

CIRCULATION MEETING MINUTES

September 13th 2016

Prairie River Library-Lapwai, Idaho

Lisa Puckett PRLD-LAP; Lynn Johnson MVSD; Heather Stout LEW; Kaitlin Cushman LEW; Michele Waite Grangeville; Becky Schmidt LPE; Vickie Coats LPH; Colleen Olive KHS; Della Gehring PHS; Jessica Long CMP; Kari Kerns LDO; Bonnie Holland CHS; Joseph Higgins ASH; Rhonda Scott ACL; Carol Robinson OHS; Dixie Alford LAP; Connie Anderson MOS.

*Meeting was called to order by Chair-Lisa Puckett at 9:01 AM

*Minutes approved from May 10th, 2016

*Members introduced themselves. Announcement that George Williams accepted a new job in Kansas. He is being replaced by three people.

I. Elections:

- i. Vickie Coats voted Vice Chair
- ii. Kari Kerns was confirmed as Secretary

II. VALNet email is gone: ACL has stepped up to provide email addresses. @aclib.org is being used for delivery of overdue notices etc., and clearh20 is being used for missing in transit, information email. Alisha Parot @ ACL is the contact person for changes/updates to addresses on the clearh2o lists.

III. Discussion regarding Training. Who do you ask for help? :

- i. Orientation for new people
- ii. Reviving Mentor Group
- iii. Share information
- iv. Attend workshops
- v. Pick up the phone

IV. STAFF WEB PAGES: Lynn Johnson is in charge of the Web Page. Some information to place on Staff Pages, clearing cache, notes and messages. The reason the emails are written on the staff pages the way they are, is for security purposes. For example: kkers at lewistonschools dot net instead of kkerns@lewistonschools.net. This prevents someone from hacking into mass email addresses.

V. OPAC Notes:

- a. OPAC Notes appear on the patrons account and patrons can see the note.
- b. Circulation Notes appear on the patrons account, but only the Librarian can see the note.

VI. Basic Cataloging:

- a. Is there basic cataloging training available for library staff that add items to the VALNet Catalog? System Administration meetings/Bib Standards question.
Discussion of where money would come from to cover costs of mentor, would the agency in which the mentor worked cover the cost for time away from job, and gas costs?

VII. Schedule 2016-17 Meetings:

- a. Nov 8th
- b. March 14th
- c. May 9th
- d. Sept 12th

Other Items:

-Discussion of the absence of three letter codes being in the **Home** and **Holding** library column on the **Check-In** screen.

-Patron selection is not in alphabetical order after you type in the name, for example, if you type Smith many different names will appear. These names are not in alphabetical order. There is an arrow at the top of the Name sort column, click on it and it will alphabetize column.

-Lost books being dropped off patrons account, but fine is still there.

-Cable One and TDS email are not going through to patrons who have these email addresses.

Adjournment: 11:00 AM

Next Meeting

November 8th 2016 9:00 AM @LAP

Submitted by: Kari Kerns-Secretary