

Attendance: George Williams MOS; Kari Kerns LHS; Lynn Johnson CVH; Julie Lloyd KES; Jack Uhde LEW; Greg Betzold LEW; Vickie Coats LPH; Shelley McPherson OHS; Lisa Curnett, Claudia Jones, Lisa Puckett PRLD.

1. Minutes from the November 5th 2013 meeting were Approved by Vickie Coats; Seconded Lisa Puckett
2. Report from **Directors meeting:**

The three month trial period for patrons having a small fine, less than \$5.00, has ended. Findings are that the system did not work, thus another three month trial has been decided.

Bywater has suggested that VALnet would benefit from having another server Salmon River and Riggins are trying to leave ValNet.

3. **System Administration** meeting discussed mentor contact and information. It was decided that the mentor contact information will be displayed the staff page and George will send emails.
4. **Reminder:** Routing Addresses should be clear and legible on the circulation envelope. Since some routing envelopes have address sheets on both sides, remember to only have one address, cross out all other addresses.
5. Correct 3 letter code is needed to send to correct library. Check 3 letter code sheet or after a book is checked in look under the column heading **HOLDING LIBRARY** and the 3 letter code will be listed.
6. It was a discussed regarding canceled holds. **Reminder:** Holds should not be cancelled. If a patron is standing at the circulation desk with the item in hand it is understandable to check out the item to the patron, but there is no need to cancel the hold. The hold should be ignored at that time, but do not click cancel hold that appears in the yellow box.
7. Homebound program was discussed. Only three libraries are involved in this discussion **LEW, ACL, LDC**
8. Money envelopes that are brought to the circ meetings or the directors meetings should have the name of the library collecting the money on the envelope.
9. There was a suggestion that was submitted by ACL that has been tabled until next meeting.
10. Discussion of Volume of Holds. One theory of higher volume of holds is Koha is easier to place a hold than Voyager. Hold limit of 100 was also discussed
11. Discussion of sending patrons fees to collection agencies.