

**Minutes**  
**MAAC 1<sup>st</sup> Choice Tracking System Subcommittee**  
**Conference Call Meeting**  
**2:00 pm, Friday, January 18, 2008**

Attendance: Shuqin Jiao (SLU), Sandra Phillips, Jennifer Galloway and Rodema Gnuschke (MWSU), Joshua Lambert (MSU), Bonnie Sanguinet (STLCC), Nada Vaughn (Wash U), Matt Wier (Webster U), Jim Dutton (MCO)

1. **Report on using the tracking system** – There were problems using the tracking system at SLU, but Shuqin tried it later and it worked fine. Firefox continued to work fine. MWSU, Wash U, Webster U, STLCC and MSU reported that the icon worked fine in Internet Explorer. Jim and Bonnie experienced a problem with the icon, but once it was re-installed it worked fine. Jim asked if we were tracking new bags. Rodema said she had tried both old and new bags and saw some inconsistencies. Nada saw some inconsistencies in scanning. On the whole the bag tracking system is working well.
2. **Approval of directions for using tracking system** – The directions Bonnie created were approved by the subcommittee and Bonnie will post them on the MOBIUS website in both Powerpoint and PDF format.
3. **Springfield Green outgoing bag tracking system** – Bonnie sent the directions Rhonda Brown from Springfield Green County Library District wrote up. Jim had sent their Excel spreadsheet earlier. We discussed the need to scan the barcodes of the books that go in the bags. Some libraries feel this is important, others do not want to take the time since the book barcodes will show up in the Returned too Long report. We decided we will use the Springfield Green procedures as the best practices example we will post on the MOBIUS website.
4. **Update from 1<sup>st</sup> Choice re: tracking system rollout** – Paul McGrath, VP of Sales for 1<sup>st</sup> Choice Courier and Distribution, sent his report to Bonnie because he was unable to attend the meeting. They have received their shipment of new scanners, which are being programmed and placed on routes in Kansas City and St. Louis. 55 of the 77 libraries using 1<sup>st</sup> Choice are served out of those two routes. 1<sup>st</sup> Choice estimates that those 55 libraries will all be getting scanned at delivery and when their bags leave the 1<sup>st</sup> Choice docks by mid February. The other 22 libraries served out of Columbia and Springfield should be getting scanned by the end of March.
5. **1<sup>st</sup> Choice Tracking System Forum at MUG** – Bonnie has volunteered to monitor a forum at the MOBIUS Users Group Annual meeting in June. Paul McGrath from 1<sup>st</sup> Choice will also participate.
6. **Updating policies and procedures for making claims to 1<sup>st</sup> Choice on lost and damaged items** – Matt volunteered to draft a document and send it to us via email. We can give him input and then we will present to result to MAAC at the February 19 meeting. We currently understand that 1<sup>st</sup> Choice liability is limited to \$120 per item and \$500 per bag.

The subcommittee agreed that there was no need for another meeting at this time.

Bonnie Sanguinet, Chair, 1/31/08