

Partners Phone Meeting, Noon, November 18, 2014

Patty called the meeting to order at 12:03

Roll Call

Bitterroot Public Library - Nansu Roddy, Darby Community Library - Wendy Campbell, Drummond School-Community - Jodi Oberweiser, Fallon County - Ve Abrams, Glendive Public - Dawn Kingstad, Hearst Free - Mitch Grady, ImagineIF Kalispell - Patty Jones, Miles Community College - Paula DeMars, Miles City Public - Sonya Woods, Mineral County - Guna Chaberek, Missoula Public - Honore Bray, Elizabeth Jonkel, Robert Mueller, North Valley Public - Denise Ard, North Lake County - Marilyn Trospen, Plains - Carrie Terrell, Rosebud County - Heather Johnstone, Stillwater County - Della Haverland, Whitefish Community Library - Joey Kositzky, MSL - Amy Marchwick, Ken Adams, Jemma Hazen

Joey moved to approve minutes of the September 26, 2014 meeting; seconded by Sonya with change per Mary Kay to change BCL to BLC in attendance list.

Item Category Cleanup

After discussion at the September meeting regarding minimizing Item Categories, Amy emailed a list to Partners for review to decide which categories to keep and which could go. In Enterprise facets can limit item categories to what is being used and with a sharing group like Partners if all different types are used, catalog searching "gets messy". Some item cats will remain in the MSC and would be available to Partners later on if needed. Elizabeth said that Missoula had reviewed and were ok with following Amy's recommendation. Marilyn stated she would like a little more time to review the list. Amy will resend the Item Cat list and set up an online poll. Partner libraries will vote online by days' end Dec 5. Majority vote rules, Amy will send out results via listserv on Monday Dec 8 and start making the item cat changes.

Replacement of Lost, Claim Return, etc. Partner Items

Della receives a couple of emails a week regarding missing or claims returned items and said it is then her responsibility to replace materials lost by other partner library patrons. She would offer to replace them herself for other libraries. Other smaller libraries shared that sentiment. Some libraries are willing to send replacements but not all libraries accept them. Missoula likes to give their patrons the option of buying a replacement. They feel it fosters good customer relations. There was a suggestion to check with Critelli and make sure no crates are missing or stockpiled somewhere which would account for missing items. Partners Policies and Procedures makes reference to replacement copies for damaged items and it was agreed that this process could apply to lost items as well. The document should be updated to reflect this. It was recommended to check with the owning library and make sure they will accept a replacement copy. Amy will add a column to the partners contact list indicating each library's policy on accepting replacements. Partners should email msc.gov with their preferences.

Special requests, such as Missoula book chat kits, have a different fine structure and circulation rules.

Amy plans to standardize the lost-assume reports because the current process is not catching all items and patrons, depending on home library. Each library will still be able to choose their own reports and schedules.

New administrative staff/library directors have come on board recently and it was recommended that they review the Memorandum of Understanding and Partner Policies document, both located on the MSL website. Proposed Policy updates, if any, will be discussed at the next Partner meeting.

There were questions about checking out to patrons with fines at \$10 or more. If payment is made which unblocks the card, proceed with checkout. Fines stay at the payment library, whether or not that library charges overdue fines.

West Shore Community Library/Lakeside Project Update

A self check machine has been installed in Lakeside and it will be ready to go as a pickup location for holds in the next few weeks. In Workflows, staff will be prompted to route to FCL-WF, which in actuality will be sent Kalispell and we'll deliver to Lakeside. Partners will receive advance notification of the go live date.

Mobile Circ and Enterprise

Ken suggested libraries start using mobile circ and give feedback. There are auto-updates regularly; its available for apple or android devices.

Next Partners meeting is January 20, noon.

Meeting adjourned at 12:56 pm