Mentor Group Meeting Minutes

December 14, 2011 9:00 am
RIV
Attendance: Vicki Johnson ACL; Dixie Alford RIV; Matthew DeGoede RIV; Karen Willis CMP; Lisa Curnutt RIV; George Williams LCD; Shayla Ryan LEW; Robanna Brosten LEW; Lynn Johnson MVSD #244; Juliana Schiweck WEB-LDO.

The meeting was called to order at 9:00 am. The minutes from last meeting were approved.
   The "Go Live" date for KOHA has been moved back to April 23, 2012 pending the directors' meeting. At closing on April 21 we will be on Voyager and when we open up the 23rd it will be KOHA. The training dates will be 8 weeks before Go Live date; March 5,6 & 7.

   Lost Item Status: There has been an increase on lost items being returned with fines not removed. We should not remove any fines from other Libraries' items; but if something is paid for it should be posted and sent on with the appropriate paperwork, which has also been lacking. Libraries vary as to whether they charge a processing fee or not, some include it in the cost of the item. When a lost item is taken care of the "Lost item" should be removed from patron counter by the owning library so they can request books. This could be from lack of training especially in the school libraries. We may need to send a reminder to all Libraries to follow proper procedure and staff should be directed to the ValNet Staff Pages if they have questions about procedure, or ask a supervisor or Mentor.

   Stops on Student Records: There is a question about what schools should do when a public library has put a stop on a student's card due to fines. Often these fines are incurred by parents using the child's card. Most schools will go around the stop and check out their items to the kids but tell them they can't request from other libraries. At graduation they must clear all fines before receiving a diploma. The cards created by schools as a work-around to allow students to check out school items will be deleted when they graduate. The mentor group felt this was a suitable arrangement.
This whole subject should be brought to the directors; do we allow flexible judgments on working around stops so kids can at least get school books? Do we make a new policy or stick to the old one with no exceptions?
In KOHA juveniles will have a guarantor who is a parent and will be responsible for the items the child checks out, and will receive all notices.
If a patron has trouble paying off fines it is not unreasonable to offer a payment plan, on your items only. If the plan is being followed the patron could check out items from your library, at your discretion.
The decision on whether you give a patron a card is up to each library. You can refuse if they have no fixed address or contact info.

   WIN Borrow: You can't make any new requests after 3/1/12, so there will be some overlap as far as returns. Everything should be back by June 1st, and there will be no renewals after 3/1. There will be a note on the VALNet website under WIN letting patrons know. Printing out bookmarks now to notify patrons might be a good idea.

Review of input on **"Global Settings" in KOHA:**   Most settings will be left at their defaults which tend to be the most lenient. Some require further clarification; George and Shayla will ask about these.

Some items we discussed:

*Each item can only have one status at a time.

*If no pick up location is chosen it will automatically default to patron's home Library.

*Maximum reserves on holds, we opted for 100. This can be adjusted in the Circulation Matrix in individual Libraries.

*Offline features will require "Firefox" so we will all need to download that onto our computer.

*For Self-Check items we defer to ACL & LEW

Patron Settings

 * There are many categories to choose from when entering new patrons.

  *A patron can check their own record to see what they have checked out in the past but staff <u>cannot</u> access this information.

*The late fee cap for any item will be global for all Libraries and all items. This cannot be changed. We discussed $7.50.

All of our recommendations will be brought to the directors' meeting for them to decide on.

There will be 30 spaces available in each training session. We need to fill these spots up and insure that School Library staff attends also; perhaps by telling them you must attend in order to get your password. We can get a sign-up list with alternates on stand-by.

The test server will be available around January 20. Staff that have questions should be directed to their directors or mentor.

Next meeting will be Wednesday Feb.1, 2012 at RIV, 9am.

The meeting was adjourned at 1:05

Notes taken by Karen Willis CMP