

## **MAAC Meeting**

**Feb. 24, 2009 10:00 a.m. online**

### **Minutes**

- I. Introductions** – Called to order by Sharon Upchurch at 10:09 a.m. Matthew asked if the cluster can appear next to the name on the chat listing for each meeting.

In attendance: Alice Ruleman (QUEST), Bonnie Sanguinet (ARCHWAY), Joshua Lambert (SWAN), Scott Peterson (MCO), Sharon Upchurch (LANCE), Debbie Young, Roe Gnuschke (TOWERS), Shuqin Jiao (SLU), Rhonda Brown (SGCL), Judy Rice (WILO), Matthew Wier (BRIDGES), Tony Garrett (MERLIN), Adrienne Detwiler (MCO), Sue Reed (ARTHUR), Mary Anderson (MERLIN) and Stephanie Atkins (WASHU).

- II. Approval of minutes** – approved as posted.

**III. Cluster Reports** –

Tony Garrett reported that MERLIN is no longer using book bands for internal cluster books, only paging slips. Green book bands will still be used for MOBIUS lending. Shuqin reported that SLU is moving its journals to outside storage.

**IV. Old Business**

**A. Quarterly Delivery Update**

There are two new staff members: Donna Bacon as Assistant Director and Jennifer Parsons working in Help Desk operations.

**B. Current Lenders of Last Resort List: LOC, UMC, UMC-Health UMC-Law, SEMO**

**C. Eligible for Lenders of Last Resort? (Dec. 2008 figures)**

- D. Assembly of God Seminary – 3.9 (last time: 4.9)
- E. Culver-Stockton 3.3 (does not wish to be on LOLR list)
- F. Harris-Stowe – 3.5 (last time: 3.1)
- G. Lincoln – 3.8 (last time: 3.4)
- H. Logan – 3.2 (last time: 3.8)
- I. Mineral Area – 3.8 (last time: 4.2)
- J. MO Valley – 3.4 (last time: 3.5)
- K. St. Paul School of Theology – 4.0 (last time: 3.5)
- L. St. Louis CC – 2.9
- M. Wm. Jewell – 3.0
- N. Wm. Woods – 2.6

Scott stated that line 29 represents ILL non-returnables. He offered to look at all lending and load balancing tables to determine ramifications for the LLR list regarding using all traffic or just ILL. We will take this up in online discussions. Joshua said he was unsure if Mo. Southern wished to be on the list. Matt asked for Crowder to be removed but to leave SEMO on. Unsure of wishes of Stephens and Rolla.  
*\*\*It was moved, seconded and approved to ask Scott to check on the ramifications of using all traffic to calculate the ratio and then to take up this issue in an on-line discussion.*

**D. Circulation FAQ/Best Practices Subcommittee report**

Joshua stated that the subcommittee had access to SWAN's policy and procedure manual to use as a basis for the FAQ document. They are using GoogleDocs for editing where the information could be looked at, voted on and added to the website. They are considering asking MCO for a list of most frequently asked questions to use as a basis for the Q&A. The document would probably be made searchable on a WIKI and also be available to use in training sessions in different formats for flexibility in teaching. Scott asked to be added to the list for GoogleDocs looking forward to integration into the website. The generalized document will be customizable for each cluster.

Matt stated that he had seen a label/paging slip combo at a conference. Scott said he thought this represented a modified print template that incorporates the two. Sharon proposed that the best practices subcommittee be made a standing committee for screening purposes. Scott will review their charge and investigate establishing a list-serv. Matt agreed that there should be transparency and that a list-serv would be a good way to go. Sharon asked Matt and the sub-committee to write up the best practices.

They are hoping to have the circulation component FAQ ready by March 17<sup>th</sup> for circ training.

All courier/drivers should have counters by now—this should allow standardized best practices so that all regions can now be scanned.

**E. Black Bag Count reminder**

Sharon said notices will be sent out to remind everyone that the count will be the Third Tuesday in May—May 19<sup>th</sup>. KCMLIN red bags should also be counted on this date.

## **V. New Business**

### **A. New Bags report**

Scott stated that bids were sent out and three vendors were under consideration. The target date is March/April for a decision. There will be 1,500 smaller bags and 500 large bags like the 2007 large bags with a new window style and made of heavier material.

### **B. Recycling address labels in courier bags?**

Reuse of labels was proposed as best practices rather than policy. Matt inquired how MERLIN libraries were convinced to ship without book bands, using only paging slips for shipping. Tony replied that the President of the MU system has requested this change. Tony will write up this best practices information for the group.

### **C. Do we need to revisit the Lenders of Last Resort every quarter or a couple of times per year?**

*\*\*The motion was made by Scott and seconded by Mary to revisit the Lenders of Last Resort semi-annually—it passed.*

Tony asked why some non-requestable items showed as available in the catalog. Matt indicated that this issue needs to go back to the cataloger advisory group for clarification.

*\*\*A motion was made and seconded to go to the catalog advisory group and ask for more information regarding items being non-requestable or available in the catalog. The motion passed.*

Sharon will contact the cataloging committee.

Bonnie invited input on 1<sup>st</sup> Choice delivery issues as we strive for uniformity of service. Scott said he has a list of problems and libraries involved, most in the St. Louis area. We should submit any problems to the MAAC list by this Friday, 2/27/09.

*\*\*Matt wanted the minutes to reflect that 1<sup>st</sup> Choice and Scott can't help us if we don't report problems.*

## **VI. Next meeting:**

4<sup>th</sup> Tuesday of July—July 28, 2009 in person.

Tony moved and Matt seconded for adjournment—passed. The meeting was adjourned at 11:19 a.m.