

## **Missouri Evergreen Circulation Committee**

Meeting Minutes for Tuesday, January 25, 2021 at 11am

### **I. Public Comments**

- A. Introduction of Mickey Coalwell, Executive Director for Missouri Evergreen

### **II. New Business**

- A. Patron permissions (Diane Disbro)

1. The FineFree permission group was added after the last membership meeting. It is available for use by member libraries who do not wish to charge fines to a select patron group.
2. There was discussion regarding the streamlining existing patron permissions since the list is getting quite lengthy. Statistical categories are an option for when you need to be able to cull out a particular portion of the user base for reporting but they have no special checkout privileges or restrictions. Diane is sending out a survey to the circulation contacts at member libraries so we can get an assessment of which patron permissions are being used and why. She will also include a video detailing stat cats and how they can be used.
  - a) How different libraries use the nonresident permission group was discussed. Having that as a very easy to see flag for staff for collecting fees is important.
  - b) Statistical categories currently live at the very bottom of the patron account screen and could possibly be moved up as we encourage the use of them through this project.

- B. Issues with certain special collections items that don't transit trying to circulate to other ME libraries was discussed. Meredith noted that at JCL some of that behavior has been traced to circulation rules being broken by items getting a different home location than they had before when they were brought back into circulation.

### **III. Old Business**

- A. Damaged ME items best practices working group (Meredith McCarthy)
  1. The Missouri Evergreen Damaged Items Best Practices Guidelines DRAFT was shared and discussed.

2. The revision to ME Circulation Policy to include the reference to the Damaged Items Best Practices document was shared and discussed.
3. Belinda moved to recommend the Missouri Evergreen Best Practices Guidelines and revision to the Missouri Evergreen Circulation Policy to the Board for their consideration. Diane seconded. Motion carried.

B. Staff permissions (Diane Disbro and Nate Beyerink) – No Report

C. Opening for additional member of the committee

1. We do still have an opening for an additional member on the ME Circulation Committee. If interested please contact Meredith at [mmccarthy@jeffcolib.org](mailto:mmccarthy@jeffcolib.org).

#### **IV. Other**

- A. Rhonda noted that she would be unavailable to attend the February meeting.

#### **Committee Members:**

Belinda Birrer [childrens@poplarbluff.org](mailto:childrens@poplarbluff.org)

Rhonda Busse [busser@casscolibrary.org](mailto:busser@casscolibrary.org)

Meredith McCarthy [mmccarthy@jeffcolib.org](mailto:mmccarthy@jeffcolib.org)

Janice Butcher [jjbdspl1935@gmail.com](mailto:jjbdspl1935@gmail.com) (excused)

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