



DIRECTORS ADVISORY COMMITTEE (DAC) MEETING MINUTES
Wednesday, 11 December 2024 | 1:00 PM
Kewanee Public Library, 102 S. Tremont, Kewanee IL 61443

1. Welcome and Call to Order [Chair]

Roll call of DAC members at meeting location [Note Taker]

Genna Buhr -no

Bobbi Mock - yes

Rachel Ballenger - yes

Amy Gee - no

Cindy Maxwell - yes

Kristen Tortat - yes

Randall Yelverton - yes

If needed, roll call of DAC members participating via Zoom [Note Taker]

Genna Buhr joined via Zoom call later, after roll call.

2. Recognition of guests, public comments, and announcements [Chair]

In person

Beth Duttlinger

Amy Harris

Kendal Orrison

Antony Deter

Patty Kweram

Zoom Locations (if any)

Guests:

Lori Priebe - Danvers

Courtney Young – Village of Avon

Jenny Jackson – Marquette Hts.

Victoria Volckmann – Pekin

Lori Urban – Heyworth

Laura Keyes - Dunlap

Mackenzie Marlett - Lacon

Kathleen Helsabeck – Quincy

3. Agenda adoption (action requested) [Chair]

Motion by R. Yelverton, seconded by R. Ballenger

Motion: Adopt Agenda

Motion carried by unanimous vote

4. Approve DAC minutes from September 9th (action requested) [Chair]

Motion by R. Yelverton, seconded by R. Ballenger

Motion: Approve Minutes of September 9, 2024, meeting

Motion carried by unanimous vote

5. Reports

Executive Director's Report [Executive Director]

Report was emailed to DAC committee.

Working on expectations at all levels.

FY26 support grant received from RAILS.

Campaigns:

We have been busy with parameter parties and cataloging visits. Only 2 public libraries were left for parameter parties.

Operations handbook completed.

School handbook completed.

School Parameter Parties start in January.

Newer BCA reports available on the support site:

We now have interactive reports helpful for boards/administration to show holds/patrons/RSA impact. Some reports: holds placed and filled, where holds came from, average circulation by day/hour, how many holds are filled from other libraries. Ex: small libraries rec 89% of holds from other libraries.

Coming soon: Map-based reports.

Please give us ideas for reports you need.

6. Unfinished Business

Director Survey update (discussion and action requested) [Chair]

At the previous meeting we discussed a survey about several general thoughts.

Best thing about RSA.

Favorite thing about RSA.

What is RSA good at?

What is number one concern?

How can we better support your library?

Favorite way RSA members support each other (member interactions).

What RSA rules do you wish you knew more about?

What training do you need? Zoom or in person?

Where should RSA start standardizing next?

How can DAC support you?

What can RSA do to support you to your board?

Is there interest in library staff visiting other libraries?

2026 RSA will scan other library systems, will you want to help?

We can do an "environmental scan."

What is an environmental scan? – invite other software systems to demo their products to see if they are worthy of migrating. Or we could do an in-place migration to clean up current settings, item types etc.

Projects DAC can help you with.

How can DAC increase participation?

Would you be willing to help review policies?

Split into 2 surveys:

Survey 1 general thoughts and DAC direction.

Survey 2 Future ideas and transition.
KO will send a link for discussions about surveys.

Discussion about DAC's role in policies:

- 1) Topics go to the email forum for discussion.
- 2) DAC discusses and reviews.
- 3) RSA Board reviews and approves policy. Topics may go straight to the board.

Infographic and statistics to promote RSA services (discussion) [Chair]

Graphics and stats created for a library interested in RSA. We can offer this to RSA libraries for board members or to explain who RSA is.

Patron Notes Policy (discussion and possible action requested) [Chair]

This will go to the Board on Jan 9th for acceptance.

Any concerns or comments?

Item 4. Change from the previous version: we simplified who can remove a note.

Discussion:

Who is responsible for contacting the note-making library? Suggestions: "staff member that is removing the note." Or should be left until the library resolving the note is informed by the library creating the note. "Please update account and delete alert, initial/date."

Item 2 "note should include initials/lib name/date".

Motion by R. Ballenger, seconded by R. Yelverton

Motion: Send Patron Notes Policy to Board

Motion carried by unanimous vote

Receipt of Damaged Materials Policy (discussion and possible action requested) [Chair]

Revision specifies items damaged by a patron vs items received damaged.

Added information on adding a circ note. It is below the "approved by" because it's not part of policy.

Discussion:

Can we recommend photographs?

Should we say not to put it in delivery if it's a health risk or biohazard? Defer to RAILS policy.

"Items that pose a risk should not be put in delivery"

Motion by R. Yelverton, seconded by R. Ballenger

Motion: Send Receipt of Damaged Materials Policy to Board

Motion carried by unanimous vote

Patron Retention Policy (discussion and possible action requested) [Chair]

Changes from the last discussion about deceased patrons.

Discussion: Bills should be deleted 6 months after the library is aware that the patron is deceased. Intent: delete 6 months after death? Or within 6 months of discovery?

“6 months after death”.

Motion by R. Ballenger, seconded by R. Yelverton

Motion: Send Patron Retention Policy to Board

Motion carried by unanimous vote

7. New Business [Chair]

Preliminary results of RSA Misc Survey – Holds Limits (discussion) [ED]

Would it be a hardship to raise hold limits?

44 libraries responded. Most libraries said no. Very few patrons are at the max hold limit.

Will keep the survey open.

Reasonable limits for all: 63% said between 30-50 max holds.

INST cards are set to unlimited. We need to do a better job of explaining INST cards.

Definition: Your library has an agreement with an institution. They are local holds only.

If they have an IGA, they are treated as patrons.

DAC “Bug Us” campaign w/ shared business cards? (discussion) [Chair]

Board “Bug Us” business cards were handed out.

Would you want to hand out DAC business cards? Yes.

What not previously used ‘bug’ would be good for the DAC? Cricket.

RSA Membership Responsibilities and Expectations (discussion) [Chair]

Discussed development of document of core principles, objectives, how they are achieved.

Final document/3rd document is the Documentation Index.

Objective: What is RSA about? Reciprocity and Discoverability are prime purposes.

Discussion: “As someone new to RSA she thinks it sounds good.” “As long as it’s searchable and stays updated.”

It’s a shared understanding of RSA members.

RSA currently has no recourse if someone breaks RSA rules.

Did we miss anything in core principles?

Q: Pirated materials can come from legitimate sources.

A: It will be a January cataloging post.

Is this document current practice and not setting any new policies? Yes.

Will this be linked on the website? Yes, and it will be linked to items on the website.

8. Committee Development (discussion) [Chair]

Committee Member comments and talking about projects in your library.

Kewanee PL will be celebrating its 150th anniversary next year. They are adding an adult sensory room. They already have a juvenile sensory room.

9. Additional Public Comments

None

10. Chair’s Time, Agenda building for 12 March 2024 meeting at Peoria PL, Main St Branch

Bring coins for parking. Randall can send a parking map.

11. Adjournment

Motion by R. Ballenger, seconded by R. Yelverton

Motion: to Adjourn

Motion carried by unanimous vote

Meeting adjourned at 3:00 pm

Minutes compiled by: Patty Kweram, RSA Member Services Coordinator

Minutes Approved by: RSA Directors Advisory Committee