MINUTES of the Monarch Circulation Committee Meeting
February 28, 2019

Call the meeting to order: Amanda Kloppmann, Chair from Mequon, called the Monarch Circulation Committee Meeting to order at 9:40 am at Frank L. Weyenberg Public Library in Mequon, WI. Other members present: Pam Garcia, Waupun; Alison Hoffman, Monarch Library System; Colleen Swart, Oostburg; David Nimmer, Cedarburg; Elizabeth Daniels, Iron Ridge; Diane Kallas, Sheboygan.

Public comment and correspondence: None.

Approval of minutes, January 17, 2019: Daniels moved to approve the January 17 minutes, Kloppmann seconded. Motion carried.

Old Business

a. **Update from Director's Council Meeting:** Kloppmann brought up clearing out Driver's Licenses from the Driver's License field and indicated an April 1 deadline. Hoffman checked into this since then and there is only one library that still had license information in this field. She sent reminder to them. Hoffman will check again April 1. They have also been informed that DO NOT FILL can be entered in this field if desired. Hoffman didn't get any further feedback on alternate uses of user defined fields from other library systems. Lakeland will still use this field for student IDs.

   Hoffmann told us that Polaris 6.2 has been released and the ILS committee is looking at upgrading. There is a new option of an alternate ID. Hoffman only has a description and cannot see how this works presently; perhaps we could investigate further once we can play with this option. Upgrade date is TBD.

b. **Noting damage in item record possible solution:** Hoffman can add to the list of library assigned blocks in the item record to indicate damage, and she can make these whatever the library wishes them to say. When an option is selected, this creates second line in the popup. When using this, staff will probably want to include another note in free text or physical condition to indicate library and date. Hoffman will check on various settings for these blocks. We will discuss this next month to move forward with a recommendation/best practice.

c. **Sprint and Virgin Mobile issue:** This issue was fixed; however, we have been blacklisted again. Robert is in communication with WiscNet.

New Business

a. **Suggestions for alternate ID field with next Polaris upgrade:** Table until we can play with it in the training server prior to upgrade.

b. **Drafts in SharePoint:** Sharepoint can be used similar to google docs when creating files so we can collaborate on creating content. The files can be opened in the browser or in Word; when Word is used, the user will have more functionality with the documents. This will be helpful when we are creating best practices for committees so that multiple people can work on documents.

Open discussion: Kloppmann sent out a signup for circ meetings. We have 8 or 9 meetings for the year scheduled; looking to fill 3 more.

What books can be used for book clubs? There have been recent issues with clubs reading new/popular titles, which brings several issues/questions up. Libraries should use discretion with new/popular materials and existing patron holds should take priority. One point shared was that libraries keep items "new" for varying amounts of time. "In constant demand" is used in WISCAT, perhaps we could use that as a guideline, and we should develop borrowing limits/guidelines for book clubs regarding new or popular items with holds. Book club kits also exist on WISCAT, libraries could look into using those. One idea shared was the possibility of allocating some of the In Demand money for book kits, or we could use some of the leftover books from the In Demand collection to create kits (for books that would tend to be used by book clubs).

Next Meeting: Next meeting March 28, 2019 at 9:30am at Cedarburg.

Adjorn: Kallas moved to adjorn, Nimmer seconded. Meeting adjourned at 11:23am.

Respectfully submitted,

Pamelyn S Garcia

Pamelyn Garcia, Monarch Circulation Committee Secretary