



RiverShare Mission Statement:

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery, and governance.

RiverShare Assembly of the Whole Committee

Davenport Public Library Main Library

July 21, 2016

3:00 p.m.

Minutes taken by Connie Owings, Scott County Library System

1. Roll Call

Present: Bettendorf Public Library (Maria Levetzow); Clinton Community College Library (Sally Myers); Davenport Public Library (Amy Groskopf); Kaplan University Library (Marlene Metzger); Musser Public Library (Bobby Fiedler); Scott Community College Library (Kathleen Kiger); Scott County Library System (Connie Owings)

Bettendorf Public Library had voting proxy for LeClaire Community Library; Clinton Community College Library had voting proxy for Muscatine Community College Library.

Not Present: Clinton Public Library; LeClaire Community Library; Muscatine Community College Library

Guests: Susan Green, Technical Services Committee chair; Carina Mulcrone, Circulation Committee chair.

2. Temporary Chair and Secretary Appointment

In the absence of a President, President Elect, and Secretary, Groskopf agreed to chair the meeting and Owings took minutes.

3. Approval of Minutes

Levetzow moved to approve the June 16, 2016 minutes; seconded by Metzger. Motion carried.

4. Financials

Kane sent out the July financial reports via e-mail on July 15, 2016. RiverShare Libraries account balance is \$39,785.82. Invoices paid during the previous month were Vonage for \$232.05 and Mobius for courier bags for \$3254.60 (copy of Mobius invoice sent as attachment to the e-mail).

There was a question about which items account for how much of the FY17 RiverShare approved budget of \$116,778.00 (for example, Polaris, Overdrive, Vonage, etc.). Owings will ask Treasurer Tricia Kane for a written summary of the budget components so it can be entered into the minutes at the next meeting.

5. Committee Reports

A. ILS Committee (Groskopf) – The Illinois libraries contracted with III/Polaris to perform database cleanup subsequent to their departure on June 30, 2016. That cleanup is scheduled for August 15, 2016. The committee recommends to AOW that the other withdrawing libraries (Ashford University, Kaplan University, and Saint Ambrose University libraries) contract with III/Polaris for database cleanup as established by the bylaws. There was discussion regarding there being no RiverShare library staff who would have the time or expertise to perform these tasks. Motion carried. The ILS Admin Committee will be looking at a timeline for our next upgrade (5.1), which contains LEAP and SimplyReports enhancements, among others. Groskopf noted that we are in the 6th year of a 7-year III/Polaris contract, and that MuseGlobal was canceled as part of the budget planning for FY17. The ILS Admin committee has been and intends to continue to absorb the functions of the Technology Committee. The bylaws need to be changed to reflect this.

B. Tech Services Committee – The committee recommends that the annual purge scheduled for August 2016 be extended in scope to include bibliographic records with no items attached, and all items set to “withdrawn” or

deleted once prior to June 30, 2015. The rationale is that circulation statistics are being run monthly by all libraries and will be particularly inaccurate this year due to the withdrawal of so many libraries. Next year we would not need to run a purge and could return to the regular purge schedule in July of 2018. The full text of the recommendation is available in the minutes of the Technical Services Committee for July 14, 2016. Motion carried.

C. Circulation Committee – No report.

D. PAC Committee – No report.

E. IT (Technology) Committee – No report; see ILS Admin Committee notes, above.

F. PR Committee – No report.

G. Other – None.

6. New Business

A. Kaplan termination letter submitted – Owings moved and Groskopf seconded to accept the Kaplan termination letter with regret.

B. Discussion of new RiverShare organizational structure -

i. Bylaws review – Levetzow volunteered to work on a revision/update of the bylaws. Nancy Luikart, Muscatine Community College, was suggested as someone who could possibly help with this. Owings offered to help if Luikart was unavailable.

ii. AOW/officers – Discussion of the need to elect a President and President Elect, and the appointment of a secretary. There was agreement that there should be some consistency in the position of secretary as opposed to looking for volunteers, and that it could be a library employee other than a director or a proxy. Groskopf will contact Acting President Brad Wiles, Clinton Public Library to meet with two other Assembly members as a nominating committee. The nominating committee is to present a slate of candidates for President and President Elect. Further discussion may be held about whether there is a desire to change the mechanism for choosing a President, President Elect; for example rotating among libraries alphabetically.

iii. Committees - A suggestion was made to eliminate the Technology Committee from the bylaws since the ILS Admin Committee can perform those duties. Another suggestion was made to disband the Publicity/PR committee, which is not a standing committee in the bylaws. Discussion of the purpose of the PR Committee and need for specific RiverShare PR, as opposed to individual library PR ensued. Groskopf moved and Levetzow seconded that we delete RiverShare Publicity/PR social media accounts, including Facebook and Twitter. Motion carried. The ILS Admin Committee will oversee the RiverShare website and Spark (which is administered at the Davenport Public Library). Any RiverShare committee who would like to post on the website should put the request in a Help Desk ticket. A suggestion was made that committees may want to look at meeting less frequently, but that the structure of having officers to contact for each committee was desirable, rather than disbanding.

iv. Vendor liaisons – Discussion of the importance of having clear lines of communication with and for vendors such as ILL/Polaris, Mobius, Overdrive, Vonage, etc. The RiverShare library staff who do official financial and/or contract negotiations with vendors may not be the ongoing contacts for routine business. These need to be established and/or clarified, and documented. It was noted that the Treasurer should have the authority to contact vendors on matters of invoices, account balances, etc. necessary to perform the duties of the position once the Assembly has made financial decisions.

C. Discussion of persistent issues with Polaris – Libraries should document problems with as much detail as possible and put in a Help Desk ticket.

D. OverDrive budget and collection development – Selection for OverDrive will be difficult due to the decrease in the amount available for content for the public library platform (now \$6,000.00). The amount available for content in the academic library platform is \$4,000.00; the current plan is to keep the academic platform as is until the contract with OverDrive ends in April 2018. Levetzow and Groskopf will contact Overdrive again to see if there is a more efficient way for us to use the resources of the academic platform. In addition, technical services staff will be working on fixing the bib records for the academic OverDrive titles. There is an OverDrive selection meeting on Tuesday, July 26, 2016 at 2:00 p.m. at the Davenport Public Library, Eastern Avenue branch.

E. RiverShare and ILA (Iowa Library Alliance) sharing arrangement - Current MOBIUS contract allows delivery to and from any library in RiverShare and the Iowa Library Alliance. Owings moved and Groskopf seconded that

RiverShare libraries be allowed to send bags into the ILA route. Motion carried. Also, for \$100.00 per library, Mobius has offered to allow RiverShare libraries to contract with them to connect with their INN-Reach libraries, mostly in Missouri. Each library can decide whether they want to participate by contacting MOBIUS directly. When delivery bags go out on interlibrary loan, they should be used to return that loan to the lending library. MOBIUS can do periodic recalls of delivery containers as they do with their other library networks.

F. Catalog clean-up for SAU, Ashford and Kaplan – see ILS Admin committee report.

G. Former member access to training database - A request was made after June 30, 2016 by Ashford University for some reports to be run. The request was denied since they were no longer a member.

7. Old Business

A. MOBIUS contract and billing follow up – Attending libraries agreed that MOBIUS bills were correct and that there are no outstanding delivery problems at this time.

B. Other –

8. Adjourn – Levetzow moved to adjourn. Meeting was adjourned at 4:43 PM.

Next AOW Meeting is 2:00 p.m. on August 18, 2016 at Davenport Public Library-Main Branch.