



RIVERSHARE LIBRARIES

RiverShare Assembly of the Whole Committee

Davenport Public Library, February 21, 2019, 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 (Sally Myers, remote); Clinton Public Library (Jill O'Neill, remote); Davenport Public Library (Amy Groskopf); LeClaire Community Library (Ellen Miller); Muscatine Community College Library (Nancy Luikart); Musser Public Library (Pam Collins, remote); Scott Community College Library (Tabatha Baker); Scott County Library System (Tricia Kane)

Absent:

Guests: Connie Owings, Secretary;

2. Approval of Minutes: Mannix asked for a correction to the minutes under New Business, MOBIUS: she did not contact State Library of Iowa but she did speak with them. Groskopf moved to approve the January 17, 2019 meeting minutes as amended; second by Kane. Motion passed.

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

The financial reports were e-mailed with the agenda. The RiverShare Libraries account balance as of February 14, 2019 is \$43,797.27. \$35,000.00 is reserved for Future Migration Expenses. Invoices paid since the previous financial report: Siteground Website Services for \$320.94 and Vonage. Miller moved to approve the financial reports as presented; second by Mannix. Motion passed.

4. Committee Reports

A. ILS Administration Committee: Conference calls with Ill continue as needed; things are going well. No meeting Feb. 5, 2019. Groskopf & Bianca Sierra-Luebke reviewed holds processing and it appears to be working correctly at this time. If needed, next meeting tentatively March 5, 2019 2:00 p.m. @ BPL.

B. Technical Services Committee: Last meeting October 19, 2018; meeting cancelled for lack of agenda January 10, 2019; next meeting April 11, 2019 at DPL Eastern at 10:30 a.m. to include serials training. Chair Merideth Willett, DPL.

C. Circulation/Delivery Committee: Last meeting February 13, 2019; next meeting April 24, 2019 2:00 p.m. at a location TBD. Chair Greg Benefiel, MUS. The committee decided to have Chairs and Vice-chairs serve two-year terms. Greg will serve as chair again next year, then Owings (Vice-chair, SEL) will serve as chair for two years. Added to manual: public library patrons (including children who have parents in two different households) can only have one public library card. New materials and special items loan periods, holds, etc. Committee will work on a combined chart for staff to access on the website. Fine free juvenile materials – discussed on mailing list. Would like AOW to provide talking points with rationale to public services staffs. Discussed implications of One-Click holds on patron pickup points and possible confusion on the part of patrons and staff.

D. Information/PAC Committee: last meeting February 12, 2019; next meeting May 14, 2019 2:00 p.m. at SCC; Chair Sarah Carlin, SEL. The committee approved proceeding with One-click holds in the PAC. Some libraries did not know about this committee meeting. Again, the question was raised of whether this committee's duties could be absorbed into another committee. In addition to determining settings for the PAC, these members do e-book selection for OverDrive. Committee will discuss at their next meeting. Question was raised of why committee chairs are not attending AOW. Decided that committee chairs must attend AOW if there is a recommendation to be presented so that questions can be asked.

5. Old Business

A. Vote on juvenile fine recommendation: "Recognizing that fines create a barrier to access to library materials, RiverShare recommends that member libraries not charge fines on any juvenile materials". Groskopf moved to approve the recommendation; second by Mannix. Motion carried. Libraries will handle their own publicity. Groskopf will send out publicity examples and talking points for staff if other libraries want to use.

C. MOBIUS delivery contract renewal: Current contract expires June 30, 2019. Groskopf has emailed MOBIUS and they said they would work on the new contract and get back to her.

D. Text and email notification times: Process fine, overdue, bill, 2nd hold, claim, and courtesy notices and populate hold notices daily at 7:30 a.m. Polaris recommends running this job while the branches are closed to avoid taxing the system. It can be scheduled to run at a different time on the weekends. Hold notices process daily, every 4 hours between 9:00 a.m. and 8:00 p.m. Kane moved to change the weekend notification processing time to 8:45 a.m.; second by Groskopf. Motion carried.

6. New Business

A. Innovative Users Group Conference (IUG): May 5-8, 2019, Sheraton Grand Phoenix, Phoenix, AZ. Attending from RiverShare so far are Bobby Fielder, MUS, and Bianca Sierra-Luebke, DPL. A preliminary program draft is available on the [Innovative Users Group website](#) (login required).

7. Future Business:

A. Future automation system options – Suggestion to appoint an ad hoc committee by 2020 to investigate vendor and automation system options for the future per AOW minutes March 15, 2018.

B. 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. All members have been trained. New members of AOW must certify when they have been trained.

8. Other and updates, questions, comments from individual member libraries: Members shared updates from their libraries. Question about the condition and ownership of MOBIUS totes. It was decided that every library should purchase one large sized tote to add into the rotation. Owings will send out brand and size specifications.

9. Adjourn – Groskopf moved to adjourn; second by Miller. Meeting was adjourned at 3:00 p.m.

Next AOW Meeting is scheduled for March 21, 2019 at 2:00 p.m. at Davenport Public Main Library.