Under Disputes, A. 1., insert “found in favor” after “any dispute”, strike “between the Library and”, strike “hereunder”, insert “disputing” before “library”, insert “the RiverShare formula and/or Intergovernmental Agreement” before “the terms above”. Under Disputes, A. 2., insert “disputing” before “library’s account and strike “adjusted, and” and “with interest”. Insert a new “B. Policy and Procedure Disputes” title, renumber iii. to 1. and strike the second sentence. Strike iv. New Section 11.1 Disputes to read:

Section 11.1 Disputes

A. Monetary Disputes

1. In the case of any dispute found in favor of RiverShare Libraries regarding payments, the disputing library shall pay the billing according to the RiverShare formula and/or Intergovernmental Agreement.
2. The disputing library's account shall be appropriately credited if a financial dispute is resolved in favor of the library.

B. Policy and Procedure Disputes

1. Disputes relating to violations of policies and guidelines shall be subject to mediation.

Rationale: Clarification

No discussion.

PROPOSED AMENDMENT 16

Under ARTICLE 11—ENFORCEMENT PROCEDURES, re-label old Disputes b. to Section 11.2 Mediation. Little b. becomes A., little c. becomes B., and little d. becomes C., to read:

Section 11.2 Mediation

- A. When disputes cannot be resolved by the methods outlined above, a mediator acceptable to both parties to the dispute will be chosen.
- B. The cost of mediation, should such cost be incurred, shall be borne equally by the disputing parties.
- C. If both parties are not satisfied by the results of mediation, arbitration shall be pursued.

Rationale: Clarification

No discussion.

PROPOSED AMENDMENT 17

Under ARTICLE 11—ENFORCEMENT PROCEDURES, re-label 3. Mediation to “Section 11.3 Arbitration”. Change little a. and b. to A. and B. and strike little c., to read:

Section 11.3 Arbitration

- A. When mediation is not successful in resolving a dispute, the dispute shall be submitted for binding arbitration to the American Arbitration Association according to its current rules and regulations.
- B. The cost of arbitration, should such costs be incurred, shall be borne equally by the disputing parties.

Rationale: Clarification of process

Suemannix: arbitration is very costly. Does RiverShare want to absorb those costs if it wants to resolve an issue with a member library that is not fulfilling its responsibilities?

Sally Myers: if one party has to cover all costs, it wouldn't be a deterrent to others

Angela Campbell: it was in original bylaws

Nancy Luikart: it is standard in bylaws

PROPOSED AMENDMENT 18

Under ARTICLE 11—ENFORCEMENT PROCEDURES, rename “A. Compliance with Policies and Procedures” to “Section 11.4 Non-Compliance to Policies and Procedures”. Strike little a., b., c., and d. and insert a new A., B., C. and re-label little e. to D. Under the new Section 11.4 D., insert “determined” after “non-compliance is” and strike “undisputed, or after a dispute concerning such a ruling has been resolved in favor of the Assembly”, insert “action plan” after “specified by the”, and strike “Assembly” before “shall result in”, to read:

Section 11.4 Non-Compliance with Policies and Procedures

- A. When a member library is identified as being non-compliant, written notice will be sent to that library by the President of AOW. (See Addendum 2)
- B. A special meeting of the AOW will be held after thirty (30) days from the date of the notice to determine an action plan and make a recommendation.
- C. If non-compliance has resulted in expense, the non-complying library will incur the amount of this expense.
- D. When an AOW ruling on non-compliance is determined, the ruling on non-compliance shall be binding for the non-complying library. Failure of the library to reach compliance within the time-frame as specified by the action plan shall result in immediate suspension of participation in the ILS, including denial of access of the library's logons to the database. The failure of the Library to reach compliance within ninety (90) days after the date of suspension shall be considered voluntary withdrawal from this agreement. As specified in Section 12.1, contractual payments shall be required from the Library until the end of the contract year.

Rationale: Clarification of process

No discussion.

PROPOSED AMENDMENT 19

Under ARTICLE 12—TERMINATION OF MEMBERSHIP, re-label A. Obligations Upon Termination of Membership to Section 12.1 Obligations. Insert a new A., re-label 1., B. and 2., C. Under the new B. insert “in accordance with RiverShare policies and procedures” after RiverShare Libraries, strike “as provided in ARTICLE 12-Section B (below), and within the Intergovernmental Agreement”, and strike “as such Member Library”. Under the new C. strike “then” after “with the”, insert “ILS” after

“current” and strike “RiverShare Libraries” after current. New ARTICLE 12—Termination of Membership, Section 12.1 Obligations to read:

ARTICLE 12—TERMINATION OF MEMBERSHIP

Section 12.1 Obligations

- A. A Member Library that seeks to terminate its membership in RiverShare Libraries must provide written notice to RiverShare Libraries at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement.
- B. A Member Library terminating its membership in RiverShare Libraries in accordance with RiverShare policies and procedures shall continue to be fully obligated for all payments and other duties owed to RiverShare Libraries.
- C. Each terminating Member Library must comply with the current ILS protocols with respect to the terminating Member Library's data conversion and related tasks.

Rationale: Clarification

No discussion.

PROPOSED AMENDMENT 20

Under ARTICLE 12—TERMINATION OF MEMBERSHIP, rename B. Rights upon Termination of Membership to “Section 12.2 Rights” and reorganize the order from 4. to A., 1. to B., 2. to C., 3. to D., and strike 5. Under the new A., strike “individual bibliographic” and insert “item”. Under the new B., replace “member” with “terminating”, insert “a copy of their” after “request”, strike “that RiverShare Libraries copy and remove the terminating Library’s”, strike “copy and remove the Library’s entries in the bibliographic”, and insert at the end of the sentence “item database and that it be removed from the RiverShare ILS”. Under the new C., strike “and will be limited to third party charges, if any, and/or charges for RiverShare Libraries or its agents’ work, accordingly”, to read:

Section 12.2 Rights

- A. The item and patron records of the Library shall remain the property of the Library.
- B. A terminating library may request a copy of their patron files, and item database and that it be removed from the RiverShare ILS.
- C. Charges for this work will be the responsibility of the terminating Library.
- D. Title to system hardware and software, except for equipment owned solely by the Library shall be held by RiverShare Libraries as long as the Intergovernmental Agreement is in effect.

Rationale: Clarification

No discussion.

PROPOSED AMENDMENT 21

Under ARTICLE 12—TERMINATION OF MEMBERSHIP, insert a new Section 12.3, to read:

Section 12.3 Reinstatement

- A. A library whose status as a Member Library has terminated may be reinstated by applying for admission as a new Member Library, as set forth in Section 5.1.
- B. Such reinstated Member Library shall pay its share of the costs.

Rationale: Address the process if needed

No discussion.

PROPOSED AMENDMENT 22

Under ARTICLE 13—PARLIAMENTARY AUTHORITY, strike the existing text and replace with new, to read:

ARTICLE 13—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern RiverShare Libraries in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the AOW may adopt.

Rationale: Up-to-date text recommended by registered Parliamentarian.

No discussion.

PROPOSED AMENDMENT 23

Under ARTICLE 14—AMENDMENT OF BYLAWS, A., strike the letter A., insert “at least 30 days in advance of the next” after “submitted in writing” and strike “at the previous” before “regular meeting.” Strike B., to read:

ARTICLE 14—AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Assembly of the Whole by a two-thirds vote of the membership, provided that the amendment/s have been submitted in writing at least 30 days in advance of the next regular meeting.

Rationale: Clarification of procedure

No discussion.

PROPOSED AMENDMENT 24

Insert a new ARTICLE 15—DISSOLUTION CLAUS, to read:

ARTICLE 15—DISSOLUTION CLAUSE

In the event of the dissolution of RiverShare, the total assets remaining, after all just debts have been paid, shall be liquidated and allocated to member libraries based on the Fee Formula. A special meeting of the AOW shall be held for that purpose. Two-thirds vote of the members shall be required for passage.

Rationale: Define the process if it is needed

No discussion.

B. Other

Brad Wiles pulled up meeting minutes from a few different meetings and he was not able to find reference to disbanding executive committee.

Amy Groskopf moved to suspend meetings of the executive committee be suspended until Assembly of the Whole decides to take up additional bylaws changes.

Sue Mannix seconded

No discussion.

All in favor.

7. Other

Sue Mannix: Even with no new information, can we get background on what is driving the Illinois libraries to consider resigning from RiverShare?

Angela Campbell: RAILS is back in a more positive cash flow and there are more things that can be done with RAILS now than when the consortium was founded.

Free support from RAILS is available Illinois libraries, so why not take advantage of that? There are staff time considerations, as well.

Shelli Fehr: Cost of delivery is a factor, as well.

Brad Wiles: At some point might not Illinois libraries be compelled to join the overlay?

Lee Ann Fisher: RAILS is saying that the overlay is strictly voluntary.

Jeff Stafford: Is there a sense that Iowa libraries would be willing to continue with RiverShare or join RAILS?

Sue Mannix: Speaking for Bettendorf, Bettendorf is not interested in going back, to RAILS. There is nothing for our library to gain.

Brad Wiles: Consensus seemed to be that the Iowa libraries want to continue with RiverShare, and perhaps expand it.

Sue Mannix: **State Library of Iowa supports consortia.**

Amy Groskopf: Polaris indicated that adjustments could be made in our ongoing contract so per library costs would remain the same

Julia Dickinson: Mary **Heinzman** expressed concern of opening discussions with Polaris given that we are negotiating new contract.

Amy Groskopf: Negotiations have not been open. An inquiry was made as to possibilities. The standing RiverShare formula was run with Illinois libraries removed, and from Davenport's perception, it's doable. The big detriment is the potential to lose cross-river borrowing.

8. Adjourn

Shelli Fehr moved.

Jeff Stafford seconded.