

Missouri Evergreen Circulation Committee

Meeting Notes

Tuesday, August 24, 2021 at 11am

I. Public Comments - None

II. Request to change the global expiration date of minors permission group from three years to one year

- A.** Neosho has requested that the minor profile permission group expiration date be changed from the current three years to expire instead at one year.
- B.** Diane Disbro moved to recommend that the request be approved. Belinda Birrer seconded. Motion carried

III. Addition of Collections as a Main Profile Permission Group Approved

- A.** Cass County received approval at the last membership meeting to add "Collections" as a Main Profile Permission Group to the consortium. This would basically be a profile that Unique would be able to change on the patrons account when they were put into collections. This would stop the patron from being able to check out items at the library and also notify staff that the patron was in collections. Other libraries would be able to use this Profile as well, either through Unique or manually if they wished.

IV. Developing Detailed Standards / Guidelines for Billing for Damage Done to ME Owned Items

- A.** There have been issues brought to the ME Board by member libraries regarding the billing of damaged ME owned items checked out by patrons of other member libraries. After much discussion at the last ME membership meeting the circulation committee has been directed by the Board to develop a standards / guideline document with pictures for when to bill for damaged items from consortium libraries and when to consider it just normal wear and tear. Belinda Birrer, Rhonda Busse and Meredith McCarthy volunteered to form a working group for this project and report back to the committee as needed.

V. Borrowing for Outreach / Long Term Borrowing

- A.** After a discussion regarding borrowing for outreach, book groups and other long term borrowing scenarios the consensus is that these

generally fall into a similar timeline as regular patron checkouts with renewals so no further action would be needed. Member libraries are reminded that checking out ME owned items for your in-house displays is discouraged. Issues with potential abuse of long term checkouts will continue to be addressed on a case by case basis by communication with the library in question.

VI. Other

A. Courier Issues

1. There was discussion regarding the continued issue with courier bags showing up in the USPS delivery and being way overdue. Please continue to report the issues to MALA as they are the conduit to the courier for the contract. Meredith McCarthy will inquire if there is a good contact at the State Library to register concerns with for when they negotiate the new contract.
2. Molly Johnson noted that Marshall is having issues with the driver not showing up on their designated delivery days due to faults at the hub. When you only have two days for courier delivery, missing one puts you way behind.

B. Circulation permissions list

1. The Onboarding Committee has been discussing the issue of staff permissions. Diane Disbro shared a spreadsheet of the existing circulation entries for staff permissions and noted some of the existing inconsistencies and issues. Staff permissions are globally set in that the base permissions are the same for everyone in that category. Additional permissions can be added on a case by case base but you can't take any away from the base permissions. Diane Disbro will take the questions about some of the inconsistencies to Equinox and report back to the committee.

Next Meeting: Tuesday, September 28th at 11am on Zoom.

Committee Members:

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