MeLCat Advisory Committee Meeting Minutes

5 November 2014
9:30am – 12:00pm
MCLS Boardroom

Members present:

Deb Biggs Thomas (LoM), Mike Burgmeier (NMU), Maureen Derenzy (Ostego CL), Susan Graff (MSU), Melissa Greenfield (Kalamazoo PL), Julie Hayward (WMU), Bethany Kennedy (WCC), George Marck (DALNET), Darwin McGuire (Genesee DL), Lise Mitchell (GLADL), Debbi Schaubman (MCLS), Nancy Schultz-Speck (Garden City Schools), Jack Stewart (Pinckney CPL), Corinne Thompson (Siena Heights U)

1. Welcome and Introductions
    a. MCLS staff
    b. Shannon White and Eunice Borrelli, Library of Michigan

2. Minute taker rotation
    a. Bethany Kennedy to take minutes

3. Role and responsibilities of the MeLCat Advisory Committee
    a. Noted that there is no mention of this committee in the MeLCat policies
    b. Currently this committee
        i. Meets 3x/yr
        ii. Policy discussion
        iii. Best practices
    c. Need for outreach and solicitation of ideas from around the state from peer libraries regarding MeLCat policy and functionality
    d. Possible need for regional liaisons to help implement/discuss best practices
4. Ideas for handling problematic local procedures and/or policies
    a. Example given regarding skipping the "not my item check in" happening at some libraries and the implications
    b. Discussion/brainstorm on how to reach non-compliant libraries
        i. Educational items
            1. "Quick tips" with common problems and their implications
            2. Best practices for managers
            3. Committee discussion of training currently available
        ii. MeLCat liaisons through Co-ops

   iii. Amend [MeLCat Resource Sharing Policies 3.4](#) or [9.2](#)
- 1. Include language to abide by MeLCat policies and procedures
- 2. Include links to MeLCat webinars and training
- 3. Questions about consequences for non-compliance, is there a need and policy location for codification?

5. Visiting Patron and local circulation policies
    a. Extensive discussion on Issue 2 from the Recommended Policy Language Changes from Oct. 30, 2013 meeting regarding Local library policies and Visiting Patrons.
        i. Language accepted
    b. Need for additional discussion for next meeting regarding handling money for MeLCat charges, Visiting Patrons and overdue fines.
    c. Proposed additional language change due to conflict between Resource Sharing Policies [6.5](#) and [7.2](#)
        i. Hope is that the change in language allowing local libraries autonomy with transactional fees would promote future adoption of MeLCat Visiting Patron

6. Request for discussion from a MeLCat library: Minimum requirements for joining MeLCat
    a. Discussion regarding load balancing and public library funding
    b. Proposed future agenda item- Primer on how public library funding works

7. RDA- summary of task force discussion
    a. Table discussion due to time constraints

8. Pickup Anywhere/Elsewhere PUA/PUE
    a. What is it?
        i. Optional module
        ii. Patron A requests from MelCat library B and item is delivered and picked up from library C
        iii. Pick up anywhere means return anywhere
    b. Policy implications
        i. Questions on procedures for processing
            1. opt in status, who needs to opt in to participate?
            2. Requesting home library items for delivery elsewhere
            3. How are patrons contacted regarding pick up location?
        ii. Brainstorm/discussion session

1. Using PUA/E to solve some Visiting Patron issues
2. Need for pilot program
3. Need to check with DCB libraries with NCIP
4. RIDES concerns
   a. Will be brought up with RIDES committee

   iii. Send additional comments, concern and ideas for PUE to mel-resource@mcls.org listserv

9. Other business
   a. RIDES issues
      i. Discussion of issues with no pick up/drop off, vehicle size, scanning
      ii. Extremely important to report every single incident every occurrence for data to present to ProMed
      iii. Communication on closed issues- what is the resolution?
   b. NCIP questions
      i. NCIP integration based on local ILS
      ii. Discussion of other systems supporting NCIP

10. Next meeting in April

Meeting adjourned 12:15pm

Respectfully submitted,

Bethany Kennedy