



## RiverShare Assembly of the Whole Committee

Davenport Public Library Main Library

October 26, 2017

2:00 p.m.

Minutes taken by Connie Owings, Scott County Library System

### 1. Roll Call

Present: Bettendorf Public Library (Maria Levetzow); Clinton Public Library (Holly Youngquist); Davenport Public Library (Michael Priest); LeClaire Community Library (Ellen Miller); Scott County Library System (Tricia Kane)

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

Guests: Connie Owings, Secretary & Technical Services Committee chair; and Meredith Willett, Davenport Public Library

**2. Approval of Minutes:** Levetzow moved to approve the September 21, 2017 meeting minutes; second by Kane. Motion carried.

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

The financial reports were e-mailed with the agenda, including a copy of the Innovative invoice for \$4,940.00 (Data cleanup service). RiverShare Libraries account balance as of October 18, 2017 is \$82,974.54 Invoices paid since the previous financial report: Vonage and Innovative. We have received member fees from 7 libraries out of 9. Youngquist moved to approve the financial reports as presented; second by Levetzow. Motion carried.

### 4. Committee Reports

**A. ILS Committee (Groskopf)** – Training server will be upgraded to Polaris version 5.6 on November 6, 2017; production server on November 27, 2017. Work will continue on removing the lingering associated data from libraries no longer a part of RiverShare; new ticket has been submitted regarding the next steps by III/Polaris.

**B. Technical Services Committee** – Meeting was October 12, 2017. Owings provided training on original cataloging for print on demand and privately published materials; 1 hour CE credit was earned.

**C. Circulation Committee** – Meeting was October 11, 2017. The circulation committee forwarded a recommendation for updated wording to Section 14 in the RiverShare Circulation Manual. Owings will submit to directors via the e-mail list for an AOW vote next month. Their regular meetings have been changed to the 4<sup>th</sup> Wednesday of July, October, January and April.

**D. Information/OPAC Committee** – Meeting was on October 10, 2017. Officers were elected and there was discussion of OPAC changes relating to the next upgrade.

### 5. Old Business

**A. III/Polaris removal of data: Illinois libraries, Ashford University, Kaplan University, St. Ambrose (ILS Admin)** – see ILS Admin update

**B. III/Polaris Contract Ad hoc Committee report (Groskopf, Kane):** Items for Groskopf and Kane that remain for discussion with III/Polaris:

- Request pricing for contract duration of both 3 and 5 years for comparison
- Remove the Mobile PAC from the contract (\$ 1,325.43)
- Request a quote for ongoing maintenance of custom reports
- Confirmation and wording that the OverDrive Integration Subscription price includes both the academic and public platforms.

- In the pricing exhibit included with the subscription license agreement, it states: "Polaris Dedicated Cloud Hosting for Production Only or One Test/Training Environment Only"; the word OR needs to be changed to AND so that we can continue to have both.

**C. Review of 28E agreement (Groskopf): nothing to report**

**D. Iowa Open Meetings Law training required by the RiverShare bylaws:** State Library of Iowa self-paced training at <https://statelibraryofiowa.lmscheckout.com/Course/view/478511>. Roll call certification of completion was taken. Delegates Miller and Kane are in compliance; Youngquist will be compliant by next month. Roll call will be taken again at the next meeting; the certification requirement is for the actual AOW delegates, not their proxy.

**E. Upgrade to Polaris 5.6:** Planned for November 27, 2017. The release notes are available on the RiverShare website.

**6. New Business:**

Please notify the secretary and the chair if you are unable to attend the AOW meeting when the agenda is sent out.

**7. Other and updates, questions, comments from individual member libraries:**

Holly Youngquist is officially the director of the Clinton Public Library.

LeClaire had a good turnout for their pumpkin palooza.

Clinton Public Library will have an opening for an Assistant Director/Youth Services person.

Scott County Library's Walcott branch has re-opened in a new location; larger than the old branch and includes a community meeting room.

**8. Adjourn** – Levetzow moved to adjourn; second by Kane. Meeting was adjourned at 2:50 p.m.

Next AOW Meeting is November 16, 2017 at 2:00 pm in the small meeting room at the Davenport Public Library-Main Branch.