

# Merlin Consortium Minutes

November 19, 2020 10:00 am

Please join my meeting from your computer, tablet or smartphone.

**Call to Order** 10:00 am

**Attendance Quorum** met

**Attending:** NWLS: Gostomski, Johnson, Machones, Rae

*Libraries: Ashland – Adams, Boulder Junction – Sanderson, Cable – Lendved, Drummond – Arens, Eagle River – Klemann, Grantsburg – Christopherson, Hayward – Lank-Jones/Larson, Iron River – Pooler, Manitowish Waters – Kohl, Mellen – Thewis, Mercer – Schmidt, Phelps – Hutton, Presque Isle – Knaack, Sayner – Braunel, Shell Lake – Seaton, Spooner – Bodzislaw, Superior – Heskin, Webster – Meyer, Washburn – Pendergrass* **Approval of Minutes** The August 20, 2020 minutes were approved as written (SU/SP).

**Financial Reports** (Gostomski) The financial report was approved (IR/HA).

**Reports from members and NWLS staff**

NWLS Director (Machones) No report

ILS Manager Updates (Johnson) Item record updates are near complete. Anyone cataloging and using an old code will see it in red, please update/correct when this occurs. The bibliographic standards committee is meeting regularly and will be helpful as we move to PIKA. Minutes & updates can be found on the NWLS website>Merlin services>Merlin workgroups.

Strategic Plan (Rae) There is a new statewide cataloging group formed which is one of the plan goals. The marketing workgroup is up and running with shared programming and rebranding of MERLIN as two of its first projects.

IT Update (Johnson for Kriskovic) The Sierra 5.2 upgrade will be postponed until Kriskovic can determine all workstations are running JAVA 1.8; that info will be forthcoming to directors. Also, all new passwords need to be created for Sierra logins before the upgrade. Have you updated your password? Finally, the Express Checkout stations will need to be manually updated.

Other Reports None

**Merlin Business**

*Merlin Records* (Johnson/Rae) Directors discussed data base clean up through deleting long missing or billed item records. New policies regarding item and patron records were approved (SP/SL). 1.) Patron records with no activity, \$50 or less in fees (replacement or/and fines) and 18 years or older will be

batch deleted at the end of the year. 2.) Billed items will be batch deleted after one year at that status 3.) Missing/claims returned/lost & pd will be batch deleted after six months. Johnson will notify directors prior to updating records so a final list/shelf check can be run. The goal is to improve the database so users can request items that are available rather than have holds hanging on long orphaned items. Training to run these lists is on the NWLS website.

*Merlin Compliance 2021 Document Review* (Schmidt) The directors amended the document in the Circulation Standards section to raise the blocked circulation threshold from \$5 to \$10 (SP/ER).

*Marketing Committee Update* (Bodzislaw) The directors approved to change the name MERLIN to Northern Waters Library Network (SP/WA). There will be stickers with the new logo when it is complete to cover any MERLIN images on library cards in the near future.

*Digital Collection* (Rae) There will be some changes to the way the spreadsheet for Overdrive/Advantage use is displayed and some of the info on it will be explained beginning in January. The numbers for advantage collection use are included in the state totals (if you did not realize this).

*Election of Officers* (Heskin) 24 or 27 officer election ballots were returned. The new slate of officers is: President Bodzislaw, Vice President Schmidt, Secretary Klemann.

*2021 Meeting Dates* (Bodzislaw) The meetings will occur on the 3<sup>rd</sup> Thursday at 10:00 am followed by NWLS Directors' Meeting. Feb 18, May 20, Aug 19, Nov 18.

**Adjourn** (SP/SL) 11:19. Next Northern Waters Library Network ☐ meeting Feb 18, 2021 10:00 AM