

Governing Board Minutes
Thursday, April 7, 2005
Rolling Prairie Library System

Call to Order –

Joan Rhoades called the meeting to order at 9:30 a.m.

Approval of March 3, 2005 minutes –

A motion was made to approve the March 3rd minutes; motion was seconded and carried.

Committee Reports –

Database Standards – Karla Johnson:

- Committee met 3/31/05; discussed -
 - Meeting with Ann Craig/ISL and statewide certification is still controversial. Doris compiled a file of testing records.
 - Instructions sent out on dealing with Fast Adds; can do batch item delete.
 - Serials – DPL and LL are testing checkin phase; meet again May 19 to discuss training.
 - Hope Academy will be joining the consortium this summer. They will be adding duplicate records and will be instructed to clean up in a timely fashion. Motion was made and seconded to allow this procedure.
 - HIP itemless bibs – Motion was made and seconded that we change all to staff only viewing and every six months check reverse procedure to catch all bibs that have had items attached.
- Next meeting scheduled for Wednesday, May 11, at 9:30 a.m. at RPLS.

Finance – Paul Johnson:

- Went over the Computer Development Fund

Policies – Linda Meyer:

- Committee met 3/16/05; discussed –
 - Claims returned procedure
 - AV materials and delivery packaging
 - Lincoln Library will be using Notes 2 field
 - Proposed addition of debt collection procedures

- Home libraries are responsible for sending notices to their patrons.
- Item Specific Requests in HIP
- Deleting requests procedures
- Adding six new I-Types for Lucky Grant Libraries
- Motion was made and seconded to take policy updates before the Users' Group for approval.
- Next meeting scheduled for Wednesday, May 18th, 1-3 p.m. at RPLS.

Technology – Shelley Koehler:

- Committee met 3/8/05; discussed –
 - Serials
 - Webfeat – conference call with Dynix to explore features
- Next meeting scheduled for Tuesday, May 10th, 9:30 a.m. at RPLS.

RPLS Report -

Paul Johnson:

- Meeting with Pam Arnold and Bill Routt from Dynix in April for our first year anniversary. Issues to be discussed:
 - Pull list problems
 - Implementation of 13 digit ISBN
 - Bucket handle nil

Jo McLain:

- LTI – extracted new baseline file to replace old file, waved \$500 charge
- TMQ – completed
- Training Issues:
 - Reports training
 - Excel training
 - Transition from CATME to connection
- Stay out of database until announcement is made on the System Status Page.

Unfinished Business –

Teachers Users' Group Survey – Nina Wunderlich:

- Very good response

New Business –

Job Descriptions – Libby Letterly:

- Went over the corrections of job descriptions of LLSAP Manager and Computer System Coordinator.
- Moved and seconded to accept changes.

Users' Group Agenda – Joan Rhoades

- Plastic casings
- Policy changes
- Announcement of logging back into system after downtime

Written guidelines for incoming Board officials – Joan Rhoades

- Would like past officials to help write guidelines
- Meet after next Governing Board to discuss

Governing Board Meetings – Nancy Huntley

- Suggest to cut back to 10 meetings a year

Meeting adjourned at 11:45 a.m.

In attendance: Joan Rhoades, Shelley Koehler, Karla Johnson, Libby Letterly, Lee Ann Fisher, Scott Pointen, Nancy Huntley, Lois Morse, Nina Wunderlich, Nancy Kruse, Mary Ann Pohl, Linda Meyer, Jo McLain, Paul Johnson, Sue Byers