



## RiverShare Assembly of the Whole Committee

Davenport Public Library, January 16, 2020, 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); Debra Lowman (Scott Community College Library); Tricia Kane and Sarah Carlin (Scott County Library System)

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

**Guests:** Mallory Moffitt, Secretary

2. **Approval of Minutes of October 17, 2019** – Mannix: Strike #8-Other and updates, questions, comments from individual member libraries. Miller moved to approve the amended October 17, 2019 meeting minutes; 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 January 8, 2020 is \$ \$133,020.53. \$35,000.00 is reserved for Future Migration Expenses. Invoices paid since the previous financial report: Vonage and Polaris Off-Hours Upgrade (Innovative Interfaces). Miller moved to approve the financial reports as presented; second by Mannix; Motion passed.

### 4. Committee Reports

- A. **ILS Administration Committee** – Groskopf, DPL. Polaris off-hours upgrade went well, no huge issues just the normal issues tickets. Davenport's new app that was almost ready was broken by upgrade. Soon there will be a Davenport outreach vehicle branch in Polaris, patrons will not be able to place holds on material it is just to track collection.
- B. **Circulation/Delivery Committee** – Last meeting October 23, 2019; next meeting January 22, 2020; chair Greg Benefiel, MUS. No report
- C. **Information/PAC Committee** – Last meeting December 10, 2019; next meeting February 11, 2020; chair Sarah Carlin, SEL.

**Recommendation:** Updated Overdrive Collection Development Policy.

- i. Added "and other formats" to cover any possible future formats.
  - ii. Change under acquisitions: "The goal is to achieve a holds-to-copies ratio that is no greater than a 10:1".
  - iii. General Use Guidelines: "A patron can have a maximum of five titles checked out at the same time". Check out period choice needs to be added, used to be set to 2 weeks.
  - iv. Academic Overdrive, \$500.00 for content, check with Nancy about purchasing. Policy does not reflect academic libraries, should be added. Need to meet with PAC to update policy.
  - v. Reconsideration: Individuals who have authority to withdraw from collection should include library director not just a representative. Review committee should include Library Director, 2 representatives of the RiverShare Overdrive board, and the committee chairs of PAC and Circulation. Final decision up to RiverShare Assembly of the Whole. Update page 3 paragraph 1, to reply in writing to the requesting patron and the Director/Dean of their home library. Change complainant to patron. Look at the ALA template of reconsideration, possibly replicate instead of recreate.
  - vi. Tabled for next meeting.
- D. **Technical Services Committee** – Last meeting was cancelled; next meeting March 12, 2020; Chair Melita Tunnicliff, LEC. No report

**5. Old Business**

- A. Amend by-laws to allow for quarterly meetings** – Article 13: These bylaws may be amended at any regular meeting of the Assembly of the Whole by a two-thirds vote of the membership, provided that the amendment/s have been submitted in writing at least 30 days in advance of the next regular meeting. Presented at least 30 days in advance before assembly vote and included in minutes. Secretary will amend by-laws.

**6. New Business**

- A. October 15th meeting conflicts with ILA Fall Conference** – Meeting is moved to October 8<sup>th</sup>, 2020 at 2pm, Davenport Public Library - Main

**7. Future Business**

- A. 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>; new delegates must complete training by the annual roll call certification in September. According to the bylaws, training is required annually of each member of the assembly not one and done. Mannix moved to amend the bylaws to make Open Meeting training required of only new delegates to the assembly at next meeting; seconded by Lowman; Motion passed.

- 8. Adjourn** – Mesecher moved to adjourn meeting; seconded by Miller; meeting adjourned at 2:43pm.

**Next AOW Meeting: 2:00 p.m. Thursday, April 16, 2020, Davenport Public Library Main Library**