

Southern Systems Delivery Subcommittee

Minutes from Delivery Subcommittee meeting, 12/02/10

Participants:

Dick Helton – RPLS

Allen Lanham – LTLS

Marian Albers – ShLS

Ron Coleman –LCLS

Leslie Bednar – LCLS, Executive Director

Doris McKay – RPLS, Consultant, Recorder

Others in Attendance: Eleanore Brown and Anieta Trame

The committee members reviewed the minutes of 11-10-10 and 11-29-10 meetings. Marian Albers moved that the minutes be approved. Dick Helton seconded the motion. The motion passed with all ayes.

The review delivery data with community considerations was tabled for later in meeting.

There was a discussion of the Libraries' responsibilities in regard to delivery.

Consequences for impeding the delivery process?

- Warnings
- Fines should be a System Board decision as to the fine? The fine should be calculated by the cost to the system and the frequency of the offense with a minimum of at least \$50.
- Non payment – loss of delivery privileges.

Drivers will be responsible for getting material delivered to a convenient area close to an outside door.

Drivers are employees of the system not the library and should not be treated as such.

In order to make delivery more efficient and save time and money:

Libraries are responsible for organizing the space so that delivery pick up is convenient for the drivers and in a convenient area close to an outside door.

Libraries are responsible for providing the system with a key to the library. Libraries can petition the system board for alternative arrangements.

Items should be labeled and sorted properly.

DOG items (Delivery on the Go) Items for the same library should be banded/bagged together in order to aid sorting at the system.

Marian talked to Bob in LTLS delivery about the time to stop at the large libraries. Large loads are time consuming. Schools are the worst due to access issues. Dr Lanham expressed concerns about confidentiality. Leslie asked whether there might be concerns about liability issues for the libraries with regard to Community Delivery, holding another library's books. Liability of materials might vary considerably.

There was also a discussion of whether the mail charges are to be reimbursed by the system. Is the 50 or less limit too costly & 7 x \$7.50?

Once routes for Community Delivery are established the libraries should implement sorting for on the route or down the road.

There was a discussion of terms used that vary from system to system. It was decided that rather than refer to Community hubs that they should perhaps be called a Regional Hub. There was also a discussion of how to standardize whether a library is a Mail, On Call or Regional Hub.

Leslie showed the data for the four systems delivery routes when Regional Hubs and the volume levels determined at the November meeting are used to determine the number of delivery days per library per week.

The meeting was adjourned.