

Montana Shared Catalog
Partners Meeting
Tuesday, July 26, 2016 – 9:00 a.m. Teleconference

Call to Order: Elizabeth Jonkel, Chair

Roll Call:

- Bitterroot Public Library – Mark Wetherington (*Online*)
- Darby Community Library – Wendy Campbell
- Drummond School-Community Library – Jodi Oberweiser
- Mineral County Public Library – Guna Chaberek
- Missoula Public Library & Branches – Elizabeth Jonkel
- North Lake County Public Library – Marilyn Trosper, Abbi Dooley
- North Valley Public Library – Belinda Aikula
- Plains District Library – Carrie Terrell
- Rosebud County Library – Heather Johnstone (*Online*)
- Stillwater County Library – Della Haverland
- Whitefish Community Library – Joey Kositzky

MSC Staff:

- Bobbi, deMontigny
- Jessie Goodwin
- Jemma Hazen
- Amy Marchwick

Guests: Donelle Boyer (*Big Horn County Library, Hardin*)

Approval of Minutes:

- Two misspellings were noted in the minutes for the May 5, 2016 Fact-to-Face meeting in Helena
 - Darby
 - Guna's first name
- Patty Jones contacted Elizabeth with a revision:
 - The fourth from last paragraph states "ImaginellF said they would not follow if it passed." Please change to say "Patty said she couldn't agree to that practice as a result of discussion at the meeting and suggested we look into this further before making a change to Best Practices."

Joey Kositzky moved and Jodi Oberweiser seconded to approve the May 5, 2016 minutes as amended.

Motion carried.

Expired On-Shelf Hold Management: Elizabeth

Elizabeth shared that Missoula has seen an uptick in "In Transit" missing items and thinks it might be coming from mismanagement of the Expired On-Shelf Holds. She emphasized that this is something that must be handled every open day of operation and requested language be added to the Best Practices. Once a hold has expired the system automatically puts the item in transit and it will not appear on the next day's report. Della moved and Joey seconded for Elizabeth to draft a statement to be added to the Partner policies. MSC staff will make sure the reports are the same for everyone. **Motion carried.**

Weekly “Popular” Items List: Elizabeth

Elizabeth spoke with Jessie about an idea to create a list amongst the Partners for popular items. The report results could be used as a collection development tool by individual libraries. Everyone felt it is a great idea and Jessie asked what kind of criteria would be needed. Elizabeth envisioned using the holds matrix across all of the Partners and she volunteered to format the information and email it out to everyone. Jessie said the report may take some investigating by MSC staff but they will delve into it and explore the top 10 or 20 titles of all formats.

Training as Part of Partner Meetings: Jessie

Jessie shared that she has had a couple of requests from some of the members regarding training. She proposed that little mini trainings, lasting about 10 minutes, could be added to each meeting agenda as a standing item. These short sessions, at the beginning or end of each meeting, could be good timely reminders and/or cover things from Best Practices. Partners can email MSC staff with topic requests. Attendees at today’s meeting think this could be very helpful.

Other Business:

Della asked about “best practices” for patrons with a huge bill in other Partner libraries. She knows this topic was tabled at the last meeting although there seemed to be consensus about implementing some language. She asked how we go about group decisions. A short discussion followed regarding the Partner Bylaws (*available on the State Library website*), Robert’s Rules of Order and what constitutes a quorum for meeting decisions. Elizabeth pointed out that not all libraries were present to have a full discussion amongst members. Della reminded everyone about NVPL’s good documentation on the issue. Members shared that, in the interim, we could do some personal soul searching, have discussions in our own libraries, and generally have a “good neighbor” philosophy when issuing cards. Wendy appreciated all of the suggestions but asked if Partner policies take precedent over our own internal policies. Jessie asked if anyone had pursued the question of legality because of cross jurisdictional boundaries and whether or not there is something in statute that addresses this problem. Joey volunteered that she has an attorney on her board and another person she could check with. Jodi reminded everyone that Beth Boyson’s husband is also an attorney and that he could perhaps give some guidance. Today’s consensus was to hold a special meeting in August with this item as the only topic and that gathered information from today’s questions would be emailed out prior to the meeting.

Carrie asked the group’s guidance to help with an ongoing issue she has encountered. A homeschool family of seven people repeatedly places maximum holds on each of their cards. However, they are neglectful in picking up the holds thus costing Carrie monies for crates to return unused items. One suggestion was to limit the number of holds on their Plains cards although this doesn’t resolve anything when they use cards from other Partner libraries. A problem of this magnitude would need to be handled on a case by case basis. Other suggestions included charging the patrons for the returning crates. Elizabeth shared that these are essentially ILLs and spoke of other libraries that have opted to charge \$0.50 for every hold and a penalty of \$1.00 for every hold not picked up. Carrie said she will take this information back to her board to see if they will adopt some kind of policy.

Next Meeting: Tuesday, August 23, 2016 at 9:00 a.m. via teleconference.

Respectfully submitted,

Marilyn Trospen