

Missouri Evergreen Circulation Committee

Meeting Minutes for Tuesday, October 26, 2021 at 11am

I. Public Comments - None

- II. ME Users Conference / Future Regional Trainings** - The ME Users Conference in St. Louis was lightly attended but it gave a good framework on how to conduct possible regional trainings in the future. Shannon Midyett will be sending out an email poll soon regarding regional training opportunities for next year so please be sure to respond with what would work best for your library.

III. Courier Situation Update from Membership Meeting

- A. The overall courier contract is with Henry. Henry then contracts with master couriers who then hire independent contractors who run the routes. MALA and Henry do not control the internal HR of the couriers. The St. Louis hub's master courier broke their contract without notice. Those libraries affected have been notified.
- B. Report, report, report! MALA is not seeing all of the issues with items ending up with USPS showing up on the listservs as being documented via the reporting form. Please give as much detail as possible when reporting as to timing and where the items were coming from so they can try to isolate what is causing the issues. A button that directly links to the reporting form will be added to the homepage of the Missouri Evergreen website.
- C. MALA will pay postal charges assessed to member libraries due to the courier items being delivered by USPS. Report the charges on the regular MALA reporting form under Other and they will cut you a check.
- D. If you are missing days of your contracted courier service, please contact Jane at MALA directly so she can work with you directly about being charged for services you are not receiving.
- E. The contract with Henry is up in the spring of 2022. It will be bid out at that time.

IV. New Libraries Coming On

- A. Cedar County 11/4

- B. Reynolds County 01/20 - Has five locations but is not currently automated. A team will be assisting them with adding their holdings to existing ME records as they come on board.

V. Ongoing Projects Updates

- A. Damaged ME items best practices working group - Meredith McCarthy has been gathering documentation from other library systems and will be convening a meeting of the group soon. There was a discussion regarding the timing / protocol for billing for items between libraries. Documentation can be found here on the ME website: <http://moevergreenlibraries.org/circulation-training-materials>. Cass County's procedure / documentation was also shared and will be sent via email with the meeting minutes and recording.
- B. Checking / Updating the Circulation Contacts list on the website - Belinda Birrer has sent the needed updates to Ron Eifert and is still waiting on contact from five other libraries to confirm their information.
- C. Staff permissions (Diane Disbro and Nate Beyerink) - No report at this time.

VI. Other

- A. There was discussion about the long transit list and making sure it stays on everyone's radar to complete the process in a timely fashion. Meredith McCarthy will sound out a reminder with the instructions attached to the general email list plus the circ list.

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