**OWWLAC meeting Tuesday, September 27, 2016**

In attendance: Erin Robinson, CAS; Rebecca Budinger-Mulhern, AVO; Tracy Whitney, MAR; Elly Dawson, VIC; Lisa Gricius, WAR; Hope Decker, PLSHQ; Kathryn Riedener, PLSHQ; meeting facilitated by Lindsay Stratton, PLSHQ.

Missing: Beth List, WAL; Diana Thorn, BLO

**Video Circ Rules Update**

Lindsay made a change to the circ matrix “always checkout library” – has anyone noticed an impact? Most said they hadn’t, but Rebecca stated that she had still seen some items that didn’t follow AVO’s circ rules at the checkout desk. These are thought to possible be anomalies.

Are bigger actions required? How do circ rules impact statistics. Elly noted that items with shorter loan periods can inflate statistics.

Lindsay introduced the idea of creating two new circulation modifiers: Video Short and Video Long. These would be used in place of Video New and Video Set. This would be a from-this-point-forward situation as libraries would have to modify all existing items from the current modifier to these new ones if applicable. After discussion it was decided that the current modifiers would be less confusing to staff.

**Cancelling Overdue Multipart Mailers**

Lindsay shared that the upcoming cancellation of PLS’s printing of these mailers has met with no resistance. She suggested that the directors in the room consider switching to printing their own letters prior to the December 2016 deadline. All that currently had mailers agreed to begin immediately: VIC, AVO, WAR. CAS and MAR do not use PLS printed mailers.

Lindsay reviewed the custom text areas on the letters.

**Collection Evaluation Reports**

Lindsay reviewed collection reports and inventory process. Discussion among all present ensued about the best ways to use this information and how to generate Excel spreadsheets. Erin is willing to help anyone who wants a collection report to generate one. This led to the decision that this would be an excellent system meeting topic. Lindsay and Hope will organize the meeting and hands-on time in the computer lab.

**Meeting Schedule and Roster**

Lindsay reviewed whose terms are up according to policy (no more than 3 consecutive terms) which means that Lisa and Rebecca will be finished at the end of 2016. They are going to seek out replacements for their seats.

Next meeting is Tuesday, November 22, 2016.