

Monarch Library System
All Directors Council Minutes
West Bend Community Memorial Library

August 8, 2019

Called to Order 9:30 a.m.

Adjourned 11:30 a.m.

Present: Erin Anders – Fox Lake, Annie Bahringer – Hustisford, Alixe Bielot - Mayville, Mary Alice Bodden – Theresa, Elizabeth Daniels – Iron Ridge, Garrett Erickson – Sheboygan, John Hanson – Grafton, Alex Harvancik – Horicon, Leslie Jochman – Plymouth, Amanda Kloppman – Mequon, Lori Kreis – Kewaskum, Emily Laws – West Bend, Nicole Lynaugh – Cedar Grove, Kristen Mielke – Brownsville, Rachel Muchin Young – Mequon, Ann Penke - Lakeland, Jackie Rammer – Random Lake, Mark Rozmarynowski – Sheboygan Falls, Trisha Smith – Germantown and Camrin Sullivan – Lomira.

Present Online: Tom Carson – Port Washington, Bret Jaeger – Waupun, Kay Kromm – Reeseville, Betty McCartney – Elkhart Lake, Sue Mevis – Beaver Dam, Trixine Tahtinen - Oostburg and Jannette Thrane - Juneau.

Absent: Erin Coppersmith – Kohler, Jennifer Einwalter – Hartford, Jen Gerber – Saukville, Lisa Haartman – Bookmobile, Darci Kraus – West Bend, Linda Pierschalla – Cedarburg and Leslie Schultz – Slinger.

Also, Present: Jennifer Chamberlain – Interim System Director, Tom Doane – Monarch Board Vice President, Alison Hoffman – System Staff, Lynn Huether- System Staff and Robert Nitsch – System Staff.

1. **Call the meeting to order** Jennifer Chamberlain – Monarch System Interim Director call the meeting to order at 9:30am
2. **Public Comment and Correspondence:** Doug Rakowski – Member of the Monarch Board of Trustees addressed the directors stating that we are now in the third year being Monarch Library System and congratulated all the Directors on the excellent job they did on the merger. Also, with the merger behind us he asked the directors to look to see if they put anything on hold and now should be brought to the group to work.
3. **Approval of the agenda:**
 - Garrett Erickson - Sheboygan made a motion to approve the agenda for August 8, 2019. Seconded by Nicole Lynaugh – Cedar Grove. Motion carried.
4. **Approval of the minutes from June 13, 2019:**
 - Garrett Erickson - Sheboygan made a motion to approve the minutes for June 13, 2019 meeting. Seconded by Camrin Sullivan - Lomira. Motion carried.
5. **Staff Shout Out:**
 - Jennifer Chamberlain – System Interim Director gave a shout out to Heather Fischer and the volunteers on an excellent job they done on the Family Fun event at the Horicon Marsh.
 - Lori Kreis – Kewaskum gave a shout out to the library directors and their staff from Washington County for all the work and time that they put into making the first booth at the Washington County Fair a success.

- Nicole Lynaugh – Cedar Grove gave a shout out to all the libraries for all the hard work that they put into making the 2019 Summer Reading Program a great success. Also, a patron of the Cedar Grove Public Library has listed the library to receive funds from their estate.

6. Monarch System Reports:

A. Director's Report – Jennifer Chamberlain – Monarch System Interim Director attended the SRLAAW meeting and at the meeting they discussed that the League of Women Voters will be working on helping people understand how to register to vote and they will be providing information to the libraries regarding the registration. They talked about Safety and Security training for the libraries. Also, COLAND will be overseeing the PLSR project. In the packet is a report which has what parts highlighted in green that COLAND will be moving forward. Starting with the 2020 budget, the system has a new funding base and the LDL group will be working on the funding request for the next two years and they are looking for stories from patron relating on how the library has been helpful to them. The goal is to have these stories help in the funding request. All libraries need to keep a look out for the 2020 Census material – Wisconsin Counts. The information from the census is helpful with funding in the future. Also, next week she will be attending a meeting with the Workforce Development group. Workforce Development will be looking to libraries to help the public on job search, education and other resources.

B. Other Reports as Needed – Alison Hoffman – System Staff

The Polaris upgrade will be on Sunday, August 18, 2019 and documentation will be go out to the libraries regarding the upgrade. Also, contact Robert Nitsch – System Staff if you need help with the upgrade. The WISCAT software upgrade has been rescheduled for September. Monarch Library System is part of a collaborative venture to support digitization work. The system has received mobile kits and Alison Hoffman - System Staff will be working with the libraries on how the kits work. Also, the documentation for digitization will be available to the libraries in SharePoint.

Robert Nitsch – System Staff, informed the directors that they will need to sign into EBSCO a least once, the reason is that many of the libraries sign-ins have expired. If you are having an expired password, please contact Robert Nitsch – System Staff and he will reset the password. Update on the Network Equipment – the Switches and Access Points will be installed before the end of the year. The eleven libraries that received the infrastructure grant will have the Router installed before year-end and the remaining libraries routers will be installed by April of 2020. The webpage back-end software has been updated, if you have any issues/problem please contact Carl Demmin. Still working on the Polaris notifications going to spam.

7. Committee Reports:

A. Committee Report – Amanda Kloppman – Mequon presented the Circulation Committee report.

- **Recommendation 1:** – The Circulation Committee recommends that the wording in Polaris is updated from “Declare Lost” to “Declare Lost/Damaged”. This will help with any confusion when charging patron for damaged material or whether the item is lost or damaged, charges are assessed the same way. Rachel Muchin Young – Mequon

seconded the recommendation. Recommendation passed.

Recommendation 2: The Circulation committee recommends to Not activate the username function of Polaris do to the fact that it cannot be used everywhere – possibly leading to confusion with patrons and staff. Ann Penke – Lakeland seconded the recommendation. Recommendation passed.

Recommendation 3: The Circulation committee recommends that all libraries use Alison’s guide for cataloging consistency for book kits. All other details as far as containers, housing and reserves will not be included in a best practice document. Rachel Muchin Young – Mequon seconded the recommendation. Recommendation passed.

Recommendation 4: The Circulation committee recommends that if a patron lives in a community with a library “registered at” should be that community’s library. If they live in a community without a library, “registered at” should be the library where the patron gets their card. Libraries who would like to issue card for neighboring libraries are welcome to, however, it is up to each library as to whether they would like to do so. Also, we recommend patron records be updated to reflect this by the end of 2019, so that annual reports will accurately reflect patron counts.

Per the discussion of the recommendation the directors asked that the Circulation committee do more research how this change would affect the notices reminders, the enforcement of the procedure and how many patrons does it affect.

- Alex Harvancik – Horicon made a motion that the recommendation be tabled, and the Circulation committee present an amended recommendation at the next meeting. Seconded by Amanda Kloppmann. Motion passed

Updates and Reminders:

The Circulation Committee will be sending out a best practice/policy of the month. This will be emailed to the CIRC email mailing list as well as the directors. The first best practice/policy email will be sent on Friday, August 9, 2019. Please add all CIRC staff with emails (generic or individual staff members) to this mailing list so that they will be receiving this information.

The best practice document for damaged items will be finalized at the Circulation Committee meeting on August 22, 2019. This document will be circulated as soon as possible once it is finalized.

B. ILS Committee Report – Alex Harvancik - Horicon presented the ILS Committee report.

The RB Digital Integration has been put on hold. After the vote at the June meeting, Polaris sent a quote for additional charges to integrate RB Digital. The ILS committee will be discussing this issue at the next meeting.

8. Old Business –

RB Digital (Discussion)

- How should the old material (E-Magazines) be handled
- Who decides on the content?
- What are the libraries responsible for?

Per the discussion, the directors were updated on how RB Digital was paid for in 2018, which the system paid for the platform and content. However, per Monarch Board of Trustees starting in 2019 and going forward, the system will pay the platform for the E-Magazines and the content will be paid by the libraries based on the three levels. With the additional funds for lifelong learning, the system will be paying for the RB Digital E-Audio platform and content in 2019. However, regarding the 2020 RB Digital E-Audio, no decision has been made on what portion the system and libraries will be paying.

- Alex Harvancik – Horicon made a motion that the RB Digital become part of the Resource Workgroup to review and make decision on the content. Seconded by Rachel Muchin Young – Mequon. Motion carried

9. Other Business –

A. Resource Workgroup – Rachel Muchin Young – Mequon presented the Resource Workgroup report. In early September of 2019, the resource workgroup will be meeting to work on getting the Steam Kits ready for circulation. Other projects that they are working on is a system-wide language resource. Early in 2019, the resource work group was asked to do a comparison on Reference USA and A to Z Databases. No recommendation will be made to change from using Reference USA or A to Z Databases.

B. Technology Workgroup – Leslie Jochman – Plymouth presented the Technology Workgroup report. The Technology Workgroup is wondering whether we should put together a system wide SSID and splash page so that patrons have the same experience when they walk into any of the member libraries and connect their devices to WIFI. The thermal people counter is being tested at the Germantown Community library. The IT department is working on the Gmail notifications going to spam. The backup system/file server is in place at South Central and WVLS is stilling working on the second location.

C. Update on Iron Ridge Library- Elizabeth Daniels – Iron Ridge informed the directors what was happening at the Iron Ridge Public Library and how it was handled. She would like to thank the Mayville Public Library staff, Alison Hoffman, Jennifer Chamberlain and many other directors that help her during this time.

10. New Business -

A. Electronic Communication for System – Per the discussion of who should be receiving emails. They would like a committee/workgroup list and an Interested list. Anyone can be on the Interested list with out the approval from the director.

B. Meeting Protocols – Jennifer Chamberlain – System Interim Director presented to the directors that we should have someone during the meeting make a list of who will be working on a project for future meetings and would do a recap at the end of the meeting. The person

position would be known as the Confirming Action Items. Garrett Erickson – Sheboygan will provide the procedure that the Mead Public Library uses.

11. Next All Directors Council Meeting: September 12, 2019 at 9:30am at the Cedarburg Public Library.

12. Adjourn – Meeting adjourned at 11:30am