

Circ. Meeting Minutes

May 10, 2016

Prairie River Library – Lapwai, ID

Attendance: Rhonda Scott, ACL; Bonnie Holland, CHS; Lisa Puckett, LAP; Dixie Alford, LAP; Lynn Johnson, MVSD; George Williams, LCLD; Kari Kerns, LDO; Millie Wimer, PHS; Della Gehring, PHS.

Meeting was called to order at 9:10 by George Williams, Vice-Chairman. Members present introduced themselves. Millie Wimer introduced Della Gehring as the new PHS librarian for 2016-17 school year. Millie is retiring at end of this school year.

1. Agenda: Changes or additions?

No changes or additions were made to the agenda.

2. March 8, 2016 minutes.

No minutes were available for the March 8th meeting. Secretary Lisa Puckett was absent from that meeting due to medical leave. George Williams chaired March 8th meeting and appointed a note taker, however no notes were submitted.

3. Discussion of Google Hangouts for future meetings

After some technical difficulties George Williams demonstrated Google Hangouts. He had invited people to join the meeting via internet. Someone did sign on but, they never identified themselves and left the meeting without comments. In order for meetings to be hosted this way in the future users would need a web camera and Google account and would need to install the Google Talk extension.

4. Chair resignation:

Greg Betzold, Current Chairman has resigned his position at LEW and will not be completing his term as Circ Chair (2015-16) and Past Chair (2016-17). George Williams as Vice-Chair will move into the Chair position to complete Greg's term then will serve the 2016-17 year as Chair followed by a term as Past Chair for the 2017-18 year.

Lisa Puckett volunteered to become the Vice Chair for the completion of the 2015-16 term and then serve a full term as Vice Chair for 2016-17, followed by Chairman (2017-18) and Past Chair (2018-19). Kari Kerns volunteered to become the Secretary for the new term (2016-17)

5. School closures update:

George is handling the changes in KOHA to facilitate school closures. He is still waiting for info from THS & CSD.

6. Procedures for getting a KOHA report written:

Carol Robinson at OHS asked what the procedure and lead time needed to have a KOHA report created is. George said he will add an info sheet to the Staff Page with the info required to create a report.

7. Discussion of existing KOHA reports:

Several of the saved reports on the system wide list were created for a specific library or group but may work for others. George went on to review on screen some of the existing reports including several he has written for the Directors. Anyone can use the reports showing on the Saved Reports list located at [Home > Reports > Guided reports wizard > Saved reports](#)

8. Training on any circulation related KOHA questions:

George encouraged those present to forward suggestions for circulation related KOHA trainings at future meetings.

9. KOHA upgrade date:

Bonnie asked if a date had been set for the KOHA 3.22 upgrade. George reported that a date had not been set yet. She asked if it would be done before schools were out. Unknown at this time.

10. Adjournment:

There being no other agenda items or questions the meeting was adjourned.

11. Next meeting:

Sept. 13, 2016; 9:00 AM @ LAP

Submitted by,
Lisa Puckett,
Secretary