



## RiverShare Assembly of the Whole Committee

Davenport Public Library, October 17, 2019, 2:00 p.m.

Minutes taken by Mallory Moffitt, Musser Public Library

### 1. Roll Call

**Present:** Sue Mannix (Bettendorf Public Library); Jill O'Neill (Clinton Community College Library); Susan Mesecher (Clinton Public Library); Amy Groskopf (Davenport Public Library); Ellen Miller (LeClaire Community Library); Nancy Luikart (Muscatine Community College); Pam Collins (Musser Public Library); Tabatha Baker (Scott Community College Library); Tricia Kane (Scott County Library System)

**Guests:** Mallory Moffitt, Secretary

### 2. Approval of Minutes: Luikart moved to approve the August 15, 2019 meeting minutes; second by O'Neill; 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 October 10, 2019 is \$88,525.49. \$35,000.00 is reserved for Future Migration Expenses. Invoices paid since the previous financial report: Vonage and Overdrive Academic. Miller moved to approve the financial reports as presented; second by Luikart; Motion passed.

### 4. Committee Reports.

- A. ILS Administration Committee** – Last meeting October 15, 2019; Groskopf, DPL. Committee reviewed release notes for versions 6.2 and 6.3 for the December Polaris update. A new feature for version 6.3 is the ability to suppress the gender field in patron registration. Ran reports for permissions.  
**Recommendation:** Suppress the gender field in patron registrations. ILS Admin also asks the Circulation Committee to redo the RiverShare patron registration form to remove gender as a field. Groskopf moves to approve suppressing the gender field in patron registrations and to update the RiverShare patron registration forms to reflect these changes; seconded by Luikart; Motion passed.
- B. Circulation/Delivery Committee** – Last meeting July 24, 2019; next meeting October 23, 2019; chair Greg Benefiel, MUS. No report.
- C. Information/PAC Committee** – Next meeting November 12, 2019; chair Sarah Carlin, SEL. Kane: Last meeting was cancelled due to a lack of agenda items. No report.
- D. Technical Services Committee** – Last meeting September 12, 2019; next meeting December 12, 2019; Chair Melita Tunnicliff, LEC. No report.

### 5. Old Business

- A. FY20 Proxy designations** – Delegates updated their proxy designations with the secretary.

### 6. New Business

- A. Amend by-laws to allow for quarterly meetings** - Mannix moved to permanently amend by-laws to allow for quarterly meetings rather than the previous 11 meetings/year. Seconded by Mesecher.  
**Discussion** - Quarterly meetings beginning on January 16, 2020. Secretary will email out the schedule before the next meeting. Emergency meetings will be handled according to existing procedures.  
Motion passed.

- B. Proposed FY21 Budget** – Kane presented the proposed FY21 Budget. The only change in the overall budget is a Polaris maintenance increase of \$2660. Luikart moved to approve the FY21 Budget; seconded by Groskopf; Motion passed.
- C. Polaris preferred provider** – Groskopf moved to make Polaris the preferred provider; seconded by Mannix.  
**Discussion** – Polaris’ ease of use compared to other systems on the market, amount of work for integration of a new system, limited staff time to invest, and Staff Client versus Leap. Motion passed with 8 votes in favor and 1 against.

**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. Groskopf moved to remove Future automation system options from future minutes, seconded by Kane; Motion passed with 8 votes in favor and 1 against.
- 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. Adjourn** – Mesecher moved to adjourn; second by O’Neill; Meeting was adjourned at 3:04 p.m.

Next AOW Meeting is scheduled for Thursday January 16, 2020 at 2:00 p.m. at Davenport Public Main Library.