



## RiverShare Assembly of the Whole Committee

Davenport Public Library Main Library

November 17, 2016

3:30 p.m.

Minutes taken by Connie Owings, Scott County Library System

### 1. Roll Call

Present: Bettendorf Public Library (Maria Levetzow); Clinton Public Library (Brad Wiles); Davenport Public Library (Amy Groskopf); Kaplan University Library (Marlene Metzgar); LeClaire Community Library (Ellen Miller); Musser Public Library (Robert Fiedler); Scott County Library System (Tricia Kane)

Not Present: Clinton Community College Library; Muscatine Community College Library; Scott Community College Library

Guests: Connie Owings, Secretary; Susan Green, Technical Services Committee chair

**2. Approval of Minutes** Levetzow moved to approve the October 20, 2016 minutes; second by Wiles. Motion carried.

### 3. Treasurer's report and approval of Financial Reports (Kane)

The financial reports were e-mailed with the agenda. RiverShare Libraries account balance is \$38,666.29. Invoices paid since the previous financial report: Vonage, Innovative Users Group and III/Polaris annual maintenance. Levetzow asked if libraries could get itemized costs for OverDrive from the treasurer for use in the state's annual survey. Kane will provide. Levetzow moved to approve the financial reports as presented; second by Miller. Motion carried.

### 4. Committee Reports

**A. ILS Committee (Groskopf)** – The Illinois libraries data purge scheduled for the end of October (patrons and items and bibs) hasn't happened so far. ILS committee has been in contact with III/Polaris on this. We will go ahead with the software upgrade to Polaris 5.1/SP1 tentatively scheduled for November 28, 2016, even if the Illinois data purge has not been completed.

**B. Technical Services Committee** – Green informed that the Technical Services Strategic Plan recommends that the Database Subcommittee be established in the RiverShare bylaws the next time they are updated. This will be added to the bylaws revision discussion.

**C. Circulation Committee** – A statistical code was added for Davenport Public Library to use for a new program they are offering involving second grade tours. It was mentioned that the circulation committee is responsible for keeping track of the statistical codes and their use, even when re-purposed; the Assembly of the Whole does not have to vote on them.

**D. PAC Committee** – No report; no meeting.

### 5. Old Business

**A. Polaris / III quote for removing Ashford, Kaplan, and St. Ambrose (Groskopf)** – Groskopf received the quote for removing information of Ashford, Kaplan, and St. Ambrose and forwarded it to Mary Heinzman as their representative.

**B. Interstate borrowing privileges – data gathering by circulation committee (Mulcrone)** – No update.

**C. Bylaws Ad hoc Committee report (Levetzow)** – The suggestions received from the group were discussed in detail. Levetzow will prepare an updated version for the December meeting. The plan is for the vote for the new bylaws to be on the agenda for the January 2017 meeting. It was agreed to seek legal advice on a possible revision of the 28E agreement. It was also stated that the official archives for RiverShare is the Davenport Public Library Special Collections.

The official contract and the 28E are kept there, and minutes, financials, and other documents will be deposited there annually.

**D. Polaris Contract Ad hoc Committee report (Groskopf) – No report.**

## **6. New Business**

**A. New patron statistical category -** Discussed under circulation committee. Assembly of the Whole does not need to vote.

## **7. Other**

**A. Proxies –** Each attending library indicated their delegate and proxy. It was decided that a proxy should not be another library's delegate due to the possible effect on quorum. A proxy can be changed for a specific meeting with 24 hour notice to the Directors mailing list.

Bettendorf Public Library: Sue Mannix, Maria Levetzow

Clinton Community College Library: absent

Clinton Public Library: Brad Wiles, Beth Mosher

Davenport Public Library: Amy Groskopf, Michael Priest

Kaplan University Library: Marlene Metzgar, Lisa Hansen

LeClaire Community Library: Ellen Miller, Amy Fry

Muscatine Community College Library: absent

Musser Public Library: Pam Collins, Robert Fiedler

Scott Community College Library: absent

Scott County Library System: Tricia Kane, Sarah Carlin

### **B. Updates, comments, questions from individual member libraries –**

Libraries will be checking whether any staff will be attending the next Innovative Users Group national meeting:

Gaylord National Resort & Convention Center

201 Waterfront Street

National Harbor, Maryland

\$237/night

Pre-Conference: Sunday, April 2, 2017

Main Conference: Monday - Wednesday, April 3 - 5, 2017

Miller asked if libraries are keeping library card applications in paper format. Most are not – there has been discussion of this on lowalib.

Fiedler mentioned the RiverShare website has been updated with the changes that have been discussed.

**9. Adjourn –** Levetzow moved to adjourn. Meeting was adjourned at 5:00 PM.

Next AOW Meeting is 2:00 p.m. on December 15, 2016 in the small meeting room at the Davenport Public Library-Main Branch.