

WRLSWEB Network Advisory Committee Meeting

June 10, 2010

Sparta Community Center

Minutes

Members present: Patti Berglund, Karen Bernau, Jill Bjornstad, Cindy Brown, Karen Carr, Jim Eliason, Laurie Erickson, Judy Grant, Muriel Gunderson, Meredith Houge, Peggy Klein, Carol Krett, Debra Lambert, Chris McArdle Rojo, David Polodna, Jeanne Rice, Karyn Schmidt, Kelly Krieg-Sigman, Rita Wachuta Breckel, Mary Waarvik, Lisa Ann Widner

Guests: Kristen Anderson, Charles Clemence, Deb Dagnon, Randy Dagnon, David Goldfein, David Kranz, Myrna Paulson, Marcia Sarnowski

The meeting was convened by Polodna at 10:04 am.

- I. **Greetings and Introductions/Roll Call.** Roll call was taken as indicated above.
- II. **Approval of minutes from April 8 meeting.** *Motion by Peggy Klein, seconded by Mary Waarvik, to approve the minutes of the April 8, 2010 meeting as presented. Carried.*
- III. **Maximum Fine Amounts:** Deb Dagnon reported that to complete the transition to following checkout location parameters it is necessary that there be only one maximum fine per item type; currently there are different maximums among the members, ranging from \$1.50 to \$25.00. Setting a single maximum level for each item type will not affect libraries that do not charge fines, nor will it have any impact on lost or damaged material charges. The rationale for establishing a maximum fine level was discussed and it was noted that having a maximum fine that is too high discourages people from returning materials which is not what libraries are trying to achieve. *Motion by Jeanne Rice, seconded by Kelly Krieg-Sigman, to establish a universal maximum fine of \$5.00 for all routinely circulating item types. Carried.*
- IV. **Purging the Patron Database:** Krieg-Sigman emphasized the need that La Crosse Public Library is feeling to clean up the patron database and asked if other libraries were interested in having their records examined as well. Goldfein explained the process, noting that once parameters for the purge are set he could provide each library with a list of those patrons whose records would be eliminated and the library could protect any they felt needed to remain active. Polodna pointed out the need to consider the needs of those libraries not in WRLSWEB but still using the system borrowers' card, who have been promised that participating in the program would provide them with a patron database, should they decide to join WRLSWEB, and access to other digital services such as Overdrive and BadgerLink. Goldfein stated that those libraries could also receive a list and decline to have records purged if they wished. Polodna agreed that would be acceptable if the decision to not have any records purged would be respected and the records protected regardless of the parameters set for the purge. The proper length of time since last card use was then discussed. *Motion by Judy Grant, seconded by Carol Krett, to purge records for cards not used in the last five years. Carried.* Discussion then continued on what cumulated fine amount would be used to retain records for those who

use collection agencies and need delinquent patron records retained. *Motion by Chris McArdle Rojo, seconded by Jim Eliason, to use \$25.00 as the accumulated fine amount that would protect records. Carried.*

- V. **WRLSWEB Fees for 2011:** Polodna presented the fee schedule for 2011, explaining that given the short time available before the fee levels for 2011 are needed for budgeting purposes, LPL decided to maintain the funding need for 2011 at the 2010 level, and complete the analysis of costs by spring 2011 for adjustments in 2012. McArdle Rojo expressed her concern over not having a clear rationale for why the base amount is as it is. She also raised the concern about what have been peripheral costs in the past, born by a small number of libraries, that cover service capabilities now used by most if not all libraries, in particular the SIP server. Goldfein noted that indeed the SIP server will be used by any library using the Internet timing software. Discussion followed about the fairness of spreading costs over the entire scope of users and assuring that the reasons for WRLSWEB charges are transparent. *Motion by Rice, seconded by Brown, to include the SIP server costs in the base fee for 2011. Carried, with Patti Berglund, Karen Carr, and Deb Lambert opposing.* Polodna will revise the schedule accordingly and distribute the revised fees in a week or so.
- VI. **Technology Plan 2011 - 2016:** Polodna explained that the technology plan represents all member libraries and is necessary for the state to retrieve Erate discounts for the BCN circuits under federal law. Discussion followed about the need for local library boards to adopt the plan after the WRLS board approves the plan. It was also noted that the plan draft has been shared with the multitype advisory group as required by state law. Polodna hopes to present the plan to the WRLS board in late July; [added note: any suggestions for changes or enhancements should be sent to Polodna by July 10.]
- VII. **Revised WRLSWEB Bylaws & VIII. Revised WRLSWEB Member Agreement:** These two items were returned from the April meeting as topics for group consideration. Since much discussion had addressed these topics in April, there was no additional background information provided. Berglund began by expressing her view that no changes should be made in the agreement or the decision making process until all members had the opportunity to experience the effects of the change to follow the checkout location parameters. The discussion then turned towards the nature of rules and whether there are too few or too many, and whether these proposed changes were designed to complicate or simplify the rules and the rule making structure. There were comments about the need and desire for flexibility so that libraries could address the unique needs of their communities, and other comments noting that different practices at each library confuse and frustrate patrons who use many libraries. As the discussion progressed it was clear that no one had an interest in advancing either the revised bylaws or the member agreement, consequently both will be filed for future use if there ever comes a time when the members decide that governance issues need to be addressed.
- IX. **Additional Issues or Concerns:** Based on concerns about libraries not following WRLSWEB protocols which have come to him, Polodna posed the following question: If a concern is expressed about your library's performance in relation to the WRLSWEB rules, how do you want it handled? Participants commented readily and the clear desire is that the library director who has become aware of a potential problem should go directly to the director of the library where the infraction allegedly occurred.

Goldfein provided an update on the Broadband grant and the delays the project is facing

because of the BCN contract. He encouraged libraries to follow the request from WLA and contact legislators about moving the contract extension forward.

Lambert raised a question about how to handle items returned without all their pieces. It was emphasized that the library which discovers the missing piece needs to be sure to note the previous borrower before checking in the item.

A question was raised about the ability to allow patrons to print on library printers from their personal laptops. Goldfein said it can be done but drivers need to be downloaded, and to avoid problems it is better to acquire print management, though there is a cost for this.

McArdle Rojo asked if the system had job descriptions for positions and could they be shared. She wanted more information before responding to the Action Plan survey. Polodna responded that they did exist and she only needed to let him know the positions for which she wanted descriptions.

X. Next Meeting: August 12, 2010

XI. Adjournment: The meeting was adjourned at 11:55 am.

Respectfully submitted,

David Polodna