

ILS COMMITTEE Meeting Minutes

Tuesday, April 23, 2019, 10:00 a.m.

West Bend Community Memorial Library
BI Room, 1st Floor
630 Poplar St.

Online Meeting

Please join the meeting, by clicking on this link:

<http://go.teamviewer.com/v11/m86790270>

Meeting ID: m86-790-270

1. Call the meeting to order – Compliance with Open Meeting Law requirements
Darci Kraus, Chairperson called the meeting to order at 10:09 am.
2. Roll Call
Present: Alison Hoffman (Monarch), Darci Kraus (West Bend), Rachel Muchin Young (Mequon), Laura Beldavs (Cedarburg), Anneliese Finke (Mead), Lindy Fiste (Slinger), Alexandra Harvancik (Horicon)

Absent: Ann Penke (Lakeland College), Mary Alice Bodden (Theresa)
3. Approval of agenda
Rachel/Alex moved to approve the agenda. Motion carried.
4. Approval of the minutes:
Alex/Rachel moved to approve the 3/26/2019 minutes as presented. Motion carried.
5. Public Comment and Correspondence - none
6. Old Business
 - a. Update on Recommendation to Director's Council regarding Wording of Active request phrase- this was presented and approved at Director's Council.
 - b. Update of ILS Committee Standards/Mission Statement – Discussion took place regarding items that should be added to the ILS Committee standards document. It was decided to recommend that a 2. O. be added that reads - *“When purging expired patron accounts libraries may waive fines/fees from any library up to \$50, without contacting owning library, excluding lost or damaging materials.”* This references an approved motion from 11/8/2018 director's council meeting. Darci will present this at Director's council.

- c. Do Large Print and Blu-Ray formats fall under the Collection Management Standards?

It was decided that the Ratio reports show local need, Darci will present at Director's council a friendly reminder that 1. A. i. and 1.A.ii regarding Collection standards does also include Large Print and Blu Ray Formats.

- d. Adding a patron-initiated acquisitions form/button to the Monarch Catalog

This is a library specific option that is available. A button could be added to the local libraries Monarch Catalog. This button is only a link that will direct to the individual libraries website form. Each library would be responsible to create and have this acquisitions form. If a library is looking to promote patron driven collection development, this is an option to help with that.

- e. Grouping holds standard for ILS or Circulation Committee

It is power users that generally place both Blu-Ray and DVD hold requests. It is decided that each library should encourage their staff to be aware of and offer to cancel hold requests for same items in different formats. i.e. "Mr Jones, I see you got this as a Blu-ray, did you have a hold on it for DVD as well? I'd be happy to cancel that request for you if you no longer want the dvd. " It is also decided that when staff is placing a hold request they should encourage a patron to go with blu-ray or dvd and place only one request for the patron, thus not having to cancel a request later.

7. New Business – None

8. Other Business - None

9. Next Meeting, Tuesday May 28, 2019 10:00 AM

10. Adjourn

Rachel/Laura moved to adjourn at 11:27 AM. Motion Carried.

Respectfully submitted by Lindy Fiste.