

MINUTES of the Monarch Circulation Committee Meeting
January 17, 2019

Call the meeting to order: Amanda Kloppmann, Chair from Mequon, called the Monarch Circulation Committee Meeting to order at 9:35 am at Oostburg Public Library in Oostburg, WI. Other members present: Annaliese Finke, Sheboygan; Diane Kallas, Sheboygan; Pam Garcia, Waupun; Alison Hoffman, Monarch Library System; Rhonda Klemme, Mayville; Colleen Swart, Oostburg; Elizabeth Daniels, Iron Ridge. Lynn Huether was also present from Monarch Library System.

Public comment and correspondence: None.

Approval of minutes, November 29, 2018: Kloppmann moved to approve the November 29 minutes, Klemme seconded. Motion carried.

Old Business

- a. **Update on Bed Bug Policy for Monarch Library System, Draft:** Kloppmann wrote a general prevention and response policy, which is the patron version. Kloppmann is still working on various aspects of the policy including procedural guidelines. Kallas, Kloppmann and Jackie Rammer had different experiences to contribute to the best practices document and Kloppmann will add that additional information. Kloppmann will email a draft out once other information is collected.
- b. **Noting damage in item record possible solution:** One possible solution to noting damage in the item record is to use the drop down option above the free text block, specifically the one for damage noted at checkout. This creates a second line of 'damage noted at checkout', instead of one long line of free text notes. The Circulation committee will play with it and send feedback to Kloppmann. Kloppmann hopes to have it on the next DC meeting agenda.

New Business

- a. **Vote on member positions for 2019:** Laws will be stepping down from the circulation committee. We will be looking for another Washington County representative. Kloppmann would like more help creating documents. Klemme, Garcia and Finke indicated they would help with creating documents. Kloppmann is willing to be chair for 2019, Garcia will stay on as secretary, unless a new person is interested. Vice-chair? No one volunteered; Kloppmann will see if Nimmer is willing to be vice-chair.
- b. **Damaged items owned at other libraries and Polaris permissions, Anneliese:** Finke was looking for clarity on system-wide procedures for damaged items. We confirmed that if a library has a damaged item owned by another library, they should take care of charging and contacting their patron. In most cases of obvious damage, item should NOT be sent back to the owning library for them to handle billing and contacting the patron. Checkout library should be doing these things. Replacement copies: some libraries allow, others do not. This can be handled on a case by case basis. It is difficult to create a system-wide best practices document because all libraries handle and assess damage differently. Laws is still working on a damage document to share and will send it out when it is complete.
- c. **Driver's license numbers in patron records, Alison:** Hoffman mentioned that Directors agreed to have Drivers License data removed from accounts and this information was supposed to all be removed and no more added as of October 1, 2018. She checked into it and discovered that there are still quite a few libraries that haven't cleared this data, and some libraries still adding Drivers Licenses to accounts. The circulation committee recommends that Directors have Hoffman clear all Drivers Licenses from accounts, and also add "DO NOT FILL" to this field to prevent future Drivers License data being entered in them, by March 1, 2019.

Hoffman will send out a reminder, Kloppmann will bring this up at the next Directors meeting. (The only exception is that Lakeland will still use this field for student IDs.)

- d. **Damage fees for non-replacement costs:** A library director had a question regarding charges of replacement pieces or parts, such as new cases, barcodes, etc. Daniels thought we could help this library director out by providing specific examples of these costs. Email Daniels costs of charges for these items.

- e. **Delivery meeting update:** The delivery subcommittee met in December to talk about best practices. One major change is to place shipping tape and library initials on top of individual library bins. DVD/CD cases that are flimsy should be rubber banded, also those that have an oversleeve where items could fall out. Only rubber band same size items, if you are going to rubber band items. Also, all AV NOT in individual library bins should be rubber banded to prevent opening. Kloppmann will send the document out to all circulation staff.

Open discussion: We will keep circulation committee meetings on the 4th Thursday. Still looking for locations from other libraries.

Finke discussed the continuing issue with sending automated texts using Sprint or Virgin Mobile. She is wondering if we could take Sprint/ Virgin Mobile off the list of cell providers. We will table this until February to see reports and how many people/libraries are involved. Hoffman will send out lists for committee members to see how it impacts libraries.

Next Meeting: Next meeting February 28, 2019 at 9:30am, tentatively at Mequon.

Adjorn: Swart moved to adjorn, Kallas seconded. Meeting adjourned at 11:47am.

Respectfully submitted,



Pamelyn Garcia, Monarch Circulation Committee Secretary