

NOTICE OF MEETING

ILS COMMITTEE

Tuesday June 25, 2019 10:00 am

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

Minutes

1. Chairperson Darci called the meeting to order at 10 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), Mary Alice Bodden (Theresa)
Also present: Colin (Monarch), Jennifer (Monarch)
3. Approval of 6/25/2019 Agenda: Motion by Mary Alice/Laura. Motion Carried.
4. Approval of 5/28/2019 Minutes: Motion to approve Minutes as presented by Rachel/Alex. Motion Carried.
5. Public comment and Correspondence - none
6. Old Business
 - a. Director's Council update on Monarch2go decision:
This was approved at Director's Council. ILS discussion was held, and a few more technical questions were raised. Alison will reach out to ChiliFresh, for answers to those questions, as we begin to move forward with them.
 - b. West Bend Outreach pickup branch update:
This was approved at Director's Council and will go live 7/1/2019.
 - c. August Upgrade update:
Polaris Upgrade will take place 8/18/2019, an exact time has yet to be determined. The training server will go live 8/17/2019.
It was recommended we pay out of ILS fund for this upgrade.
Upgrade will include RBDigital Audiobooks being integrated into the PAC.

d. DPI Advantage Collection:

This topic was not discussed at Director's Council.

ILS Discussion was held. Alison shared info from the WPLC board regarding this. WPLC has concerns about individual libraries having their own DPI. They will be bringing this discussion back.

It was discussed which group would be the best to navigate this topic. It was decided that this should get passed to the Resources Committee for discussion.

e. ChiliPac update:

i. Review how to monitor ChiliFresh reviews:

Short discussion was held. Make sure all know how to login and check this if wanted/needed.

Do patrons read reviews? How many people are using this?

It is a package deal. Dropping the reviews will not save us any money.

We should ask the question if we can save money by not having this part of the package.

Alison will look into the possibility of Novelist or GoodReads being integrated with our PAC, to give smoother and better usefulness for our patrons to find booklists and reviews.

Alison will review other integration options and come back with info.

Tabled for next time.

7. New Business

a. Recommendations about the portal banner in the generic PAC now that more banner options are available from Heather:

Alison has the ability to provide links to the banners. Discussion was held. How helpful are these? We need more marketing type items and to prioritize the marketing of system wide available items.

Promote databases such as- Ancestry.com, RBDigital, AtoZ, Badgerlink etc, to bring before our patrons the services available to them.

It was decided to reach out to Heather to create some other banners that highlight library system resources.

b. Review the current PAC add-ons:

Do we want to retain or drop any? Alison will check to see if any library is using the Children's PAC. It will then be decided to remove the Children's PAC saving \$551.25.

ILS committee will make recommendation to Director's Council

Should other languages be considered?

Alison will get more info on the Multilingual add on pricing/ other languages and how it works for sending notices. Tabled and added to July Agenda.

- c. Recommend we create procedure/policy for all future ILS upgrades:
Director's Council asked that we consider a policy/procedure so that it gets renewed each year automatically through the ILS budget/committee.
Discussion was held.
How is this fund intended to be used? More research will be done to answer ILS committee questions. Tabled to July meeting.
 - d. Network Project: purchasing standard routers, switches, access points:
 - i. Libraries pay for them and the maintenance fees:
Discussion was held. It was discussed if the creation of an IT policy should be recommended, to clearly align and spell out what is included under the IT Umbrella. Monarch site does list services offered from Tech Support.
More research will be done, and more discussion is needed. Tabled.
 - ii. Which document should it fall under? ILS OR Monarch System Agreement?
Discussion was held. No decision was made.
 - e. EDI Capabilities regarding 3 libraries usage:
Libraries that join in should help support the cost. One time set up charge would go back to the library that wanted that vendor as an option.
What is the fairest way to do this?
 - i. Charges associated with them
Alison will look at numbers and run some reports for consideration next meeting.
 - f. How will future additional one-time cost Polaris station licenses be paid?
There has been no governance of Polaris licenses being added at libraries. This incurs a cost of \$1000 per license that is being absorbed by the system. It was discussed that a strategy for how we are going to handle this going forward be created.
 - g. Ideas for future discussion/consideration by the committee - none
8. Other Business - none
9. Next meeting, Tuesday July 23, 2019
10. Adjourn: Motion by Alex/Darci to Adjourn at 12:05 pm. Motion carried.