

OWLSnet Planning Committee Meeting

January 5, 2007 – 9:15 a.m.

Appleton Public Library Board Room

Agenda

1. Call to Order
2. Current Issues Facing OWLSnet
There are a number of issues facing OWLSnet that need to be addressed as quickly as possible. It would be helpful to get some input from the Planning Committee on how to proceed.
 - Attorney General's opinion on privacy of library records
 - Use of collection agencies and other methods for recovering materials/fees
 - Materials too long in transit
 - Statistics
 - Lobbying for Innovative to keep track of transactions by checkout library
3. Values Statement
Many issues faced by OWLSnet in the past can be traced to lack of a commonly understood philosophy or vision. System and member library staffs have differing perceptions of OWLSnet membership responsibilities, the roles of individual libraries, and the roles of the systems. It would be very helpful for OWLSnet to achieve consensus on some guiding principles or values. An agreed upon statement of values would guide the development of a plan and would aid in decision-making by system staff, member library staff, the AAC, and the OWLS Board.
4. Areas in Need of Policies or Procedures
It would be helpful to have some input from the Planning Committee regarding the need for new or updated policies and procedures.
 - Patron registration practices – identification, other
 - Circulation procedures – fines, overrides, other
 - Library vs. system responsibility – troubleshooting, unsupported software, PC hardware support, equipment replacement, other
 - Training – mandatory, beyond director, other
5. Issues Related to Governance, Decision-Making, and Compliance
 - Effectiveness of governance and decision-making
 - Current AAC structure
 - Consensus vs. voting
 - Other issues
 - Achieving uniform compliance membership responsibilities
 - Lack of responsiveness – information requests, action requests
 - Lack of adherence to policies or procedures – enforcement responsibility
 - Checklist of member library responsibilities
 - Strengthening membership agreements

6. Priorities for the development of OWLSnet services
 - Known short-term priorities – InfoSoup development, adequate bandwidth, wireless Internet service, investigate and recommend workstation management software
 - Potential development priorities – E-commerce, Encore, databases, others
 - Process for determining future service priorities
7. Identify any additional issues that need to be addressed by the Planning Committee or OWLSnet membership
 - Fee structure
 - Others
8. Set Dates and Times for Future Meetings
9. Adjourn