



LIBRARY MANAGER'S COUNCIL MINUTES

May 30, NLLS Headquarters, Elk Point, AB

Present:

Maureen Penn (Lac La Biche County)
Jodi Dahlgren (Wainwright) – Chair
Julie Brundage (Paradise Valley)
Isabelle Cramp (Morinville) - Secretary
Stuart Pauls (Vermilion)
Tanya Boudreau (Cold Lake North & South)
Gayle Boyd (Gibbons & Redwater)
Connie Forst (Tofield)
Cynthia Graefe (Thorhild)
Melody Kaban (Smoky Lake)
Betty Lou Kobe (Alice Melnyk)
Marilyn Newton (Innisfree)
Mary Ann Sparks (Edgerton)
Ina Smith (Bonnyville)
Donna Williams (Vegreville)
Jennifer Waters (Chauvin)
Tracy Woloshyniuk (Newbrook)

Pauline Dechaine (Mallaig)
Tammy Morey (Rochester)
Colleen Tabish (Kitscoty)
Carmen Smart (Marwayne)
Daphne Schnurer (Elk Point)
Evelyn Henke (Mundare)
Julie Richard (Vilna)
Melanie Pole (Edmonton Garrison)
Cheryl Ballard (Wandering River)
Annette Chrystian (Holden)
Barb Chrystian (Viking)
Kim Murphy (Ryley)
Leah Larson (Irma)
Angela Wendorff (Lamont)
Krystal Kinash (Lamont)
Sandra Moschansky (Radway)
Becky Swiegocka (St Paul)

Not Attending:

Diana Mack (Bruderheim)
Tonya Sams (Ashmont)
Barb Cholach (Grassland)
D'Arcy Evans (Myrnam)
No LM (Thorhild)
Tracy Wilhelm (Waskatenau)

Brenda Walker (Mannville)
Caroline Forst (Andrew)
Peggy Teneycke (Bon Accord)
Katherine Bulmer (Boyle)

NLLS Staff, Executive & PLSB

Julie Walker
Lois Quail
Heather Elliott
Kayla Lorenzen
Kelly McGrath

1. Call to order: meeting called to order at 10:05 am.
 - 1.1. Land Acknowledgement by Isabelle Cramp
 - 1.2. Introductions and opportunity to share something about your Library
 - 1.3. Additions to the agenda:
 - 6.5 TRACpac app
 - 1.4. Approval of Agenda

Motion by Tracy Woloshyniuk to approve the agenda as amended. Carried.

2. Minutes of the February 28 2018 meeting

Motion by Tracy Woloshyniuk to approve the minutes as circulated. Carried.

3. NLLS Service Discussion Feedback – Julie Walker

See Report

Admin portion:

Policy has been created

Communication: package for LMC meeting mailed prior to meeting

Working on directory and require info from libraries

IT Department:

Training: NLLS is not responsible for training Library Managers for basic computer skills

Polaris: Kelly's duties does not include Polaris training. She takes care of the back end.

New resources: clarification needed on what training is needed. Feedback will be asked through survey. Drop Heather an email with suggestions also. Niche Academy also has a hidden section for library staff. Heather will look into providing libraries with login access to it. TAL core is changing. Julie will send out email with what is contains for review purpose.

Bib Services:

Verification of collection codes: NLLS is going to standardize all collections for uniformity and will work with the bare minimum for collection codes. NLLS needs to sent Managers a timeline of what the new process is ahead of time so libraries can be ready. NLLS will propose a group of collection codes to managers as a basic format. A survey will be sent out for feedback on codes.

Motion by Donna Williams that we table until September so NLLS can do a survey on collection codes to include in basic collection. Seconded by Stuart Pauls. Opposed Maureen Penn. Carried.

Public Services Department:

Jodi has offered to do Polaris training.

Marketing and Communications:

Posters: new software is going to be available by the end of this week, so managers can create their own posters and customize their own materials. Give feedback on software to Heather after using it.

4. Reports

4.1. Chair – Jodi Dahlgren – see report

4.2. NLLS Reports

- Director – Julie Walker – see reports (Director’s and Innovative and TRAC meeting)
Hoopla: reduction to 2 checkouts helped contain the cost.
Courier cost is a big issue. Service Alberta can cancel the contract to ship our items by courier. Julie will go back to TRAC advisory to discuss solutions. At this time NLLS is not able to deal with the volume that libraries are dealing with so replacing courier with van run is not possible.

Indigenous project: trying to take away from system responsibilities to provide services to reserves.
- Bibliography – CJ – see report
New cataloguer will be starting mid-June.
Make sure you properly package and label fragile items.
- Public Services - Kayla Lorenzen
VDX workshop will be offered at the conference this year.
Escape room kit is available to borrow and more will come. Most kits can be run by using a table that can sit 8 to 10 people (not a lot of room is required).
- IT – Kelly McGrath

Blue screen of death: can happen at any time. Recommend to your patrons to save their work as they go to prevent loss. An update from Microsoft must be removed. IT will continue to work on correcting the issue. Let IT know as it happens especially for Staff computers which are priority. Let Kelly know which computers can be removed from Polaris access.
- Marketing – Heather Elliott – see report
Heather will send out a list of royalty free sites for images and graphics.

4.3. PLSB report

- No representation from PLSB

Motion by Betty Lou Kobe to adopt the reports as presented. Carried.

5. Old Business:

5.1. Lynda.com – tabled from May’s meeting – Julie Walker

Please look at the database. Julie will resend the link, so managers can try it out. The cost is \$25,000/year (based on population). Julie will gather more info on this database.

5.2. Programming for Small Libraries – tabled from May’s meeting – Kim Murphy

Programs offered are usually geared to bigger libraries (including materials for programs)

Suggestions:

- To look on Pinterest.
- Create partnerships.
- Take part of the programs and cater to your size population/capacity.
- Put a wish list of what you need (supplies) to the community.
- Compare yourself to other libraries your size and use them as a resource and source of information (don’t reinvent the wheel).

6. New Business:

6.1. “Holds” processing – Donna Williams

New items go to other libraries first. Other regional systems don’t do that.

Show of hands for how many people would like to revisit the process. 15 out of 33. Vote may change if the cataloguing process change. Tabled to September meeting.

6.2. Use of Book Allotment for Payment of Damaged Items – Kayla Lorenzen

If a library pays for a damaged book but the book is still in good condition to be included in that library’s collection, can the damaged invoice be paid with the book allotment?

Recommendation that affected library check if there is a budget line for lost/damaged items. No further actions recommended for this point.

6.3. Public Wireless (open or barcode login) – Kelly McGrath

Some libraries have asked why the wireless is not open to make it easier for patrons. Requirements for school libraries does not allow for open wireless. But NLLS can switch individual libraries to open and leave other closed. NLLS will run a trial.

6.4. Website Demonstration – Heather Elliott
Live demo.

6.5. TRACpac app – Julie Walker

Boopsie is not going to be maintained so it will be dropped. Other suggestions are being investigated. If nothing can be found another option would be to have a developer develop a new app. In the meantime, the TRACpac mobile version of the website can be used. Suggest to patrons who like having their barcodes on their devices to take a screen shot of the barcode from the app and keep it in their pics (this does not use any data).

7. Next meeting dates:

- Thursday, September 20, 2018 (Morning of NLLS pre-conference)
- Wednesday, February 27, 2019
- Wednesday, May 22 or 29, 2019

8. Adjournment

Motion by Tammy Morey to adjourn at 2:37 pm. Carried.