

## VALNet Circ. Meeting Minutes

March 13, 2018

Prairie River Library, Lapwai ID

**Attendance:** Vickie Coats, LPE; Lisa Puckett, PRLD; Jessica Long, CMP; Kaitlin Cushman, LEW; Angie Norman, GCL; Gina Sibrero, GCL; Dani Reynolds, GCL; Colleen Olive, KSD; Rhonda Scott, ACL; Della Gehring, PHS; Billi Cooper, THS; Amy Agidius, LCLD; Lynn Johnson, MVSD.

**Call to Order:** Meeting was called to order at 9:05 am by Vickie Coats, Chairman, and members introduced themselves.

**Approval of Minutes:** The minutes from November 14, 2017 were reviewed. Rhonda Scott moved to approve, Colleen Olive seconded.

**Elections:** Tamera Tyler resigned from PRLD and Jessica Long was approved for the position as note taker.

**Housekeeping:** Discussion of the Cataloging Committee to update their Bylaws and Mission Statement. Lynn Johnson reminded the group that the Cataloging Committee Bylaws and Mission Statement had already been updated at a previous meeting.

Reviewed procedure for patrons who request a hold on their library's items, or have a purchase request for their library. That patron has priority for that item.

New text notifications. Texts for items on hold are generated at midnight. Patrons may be able to set their phones to nighttime mode so as not to be bothered by the incoming texts. No reported problems with this new notification.

There was an issue with the inside courier loop and some changes were made. The outside loop has been running smoothly and no changes have been made to it.

If you are deleting an item that is lost and you still want to receive the money for that item, you need to create a manual invoice on the account for that item. You can view a tutorial on the staff pages under committees – Circulation – tips & tutorials.

When deleting items please delete the record if your library is the last or only library attached to the record. If using batch delete, check the box that states "delete record if no other items are attached". This will only delete the record if no other items are attached.

Discussed the issues with the lost and missing item records. Reviewed deleting the lost and missing item records and use of report #211 to help remedy the issue.

We can now upload files to a patrons account (i.e. photos of damaged items). This could be useful if a patron returns a damaged item, and the item has to be discarded. If a "new" item is received at a library as a hold and has severe damage, send back to the lending library. If the item has minimal damage, place a note detailing damage, date, initials and library code.

Reviewed procedure for items showing up on the transfer list as in transit for more than 14 days. 1. Check your library first, 2. Check with the last library the item was at, 3. Email MIT to ClearH2O address.

When someone puts a message on an account, please put a “delete after” date on the message. Before deleting the message, if it was not created by your library, call the library that created the message and ask if it’s ok to delete it.

When creating a note/message pertaining to an individual at a specific branch, add the library code to the note (i.e. Mowen DeGrass cannot check out items @ KOO).

**KOHA:** All news, meetings, etc. are listed on the Koha home page on the left hand side. It has been suggested that libraries should set the home page to be the first page that comes up when opening Koha.

Discussed using Koha for auto-generating non-resident fees for VALNet cards. Suggested a \$25 global VALNet fee. Each library would have to manually set up patron accounts as non-resident. Decided to bring to the Directors and to discuss again at the May meeting.

Koha allows for attaching a photo of a patron to their account. Pros and cons were discussed about attaching a minor’s photo to their account and whether or not it should be allowed.

Discussed removing the pop-up when checking out items on an account with overdues. The committee has decided against removing the pop-up.

Directors Committee asked for our opinion regarding Latah’s request to add a new “New Item” type to Koha. We discussed the pros/cons of adding the new item type.

Reviewed the procedure for changing the status of items. DO NOT change the status of an item belonging to another library, only your own library’s items. A message will be added in the news section of the Koha home page.

Amy Agidius requested to change the September meeting date. She will be going to Kohacon 2018 in September and wants to share with the committee what she learns there. The September meeting has been changed to Tuesday, September 18<sup>th</sup>.

**Holds:** Reviewed hold procedures. Discussed how many holds are allowed per record (3) and if we should standardize amounts placed on holds for any one record. Suggested to bring to the Directors for review.

**Meeting Schedule:**

May 8, 2018

September 18, 2018

Rhonda Scott moved to adjourn, Della Gehring seconded.

Meeting adjourned at 11:05

Submitted by,

Jessica Long