



RiverShare Assembly of the Whole Committee

Davenport Public Library, June 20, 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); Davenport Public Library (Amy Groskopf); LeClaire Community Library (Melita Tunnickliff); Scott Community College Library (Michelle Bailey); Scott County Library System (Tricia Kane)

Absent: Clinton Public Library; Muscatine Community College Library; Musser Public Library

Guests: Connie Owings, Secretary

2. Approval of Minutes: Kane moved to approve the April 18, 2019 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 RiverShare Libraries account balance as of June 13, 2019 is \$42,654.26. \$35,000.00 is reserved for Future Migration Expenses. Invoices paid since the previous financial report: Vonage. Bailey moved to approve the financial reports as presented; second by Mannix. Motion passed.

4. Committee Reports

The AOW intends to allow the committees to set their meeting schedules as needed to conduct committee business. Owings presented a committee meeting schedule that was approved by all of the committees.

- **ILS Administration Committee:** Conference calls with ILL continue as needed. In-person meetings are scheduled for the first Tuesday of the month and cancelled if not needed.
- **Circulation/Delivery Committee:** Last meeting April 24, 2019; next meeting July 24, 2019 2:00 p.m. at SCC. Chair Greg Benefiel, Musser Public Library.
Recommendation: Circulation manual, revised section 15, emailed with agenda. AOW discussed wording of the optional Reminder, Patron Record Expiration. Bailey moved to accept the committee recommendation with the Reminder, Patron Record Expiration language changed from "Your library registration **NEEDS TO**" to

“Your library registration **MUST**” be updated; second by Kane. Motion passed.

- **Information/PAC Committee:** last meeting May 14, 2019; next meeting August 13, 2019 2:00 p.m. at Scott Community College library; Chair Sarah Carlin, SEL. **Recommendation:** That the Information/PAC committee absorb the duties of the OverDrive selection committee and continue as a standing committee with functions as described in the current RiverShare bylaws. Bailey moved to accept the committee recommendation; second by Kane. Motion passed.
- **Technical Services Committee:** Last meeting April 11, 2019; next meeting July 11, 2019 at Clinton Public Library at 10:00 a.m. Chair Merideth Willett, DPL. Officers for FY20 are Melita Tunnickliff, LeClaire, Chair; Connie Owings/Christine Barth, Scott County Library System, Vice-Chair; Tabatha Baker, Scott Community College, Secretary.

5. Old Business

A. MOBIUS delivery contract renewal: Current contract expires June 30, 2019. Most recent communication as of May 29, 2019 is that invoices will be sent on or about July 1, 2019 and that pricing will remain the same as last year. Reminder: each RiverShare library was to purchase 2 replacement Rubbermaid tubs to replenish the delivery supply.

B. Innovative Users Group Conference (IUG): Attending from RiverShare were Bobby Fielder, MUS, and Bianca Sierra-Luebke, DPL. Report from Bobby Fiedler, MUS, emailed with agenda. Groskopf reported that Sierra-Luebke attended helpful SQL sessions.

6. New Business

A. Committee meeting schedule update: The AOW intends to allow the committees to set their meeting schedules as needed to conduct committee business. As an FYI, Owings presented a committee meeting schedule that was approved by all of the committees.

7. Future Business:

- **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.
- **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: Libraries shared updates.

9. Adjourn – Mannix moved to adjourn; second by Kane. Meeting was adjourned at 2:55 p.m.

Next AOW Meeting is scheduled for Thursday July 18, 2019 at 2:00 p.m. at Davenport Public Main Library.