



# RiverShare Assembly of the Whole Committee

Hosted by Davenport Public Library, April 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); Nancy Luikart (Muscatine Community College); Pam Collins (Musser Public Library); Debra Lowman (Scott Community College Library); Tricia Kane (Scott County Library System)

**Absent:** Muscatine Community College

**Guests:** Sarah Carlin; Robert Fiedler; Melita Tunncliff; Mallory Moffitt, Secretary

2. **Approval of Minutes of January 16, 2020** – Miller moved to approve the January 16, 2020 meeting minutes; second by Groskopf; 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 April 8, 2020 is \$43,625.91. \$35,000.00 is reserved for Future Migration Expenses. Invoices paid since the previous financial report: Vonage and Polaris Maintenance (Innovative Interfaces). Miller moved to approve the financial reports as presented; second by O'Neill; Motion passed. Rivershare.org domain fee is coming due; Musser will be putting charge on credit card and will need reimbursement.

## 4. Committee Reports

- A. **ILS Administration Committee** – Groskopf, DPL. Looking into training information to staff with expanded access login. Manual of procedures, changes we've made for member libraries due to closure, will have to put everything back into place when we open in some shape or form. RiverShare website is back up.
- B. **Circulation/Delivery Committee** – Last meeting January 22, 2020; next meeting April 22, 2020; chair Greg Benefiel, MUS. No report
- C. **Information/PAC Committee** – Last meeting February 11, 2020; next meeting May 12, 2020; chair Sarah Carlin, SEL.
- Recommendation:** Updated Overdrive Collection Development Policy
- Made changes to reconsideration section as presented at the last meeting
  - Request for Reconsideration of Material to match ALA format
- D. **Technical Services Committee** – Last meeting March 12, 2020; next meeting June 11, 2020; chair Melita Tunncliff, LEC. Approve technical services committee strategic plan.

## 5. Old Business

- A. **Iowa Open Meetings Law training requirement bylaw amendment** - Training required of only new delegates to RiverShare Assembly of the Whole, not annually of all members. Groskopf moved to approve; seconded by Miller; motion passed.

## 6. New Business

- A. **STAT Courier Payment during closure** – Mannix continues to pay Stat May 18 at which time we would meet again to reconsider; seconded by Groskopf; motion passed.
- B. **Re-opening our libraries**
- What might that look like? Within the limits of our building configurations, etc., do we want to be as similar as possible? Do we start with curbside pickup/drive up? Do we discourage hanging out at the library?
  - Based on local decisions, not sure at this stage we could create uniformity across such a wide region (RSC ratings, local municipality)
  - Staff availability, reducing hours, social distancing considerations

- iv. Staff/patron safety (masks, gloves, glass dividers, hand sanitizer), CDC and OSHA recommendations
- v. Continue sharing plans with RiverShare group
- vi. Schools will be getting a two week notice of reopening, most of our closures are based on the schools
- vii. Tentative meeting May 7<sup>th</sup> at 2:00pm to discuss due dates and other updates

**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.

- 8. Adjourn** – O’Neill moved to adjourn meeting; meeting adjourned at 2:35pm

**Next AOW Meeting: 2:00 p.m. Thursday, May 7, 2020, Davenport Public Library Main Library**