



CCLINC Steering Committee Minutes

03/24/2011
2:05 – 3:35 p.m.

Attendees:

Allen Mosteller, Chair
(Present)

Note taker:
Roxanne Davenport
(Present)

Facilitator:
Past-Chair:
Libby Stone (Present)

Learning Technology Systems Representative:
Colleen Turnage, Director of Learning Services – Present

CCCLA Representative:
Dave Trudeau – Present

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Gerry O’Neill - Absent Wilson Technical Community College, District I	Inactive Subcommittee Acquisitions
Roxanne Davenport -Present Pitt Community College, District II	Julia Mielish - Present Craven Community College, Cataloging/Serials
Ernest Avery -Present Piedmont Community College, District III	Inactive Subcommittee Media Booking
Renee Dusenbury - Present Central Carolina Community College, District IV	Deborah Foster - Absent Fayetteville Technical Community College, Lending Services
Erin Allen - Present Stanly Community College, District V	Lisa Shores - Present Rowan-Cabarrus Community College, Reports
Linda Kressal - Present Tri-County Community College, District VI	

Resource Persons:

NCCCS Cataloger **Loreta Arballo - Present**
CCLINC System Administrator **John Wood – Present**

Meeting Outline

- Old Business
- New Business
- Set time/date for next meeting
- Subcommittee Reports

OLD BUSINESS

ILL “Claims Lost” Period

Libby brought up that this item of business had been discussed and voted on in an earlier meeting but had not been implemented. A vote had been taken earlier to change this period to 90 days, and the directors were to have been polled to see if anyone had a problem with the change in policy. A couple of Steering Committee members remember seeing email about it, but no one knows if Ruth cumulated any results from such a poll.

Action: Libby will find out if Deborah has the results of any polling of library directors that Ruth might have done on this issue.

NEW BUSINESS

CCCLA issues

Libby introduced Dave Trudeau, who is the current Vice-Chair of the CCCLA group. Dave reported that there is much concern among the library directors about the level of library support at the System Office (especially upon the retirements of Bill Randall and Ruth Bryan), and also about the SirsiDynix library system contract and whether this system is meeting the libraries' needs. There will be a meeting between Dr. Sandra Williams, Colleen Turnage and representatives of CCCLA on April 26, 2011 to begin to address these concerns.

Roxanne asked if there should not be some more formal liaison between CCCLA and the CCLINC Steering Committee. After some discussion on what would be the optimal arrangement, Roxanne made the motion that a CCCLA representative be added to the CCLINC Steering Committee, with status as a Resource Person (non-voting). Allen seconded the motion, and the motion carried with all approving.

Action: Dave Trudeau will let us know which library director will serve as the CCCLA rep to the Steering Committee. Renee had a question as to who the “Datatel person” is at the System Office; Colleen will find out and report back.

Procedures document for filling CCLINC holds

Libby had sent out a draft document for review that is basically a “how-to” for the correct way to fill holds in CCLINC. John had one suggestion which Libby will incorporate. Allen made a motion that this document (as amended) be approved and distributed. Roxanne seconded and the motion carried with all approving.

Action: Libby will edit the document to include John's suggestion, and will get the final draft to Colleen for distribution to the CCLINC Lending Services email list, along with a spreadsheet that lists the routing codes for the CCLINC libraries.

Training

Deborah Foster would like to know if anyone in the eastern part of the state is interested in

receiving Lending Services training. She has a limited amount of time available in the near future. Colleen reminded the group that her time for providing training is more limited and that she has a training schedule with slots on Tuesdays and Thursdays. Loreta will be taking on some of the training duties – she will train on cataloging policy, and Colleen will continue to train on cataloging procedures.

Action: CCLINC members desiring Lending Services or Cataloging training should contact (respectively) Deborah Foster or Colleen Turnage directly.

Symphony Software Upgrade:

Release 3.4 of the Symphony software is coming out in spring 2011. We normally do not load a software upgrade until the first sub-release becomes available (which usually patches any remaining bugs from the initial release). Release 3.4.1 will be out **this summer**. **Beginning with Release 3.4, the “C” client is NO LONGER SUPPORTED. (In other words, the “C” client is GONE once we implement that sub-release on the live server (“Louise”)).** The new release IS compatible with Windows7. As per usual, 3.4.1 will be loaded on the test server initially, with testing by the Steering Committee and the various Subcommittee members during the month following. Once the testing period is up, if no issues remain unresolved, 3.4.1 will be loaded on the live server.

Action: All CCLINC libraries are responsible for having their staff prepared to use the Java client. CCLINC member libraries have been told that the beginning of “life without C” is forthcoming. These reminders have been numerous, and have been made for a period of years now. The day of reckoning is at hand. John will let us know when the release date is firm for 3.4.1 and we will proceed with scheduling the upgrades from there.

New Steering Committee Chair

Allen Mosteller tendered his resignation as Chair of the Steering Committee (technically, this office turns over at the NCCCLRA conference). The new Chair must come from the Steering Committee members serving at the time of the conference (this is done for continuity’s sake). Julia Mielish agreed to serve as Chair of the Steering Committee, pending a positive vote by the constituency.

Action: Libby and Colleen will prepare and send an email to the CCLINC library directors requesting their vote on the new Chair.

Excluding Reserves items from upload to OCLC

Roxanne noted that, in the course of investigating an issue at her library, John had mentioned that Reserves was one of the locations for which holdings *are included* in the upload of holdings records to OCLC. Since many reserves are not owned by the library, and others are replaced or updated often, Roxanne felt that items in the Reserves location should NOT be included in the OCLC upload. Discussion ensued, with John noting that any short bibs without a 260 or 300 are excluded anyway. Colleen and Roxanne noted that CCLINC policy requires that bib records meet the minimum bibliographic standard (which includes the 260 and 300) unless they are to be temporary. Reserves are not generally considered temporary. The Committee recommended by consensus that items in the Reserves location be EXCLUDED from the

holdings uploads to OCLC.

Action: John will filter the Reserves location from future OCLC uploads.

Steering Committee turnover

Roxanne noted that District II will be having a meeting at the end of March, and that she will be asking to be replaced as District II representative to the Steering Committee. Libby noted that, due to Allen's resignation, he will become Past Chair and she is thereby no longer on the committee. Some discussion ensued about losing the historical perspective provided by these two members given the upcoming meeting with Dr. Williams and the concerns about the library system contract. It was noted that Roxanne and Libby could serve either as Resource Persons or in some sort of ad hoc position.

Action: None taken.

The next meeting for the committee will be scheduled after the April 26th CCCLA meeting with Dr. Williams takes place.

Subcommittee Reports

NOTE: The Acquisitions and Media Booking Subcommittees are inactive.

Cataloging/Serials Subcommittee Report

Julia Mielish

Given the size of the Locations list, Julia noted that the Subcommittee needs to do some work in reviewing this list to see if any unused locations can be eliminated.

Lending Services Subcommittee Report

Deborah Foster.

No activity to report beyond that mention in above business.

Reports Subcommittee Report

Lisa Shores

No activity to report

Item for Information Only

Colleen reminded everyone that she has no access to the CCLINC policies and procedures web pages. She also mentioned that it would be very useful to have the Steering Committee minutes online and accessible somewhere. Much discussion ensued as to possible methods for getting CCLINC information back on the web in optimal fashion, but no conclusion was reached.

The meeting adjourned at 3:35 pm.