



RiverShare Assembly of the Whole Committee

Davenport Public Main Library, small meeting room

July 19, 2018

2:00 p.m.

Minutes taken by Connie Owings, Scott County Library System

1. Roll Call

Present: Bettendorf Public Library (Sue Mannix); Clinton Community College Library, remote (Sally Myers); Clinton Public Library (Holly Youngquist); Davenport Public Library (Amy Groskopf); LeClaire Community Library (Ellen Miller); Muscatine Community College Library (Nancy Luikart); Scott Community College Library (Michelle Bailey); Scott County Library System (Tricia Kane)

Not Present: Musser Public Library

Guests: Connie Owings, Secretary; Carina Mulcrone, Bettendorf Public Library; Jill O'Neill, Clinton Public Library.

2. Approval of Minutes: Groskopf moved to approve the May 17, 2018 meeting minutes; second by Mannix. Motion passed.

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

The financial reports were e-mailed with the agenda. The FY18 ending balance was \$27,679.52. The RiverShare Libraries account balance as of July 11, 2018 is \$27,455.13. \$35,000.00 is reserved for Future Migration Expenses. Invoices paid since the previous financial report: Vonage, OverDrive (public library platform and content). The RiverShare invoices will go out in August. Miller moved to approve the financial reports as presented; second by Bailey. Motion passed.

4. Committee Reports

- A. ILS Administration Committee** – regular conference calls with Innovative continue
- B. Technical Services Committee** – Amy Fry and Mary Kay Lane have each resigned from their positions at RiverShare libraries so the new co-chairs for the committee are Merideth Willett and Michelle Richmond, Davenport Public Library and the secretary is Mary Bertrand, Clinton Public Library. A summary of committee activities during FY18 was submitted.
- C. Circulation/Delivery Committee** -
- D. Information/PAC Committee** -

5. Old Business

A. OverDrive integration update – The ILSAdmin and Technical Services committees continue to work on the modified academic integration into the RiverShare catalog. Work continues with OCLC to set up the process for ongoing record loading.

B. Review of RBDigital demonstration by Paul Gillespie – no comments

C. 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. 1 remaining delegate will complete the training. Roll call will be taken again at the next meeting.

6. New Business:

A. FY19 Officers – Per the previously agreed-upon alphabetical rotation, Groskopf moved that Nancy Luikart, Muscatine Community College, be elected as chair and Pam Collins, Musser Public Library, as vice-chair, chair-elect. Second by Bailey. Motion passed. Owings will remain as secretary.

B. FY19 Proxy designations – It was determined that a proxy may be a delegate from another RiverShare library. In such case, the proxy would only count as one attendee for quorum purposes. Delegates updated their proxy designations with the secretary.

C. Update Spark guidelines and procedures or replace – Current installation guidelines are not available for Spark and it is seldom used by staff members. Mannix moved to eliminate the use of Spark, and to use established RiverShare mailing lists for all communications instead. Second by Youngquist. Motion passed.

D. Discussion of fines - Clinton is considering going fine-free and wondered what patron codes would be needed or other settings adjusted. Fines are charged based on patron types and fine code settings in each item.

7. Other and updates, questions, comments from individual member libraries: Libraries shared updates from their libraries.

8. Adjourn – Mannix moved to adjourn; second by Miller. Meeting was adjourned at 3:25 p.m.

Next AOW Meeting is scheduled for August 16, 2018.