

**Montana Partner Libraries  
Conference Call Meeting Minutes  
10 February 2009**

**Roll Call:**

Bitterroot Public Library: Nansu Roddy, Gloria Langstaff  
Drummond School Community Library: Jodi Oberweiser  
Flathead County Library: Patty Jones and Kim Crowley  
Glendive Public Library: absent  
Hearst Free Library: John Finn and Colleen  
Miles City Public Library: Sonia Woods, Hannah Nash  
Miles Community College: Ann Rutheford  
Mineral County Public Library: Guna Chaberek  
Missoula Public Library: Honore Bray  
Frenchtown School Community Library: absent  
North Valley Public Library: Cheryl ??  
Polson City Library: Mary O'Brien  
Lincoln County Library: Sami Pearson  
Montana State Library: Ken Adams

Meeting was called to order at 12:03  
Minutes were accepted as presented

**Unfinished business:**

**Adding New Libraries:** Nansu asked for clarification on the procedures in place for adding new libraries.

1. Courier—everyone agreed that new libraries must have made prior arrangements for a courier and the courier plan must be presented to the group.
2. Financial Impact—Nansu asked how many libraries were still using USPS for Partner mail. They are Bitterroot Public, North Valley, Hearst Free, and Flathead County (for HFL). The discussion led to using certain libraries such as Missoula and the Flathead for hubs so that we can cut down on mailing systemwide. North Valley and Bitterroot will work with Missoula to figure out the best way to use MPL as a hub. Flathead will be the hub for Lincoln County; Lincoln County will meet with Flathead to figure out the courier situation for Lincoln County joining Partners.
3. Everyone agreed that it was the responsibility of all libraries to adhere to best practices.
4. Nansu offered to have an existing Partner Library help Ken in presenting the SOP to new libraries.
5. Nansu will look at the Best Practices and new library checklist online to see if any changes need to be made to be brought to the group.

**Float Return Reports:** Nansu questioned the need to continue running the Float Return reports. Each partner library could display checkouts for their own Float

Return user, change the home library back to the owning library and check in. Any problems or issues could be handled through email as is currently done. It was agreed that the report was unnecessary (? I think everyone agreed.)

Holds Matrix Update: Ken will make changes in the holds matrix on the 12<sup>th</sup> and they will go into effect on the 13<sup>th</sup>.

### **New Business**

**Claims Return Status:** Library representatives agreed that they would prefer not to be able to change other libraries' materials to CR. Ken will see if this is something that can be configured. During this discussion another issue was raised and all libraries agreed that according to best practices, materials with holds will not be renewed.

**Next Meeting** will be Tuesday, March 10<sup>th</sup> at noon via conference call. Crowley has suggested that we use Go-To meeting so we can look at workflows if need be. In person meeting will be on May 7<sup>th</sup> at 4:00 pm in Bozeman; venue TBD. Meeting adjourned at 12:47 pm

Respectfully submitted: Kim Crowley and Patty Jones