

EASTERN SHORES & MID-WISCONSIN FEDERATED LIBRARY SYSTEMS JOINT NEGOTIATING COMMITTEE MEETING MINUTES

Jack Russell Memorial Public Library Community Room

April 11, 2016

Called to Order: 10:35 A.M. Adjourned: 12:44 P.M.

PRESENT: Garrett Erickson, Linda Bendix, Amy Becker, Bret Jaeger, Robert Nitsch, Jim Hughes, Margaret McFadden, Mark Hanson, Patrick Busch, Amy Birtell, Eastern Shores System Director and Michael Gelhausen, Interim Mid-Wisconsin Federated Library System Director and Bruce Smith the WILS mediator.

VIRTUAL: Jan Gerber, Mary Alice Bodden, Alison Ross, Bill Goehring, Sue Potter, Steve ?

OTHERS PRESENT: Alex Harvancik, Elizabeth Daniels, Gene O'Brien, Doug Rakowski, Susie Spielmann and Jennifer Einwalter.

CALL MEETING TO ORDER

This meeting of the Eastern Shores and Mid-Wisconsin Federated Library Systems Joint Negotiating Committee was called to order by Bruce Smith at 10:35 AM. Meeting was also available via GoToMeeting. Amy Birtell was using GoToMeeting for the first part of the meeting as she was in transit to Hartford.

PUBLIC COMMENT

There weren't any public comments at today's meeting.

APPROVAL OF AGENDA

A motion was made by Ms. Becker and seconded by Ms. Bendix to approve the agenda. The motion passed.

APPROVAL OF MINUTES OF THE MARCH 28, 2016 MEETING

A motion was made by Ms. McFadden and seconded by Mr. Hanson to approve the March 28 meeting minutes. The motion passed.

OLD BUSINESS

Review of Delivery Service Issues

Mr. Smith provided a spreadsheet overview of a two route versus a three route delivery system. There will be an expected bump in delivery volume. There is not a significant cost difference. An extended van could be purchased with the capital cost built in to assist with the current delivery vehicles. Until a delivery service is begun, it is hard to anticipate what will be needed. Additional part-time delivery staff may also be needed. Mr. Hanson said that to start with a two route model makes sense. Mr. Gelhausen stated that the delivery system should be an equal split between Eastern Shores and MWFLS libraries. Mr. Smith estimates the extra deliveries would add about an additional hour of delivery time. The consensus of the voting members was that this will be a System run service with a two route delivery five days a week, with daily sorting for the next day's deliveries, holds pulled by each library at least once a day and arrange pickups of interlibrary loans with South Central. Mr. Gelhausen added that this should be reviewed in three years. Mr. Gelhausen asked for a copy of the ESLS delivery study and the costs of a system run service versus a vendor run service be investigated. Mr. Smith will add this to the delivery agreement. As the ESLS Sheboygan five year lease would be too costly to break, a second delivery location was discussed. Ms. Bendix stated the System should investigate and vote on a second location with a garage and a lease of no longer than three years and after that review for a better lease price and if a third route would be needed alterations would be needed to be

made to the sites. Mr. Hanson made the motion to approve the delivery service plan. Ms. McFadden seconded the motion. Motion passed unanimously.

Review of Headquarters Issues

Mr. Smith stated that the MWFLS building would be sold with the funds going into the reserve account. Mr. Smith stated that after the merger of the two systems, the headquarters would be at ESLS in Sheboygan for the duration of the lease with exploration of site alternatives for the future. Ms. Bendix questioned holding meetings at ESLS Headquarters as space would be tight. After discussion on where meetings would be held, Mr. Smith suggested holding meetings around the System as needed and the number of people expected to attend. Mr. Hanson made the motion to approve the merging of both systems' headquarters to the Sheboygan location for the duration of the lease with an ongoing site study on alternatives for the future. It was seconded by Ms. McFadden and passed unanimously. Ms. Bendix asked that funds be built into the budget for maintenance of the MWFLS building until it sells. Mr. Smith revised the statement to include that the System will maintain the building and budget for these expenses as needed. Mr. Smith asked for a motion to accept the changes to the headquarters statement topics. Mr. Hanson made the motion to accept the changes. It was seconded by Ms. McFadden and passed unanimously.

ILS

Mr. Nitsch explained all modules are accounted for and functional for except for NCEP License Cloud? that is currently not compatible with Polaris. Items will need to be purchased to round out the existing Polaris package to accommodate the three modules Polaris Social, Outreach and LEAP that are not currently used in ESLS. Ms. Becker stated the Outreach is very important to West Bend especially when using off site. Mr. Busch said both vendors offer similar modules except that the way they bill for them. Sirsi/Dynix includes all for MWFLS libraries but that Polaris charges separately for them. Ms. Bendix questioned whether the contract with Polaris would offer the ability to add MWFLS onto ESLS or would it be null and void and need to be redone. Ms. Birtell will ask Polaris if this will be a new contract with new entities. Mr. Gelhausen asked her to also check if there are additional annual fees for items such as the RFID system and self-check machines or are they part of the \$153,000. Ms. Birtell said these would be separate bills to individual libraries built into their portion of the contract. It was explained that Polaris is a cafeteria style plan. Ms. Birtell will email each library as to what services and modules they need. Mr. Nitsch stated that each library would have a core base plus ala carte items as to the needs of each. ESLS currently has seven licenses for reports with Polaris. Mr. Gelhausen asked Ms. Birtell to put together a guestimate for each library and the maintenance costs and list the modules separately so that each library can figure out approximate pricing in addition to the \$153,000. Mr. Smith asked if MWFLS is in agreement to the functionality of Polaris. Most agree but Ms. Harvancik questioned that the reports sort of do what Director's Station currently does and that this may happen in other modules as well and would there be extra charges from Polaris to modify them. Mr. Nitsch stated Polaris has a lot of canned reports that anyone can run but that a couple more licenses could be added if needed. Mr. Smith will put together agreement terms for migration. The consensus was the two ILS do provide similar functions with some exceptions but that costs need to be discussed further. Mr. Gelhausen stated this will be brought to the MWFLS Director's Council meeting on April 14.

Governance

The voting structure was discussed. Ms. Birtell provided worksheets and explained the librarian's certification level was based on population; the 2016 costs and the difference between the estimated costs are listed. Mr. Gelhausen talked about the concept of developing a fair weighted vote system. The scenario on the spreadsheet is the closest to being the most

equalized with a minimum of 17 libraries required to pass a vote or a two thirds majority of the 65 votes. Mr. Smith said the problem between ESLS and MWFLS appears to be the formulas used for the budget and the voting. Ms. Birtell asked for participants to form a committee to try to come to an agreement before the next meeting. Mr. Gelhausen, Ms. Becker, Mr. Erickson and Ms. Birtell will be on the committee.

Centralized Cataloging

Resource Library

MWFLS would like to see a budget and a breakdown of where the money goes and why. Ms. Birtell brought up data for the Mead Public Library from the last meeting showing the percentage of costs based on their different collections. Ms. Becker stated DVDs would need to be beefed up based on the data. Currently MWFLS libraries fill local holds first with their items before the items are loaned out to others. This is based on the cardholder not the pickup location. Ms. Harvancik said that this does not solve the issue of collection development for some libraries on high demand items. She said a moratorium on high demand items would still need to be discussed. Mr. Smith asked each system to review this for the next meeting. Mr. Smith also said more discussion will take place on ILS, voting structure, moratorium on collections and the resource library contract and comparing the technology needs of each system. Mr. Gehausen said that someone is currently charged with database management. One symbol for all libraries will probably be a cost saving. This will need to be investigated. Cataloging is a budget discussion.

NEW BUSINESS

Technology

TOPICS FOR DISCUSSION AT THE NEXT MEETING

Ms. Smith said ILS, Governance, the Resource Library and technology will be reviewed and discussed at the April meeting.

NEXT MEETING DATE

Next Meeting Date: Monday, April 25, 2016, Grafton Public Library, 10:30 AM

ADJOURNMENT

Ms. Becker made the motion to adjourn this meeting of the Joint Negotiating Committee at 12:24 PM. It was seconded by Mr. Hughes and passed.

Respectfully submitted,
Diane Hegy, Jack Russell Memorial Library