

VALNet Circulation Meeting Minutes

September 18, 2018

Prairie River Library, Lapwai, Idaho

Attendance:

Rhonda Scott, ACL; Lisa Puckett, PRLD; Kelli Person, LHS; Genny Brown, LPH; Della Gehring, PHS; Kim Silflow, CMP; Lisa Egan, LCLD; Lynn Johnson, MVSD; Karen Pell, LMS; Gina Sobrero, GCL; Heidi Brow, GCL; Sandy Crump, LPE; Billi Cooper, THS; Julie Seely, LAP

Call to Order:

Meeting was called to order at 9:10 by Chair – Rhonda Scott, ACL.

Introductions:

All present members introduced themselves. Three new librarians were in attendance.

Agenda:

The agenda was previewed with no additions or changes.

Minutes:

Minutes from the May 8, 2018 meeting were reviewed and approved with no corrections noted.

Elections:

Rhonda Scott, our new chair, outlined responsibilities of vice-chair and note taker. Lisa Egan, LCLD was elected Vice Chair and Della Gehring, PHS as note taker.

KohaCon 2018:

It was noted that Lissett Scheer, MOS, attended the conference but was not at this meeting to share.

Routing slips:

- Routing slips should be long strips of paper (NOT sticky notes)
- Routing Envelopes should be labeled on only one side with black marker
- Only one 3-letter Library code per slip- clearly visible above top of book
- Placed in center of book
- When in doubt books can be placed in an envelope for delivery

Handling missing books:

- Requests: If you are unable to fulfill a request and no other copies are available in VALNet, put a note on the patron's record indicating the hold has been cancelled, and follow your individual agency's policy in changing the status of missing material.

Miscellaneous discussion:

Lisa Puckett demonstrated locating online VALNet staff pages, including the mentor page, where to find past meeting minutes and our 3-letter code sheet.

Numerous suggestions were made regarding letters sent to parent when issuing library cards particularly to elementary students. Individual agency policies dictate protocol for each library.

Reminder to check incoming books prior to checking out for students:

View books. If damage is found, date, identify self, patron, patron card number and list damage prior to sending back to home library.

New look for OPAC site:

Lynn Johnson indicated that patrons will be seeing a whole new look for the OPAC site in early October. There will be notification to staff prior to the implementation of the new look.

Resending an email notice to Patrons:

If a notice needs to be resent to a patron – pull up the patron’s account, open the notices tab, identify and highlight the email that needs to be resent and hit the resend button.

Replacing a lost card:

Identify the patron with the lost card and verify all account information, edit any changes and replace the lost card number with the new number. The fee for lost cards was discussed. Charges range from free to \$10 and is determined by individual agency.

Meeting dates set:

Meeting dates were set for the coming year – all to be held at 9:00 a.m. at Prairie River Library, Lapwai, Idaho

- November 13th, 2018
- March 12th, 2019
- May 7th, 2019
- September 17th, 2019

Next Meeting:

November 13th, 2018 – 9 a.m. – LAP

Adjournment:

Meeting adjourned at 10:15 a.m.