

VALNet Circ. Meeting Minutes

Sept 15, 2015

Prairie River Library – Lapwai, ID

Attendance: Vicki Johnson, ACL; Rhonda Scott, ACL; Joseph Higgins, ASH; Billi Cooper, THS/OHS; Jessica Long, CMP; Bonnie Holland, CHS; Dixie Alford, LAP; Greg Betzold, LEW; Colleen Olive, KSD; Lisa Puckett, LAP; Lynn Johnson, MVSD; Vicki Coats, LPH; Becky Schmidt, LPE; George Williams, LCLD; Millie Wimer, PHS.

Meeting was called to order at 9:08 by Vicki Johnson, Chairman. Members present introduced themselves.

1. **Vicki Johnson, resignation as new Chairman**

Vicki reported that her job position with ACL is changing. She will no longer be a representative to this group so will be unable to serve as Chair. New Chairman will be elected to complete her one year term.

2. **Election of Officers:**

The following officers were elected:

Chairman: Greg Betzold, LEW to complete the 1 yr. term vacated by Vicki.

Vice Chairman: George Williams, LCD to serve 1 yr. as Vice-Chairman then to succeed Greg at Sept 2016 meeting as Chairman.

Secretary Lisa Puckett, PRLD to serve 1 yr. term

3. **Circ Group Liaison to ValNet Directors**

Lisa Curnutt, PRLD has served as the liaison between the Circ Group and the ValNet Directors. She has been promoted to PRLD Director and is now a member of the ValNet Directors Board.

Greg as Chairman of the Circ Group agreed to also serve as the liaison for the next year. Per group discussion it was agreed that the Chair should be the liaison unless unable to attend the Director meetings.

4. **Adding new patron**

Bonnie, CHS asked that all be reminded to double check the database before adding a new patron. She has found that some of her students have been issued two cards. It is recommended that when adding a patron you include a middle initial or name along with birthdates to help verify patron's identity. School librarians suggested using the Nickname field for students who may identify themselves with different parent last names.

5. **Cancelling Holds**

Reminder: If you cancel a patron's hold place a message on their account explaining why hold was cancelled. Include item title and barcode number. Finish message with your initials.

6. **Routing slips not printing correctly**

Billi reported at OHS when CONFIRM & PRINT SLIP is selected the slip is not printing properly. No others reported a similar problem. George said he would explore the OHS Notices & Slips settings to see if there is something that needs changed. He will contact OHS directly with his findings.

7. **Updating Staff Page Contacts**

Lynn Johnson, MVSD will update the ValNet Staff page contacts list. If you have a new or different MAIN contact person for your library please send let her know via email: johnsonl@SD244.org

8. Student Home Library changes

Bonnie, CHS reports that several of her current students' home libraries were changed over the summer. When this happens her reports are incomplete. Please do not change school library patrons to other home libraries unless there is a note on the account stating that student needs a new agency. Schools will either put a note on account when students leave school; or will delete account if no fines are outstanding; or will change home library to VALNET.

Accounts with a VALNET home library setting will not be able to check out items until their info is updated and a home library is selected.

9. 30 Day Temp Cards

If your library issues a 30 day temp card to a patron outside of your district, but within the ValNet service area be sure to place a note on the patron's account explaining that the card is a 30 day temp card that needs to be renewed after the patron's home library has validated the account.

10. Lost Item Return

When a lost item belonging to another agency is checked in at your library please note the returning patron's name on a slip in the item. Remember, when a lost item is returned it does not automatically clear the lost item charge from patron's account. Without the patron's name it is often difficult to track down which account should be cleared of lost item charges.

11. Check in screen resetting to Home page

Jessica, CMP reported that they have had problems during check in process. Screen flickers then reverts to KOHA Home screen. Item that was checked in does not clear off patron's account. No others reported similar problem. She will check with their IT person to see if it is a compatibility problem.

12. Planned meeting dates:

The following meeting dates are scheduled for the coming year:

Nov 3, 2015; Mar 8, 2016; May 10, 2016; Sept 13, 2016 (Election of new officers)

All meetings will be held at 9 AM in the LAP meeting room unless otherwise notified.

Next meeting:

November 3, 2015; 9:00 AM @ LAP

Please send any questions or agenda items to Chairman Greg Betzold (gbetzold@cityoflewiston.org) for addition to the next meeting agenda.

Submitted by,
Lisa Puckett,
Secretary