

**Montana Shared Catalog
Partners Phone Meeting
Tuesday March 18, 2014 – noon**

Trista Smith called the meeting to order at 12:03.

Roll Call:

Bitterroot Public Library – Trista Smith, Darby Community Library– Wendy Campbell, Drummond School-Community Library – Jodi Oberweiser, Fallon County Library – Ve Abrams, Glendive Public Library – Dawn Kingstad, Hearst Free Public Library – Mitch Grady, Imagine!F Libraries – Kim Crowley, Patty Jones, Lincoln County Public Library – Rick Ball, Miles Community College – Ann Rutherford, Miles City Public Library – Sonja Woods, Mineral County Public Library – Guna Chaberek, Missoula Public Library – Elizabeth Jonkel, Robert Mueller, Paulette Parpart, North Valley Public Library – Renee McGrath, Rosebud County Public Library & Bicentennial Library/Colstrip – MaryKay Bullard, North Lake County Public Library – absent, Plains Public Library – absent/library closed, Whitefish Community Library – Joey Kositzky

Also in attendance: State Library/MSC – Ken Adams, Melody Condron, Amy Marchwick, Stillwater County Library – Della Haverland

Stillwater Library Joining Partners

Trista asked for any questions or comments regarding Stillwater joining Partners. Elizabeth asked if Stillwater would be sending/receiving materials directly to their library or through a hub. Della said they would ship directly to and from their library using Critelli.

Melody pointed out that the holds to copies ratio section wasn't filled in. Della explained she wasn't sure how to address that. There was lively discussion on the holds/purchase ratio including what other libraries do; typically 5 holds to 1 copy; and how libraries are notified of excessive holds. Robert suggested leaving the holds ratio portion out of the application. Elizabeth stated that it's more of an idea to commit to the spirit of sharing. Kim recommended that the topic of holds per copy be discussed at the face-to-face meeting in May.

Melody suggested removing the holds matrix from the document since it is completed after the fact and may be confusing. She pointed out the list of libraries needed updating on the document and website. Patty proposed removing the holds matrix and the list of Partner Libraries from the

application. Renee made a motion to make these changes, seconded by Jodi. Motion approved.

MSC staff will look at dates to determine when they can schedule Stillwater's addition to Partners. Welcome Stillwater!

Item Type Update

MaryKay said Cherie had emailed her wanting an update on the re-organization of item types, specifically mag-per and circ-mag. Melody responded that all circ-mags checkout for 14-days and mag-per are non-circulating. She said to let MSC know if your library is still using mag-per.

Canceled Holds – Extended Notes

Patty said that ImagineIF Libraries are no longer adding extended notes when canceling holds for items that are unavailable. Staff will investigate the status of canceled holds if customers' ask. Mitch suggested allowing the item library to remove holds on Partner user accounts in an effort to streamline the process. At this time, Partner libraries will not modify other library user accounts. A topic for future discussion.

Conference Call or Online Option for May Meeting

Wendy asked if conference calling would be available for the May Partners meeting. Amy stated that they tested the audio and it doesn't work well. She said they could try it, depending on the room set up, but can't guarantee the quality of the audio. Ken reminded all that the MSC Spring meeting will be at the Red Lion Inn in Helena with the Partners meeting scheduled for May 1st 3:45-5:00. Members can check the MSC meeting webpage anytime for updates. Ken will email a finalized agenda to the group.

In Transits

Melody has been monitoring the In-Transit reports since changing from two to three weeks in transit. There are several items that have long been in transit, which affects holds. Libraries should be checking and resolving the reports per procedures. Melody will contact libraries using the Still-In-Transit report about removing this report since it's now obsolete.

Approval of Update Policies and Procedures

Sonia moved that we approve the Policies and Procedures document with slight changes to the Partner Reports section. Sonja seconded and the motion was approved. Kim asked who is responsible for keeping the editable document. Ken answered that MSC has all versions archived. Kim will send a pdf copy to all Partners and the editable version to the MSC for safekeeping.

Sonja moved to adjourn the meeting, Joey seconded.
Meeting adjourned at 12:57 pm.