**Multi-part DVDs Packaging Workgroup Steering Group Agenda**

**November 2, 2021, 3 pm**

**Phone/video conference**

**Action Items:**

**None**

Present: Tom Campbell (MAD), Eric Norton (MCM), Katrina Linde-Moriarty (MNT), Chris Baker (POR)  
Recorder: Michelle Karls (SCLS)

SCLS Staff Present: Vicki Teal Lovely (SCLS)

**1. Call to Order 3:02 pm**

a. Introduction of guests/visitors. None.

b. Changes/Additions to the Agenda. None.

c. Requests to address the Committee. None.

**2. Approval of previous meeting notes:** n/a

**3. Action Items – None.**

**4. Discussion**

a. Circulation Funding and Mark Ibach before end of December

Discussion: Libraries asked if Circulation goes down because of packaging items together, how will it affect funding? M. Ibach is retiring, so we need to schedule this discussion before the end of the year. V. Teal Lovely will talk to him about joining us for this discussion at the November 30 meeting.

b. Next steps: how do we get to the point where a recommendation can be made?

i. Possible outcome:

https://www.scls.info/sites/www.scls.info/files/meetings/2021-

10/Multi%20Part%20BREAKDOWN%20Doc%209.30.21.pdf

Discussion: We looked at C. Baker’s document with three paths and a list of components. There may be additional components that are more specific that should be added. An example, is increasing the time it takes to fill holds. Can it fit under one of these components or should it be its own issue?

Patron accessibility. How do we assess patron accessibility? We talked about a survey. E. Norton says the “stay the same” components should be used as a benchmark. Would it be useful to have comparisons to other systems? Funding/finances affects most of the components. Determine a “cost” for each? Action items to fill the gaps of what we can’t determine on our own.

ii. Incorporating details from “issues” discussion and survey:

https://www.scls.info/sites/www.scls.info/files/meetings/2021-09/Multipart%

20DVD%20Packaging%20Survey.pdf

Discussion: We are divided by concerns and benefits. The group reviewed the survey to make sure all components mentioned were listed. K. Linde-Moriarty created a matrix and added new components the group came up with ([link to Matrix](https://docs.google.com/spreadsheets/d/11Q8EKE2ZlC75z86hsG1HdnnbWOXW6ASdWt9v43Leul0/edit#gid=0)). We should take this to the larger group and discuss one component at a time and run it through the three “interactions” (patron, library, and financial) for each of the three outcomes (Stay the same, Change with no Retro, Change with Retro).

c. Use jam boards to work through issues? Delivery Workflows Workgroup RFID discussion samples.

Discussion: V. Teal Lovely reviewed the jamboard brainstorming process for another group and the ability to organize the comments and discover common themes. We will use breakout sessions in Zoom to talk about one topic/component. Patron and library interactions should include challenges and outcomes for each topic. We will have a Jamboard for patron interactions, library interactions, and financial interactions. We will have 4 breakout groups and a steering committee member can be facilitator for each group.

d. Timeline. We can take the time to do a thorough investigation. There will be an upcoming doodle for the larger group to determine the next meeting time. We will hold a Steering Committee meeting once per month. The larger group will also meet once per month. (Try to make these meetings at a fixed date/time).

Next meeting options for larger group. Nov 30 1 – 2:30, December 2 1-2:30 pm, Dec 3 9-10:30 am.

All Director’s meetings are scheduled for: March 17, 2021; May, 19, 2021; July 21, 2021; November 17, 2021.

**5. Plan for Next meetings: to be determined (doodle poll)**

M. Ibach will come to discuss the circulation numbers and its effect on library funding (jamboard and breakout room discussions)

**6. Adjournment**

For more information about the Multi-part DVDs Workgroup, contact Vicki Teal Lovely.

*SCLS staff are available to attend cluster meetings to share information and answer questions*

*pertaining to this committee meeting and other departmental projects.*

Multi-part DVDs Workgroup/Steering Group/Minutes/11-02-2021