I. Attendees

1 **Julia Mielish** present Steering Committee Chair	9 **Ernest Avery**, present District 3 Representative
2 **Libby Stone**, present Past Chair	10 **Renee Dusenbury**, present District 4 Representative
3 **Lisa Shores**, present Reports Subcommittee Chair	11 **Erin Allen**, absent District 5 Representative
4 **Sharon Hedgepeth**, present Cataloging/Serials Subcommittee Chair	12 **Linda Kressel,** present District 6 Representative
5 **Deborah Foster**, present Lending Services Subcommittee Chair	13 **Dave Trudeau,** absent CCCLA Representative
6 **Carrie Moran**, present Traning Subcommittee	14 **Colleen Turnage**, present Director of Learning Services Technology
7 **George Strawley**, present District 1 Representative	15 **John Wood**, present System Administrator
8 **Mark King**, absent District 2 Representative	

Meeting called to order at 2:03pm

Agenda

    Old Business
    New Business
    Subcommittee Reports
    Other News

III. Old Business

1. Learn Central Group – If you haven't joined the group yet, no problem, Learn Central no longer exists. Question: do we need a place?

   It is decided that we will not replace Learn Central with another product.

2. Unfilled Holds. This issue was sent to the Lending Services Committee.

   The Lending Services Committee has not met to discuss this issue.

3. Update on the issues with Sirsi Dynix. / Ad Hoc update

   The Ad Hoc Committee met with Wanda Barker and Dr. Williams to discuss current library services. The major issues that came up at this meeting are a

continued need to provide training to the libraries and the ever looming issue of increased server space for Thelma and Louise. We also broached the issue of including an annual de-dupe in the contract costs for SirsiDynix. This would free up a considerable amount of time for Colleen, and could be a cost benefit for the system. Colleen will look in to this with our SirsiDynix sales representative.

4. Update on creating a list of all the librarians in the field.

   A list of all librarians has been created and also used by NCCCLRA and can now be used to communicate with all librarians if needed. Thank You to Lisa Shores for spearheading this effort.

5. Intellectual Property Ad Hoc Group.

   Due to time constraints, this committee has not met yet.

6. Update on creating a place online to archive all the Steering Committee minutes.

   George Strawley created a Google Docs page that can hold all the archived meeting minutes. At this time, Colleen also mentioned that she now has webpage space to add meeting minutes. It was agreed after some discussion that the current year's minutes will be posted to the Library Services pages at the System Office and that all previous years will be placed in the Google Docs archive. The issue of the minutes containing proprietary information was raised and so it was decided that the minutes will be password protected using the same passwords as for the System Office pages. A link will be created and added to the minutes page on the System Office website.

7. Collection Development Policy. Tabled due to time constraints at the last meeting. Did we decide that this would be handled by the Intellectual Property Group or do we need another Ad Hoc?

   Colleen suggested that a simple statement be added to indicate what the library catalog is intended to hold, however upon review of the Cooperative Agreement, it already includes a collection development statement. With this in mind;

   > *The Steering Committee wishes to advise directors that collection development should be kept at a local level. However, the catalog exists to manage and hold the materials purchased and obtained through other sources by and for the library. Extraneous college equipment cannot and should not be placed in the catalog for the purpose of tracking college resources.*

IV. New Business

1. Upgrade! Upgrade to Symphony 3.4.1 is available. Vote is needed to have John add this to Thelma.

The upgrade for 3.4.1 is available for download. On the advice of John, the Steering Committee agreed to wait six weeks until the three new colleges have been added. At that time John will be able to mirror Louise, on to Thelma with the new schools and the upgrade. If it is not done this way, then the new schools will not be able to see any of their resources or even their libraries when testing out the new software. John also reminded us that this upgrade is not just Symphony 3.4.1, but also 3.3, 3.3.1 and 3.4. As such, those wishing to keep up should read the upgrade notes for all four upgrades. The release notes will be made available on the Library Resources pages. The motion was made by Deborah Foster, seconded by Ernest Avery, passed by all.

2. Potential contract upgrades for the new school year

Colleen has met by conference call with Z Causey, the sales representative with SirsiDynix. She is waiting for the current quotes and will then begin preparing for the April State Board meeting. With the addition of the three new colleges this year, and colleges asking to join in the next fiscal year, there is potential for us to run out of server space. With this in mind, Colleen is looking at upgrading the hard servers we currently have, or moving to a SaaS environment with SirsiDynix. So far, Colleen has discovered that the current servers, albeit too small, should be good to use until 2014 and new servers at this time will be $40,000 each.

3. Batch Loading Permission Request

Colleen is requesting that the Steering Committee allow her to have access to batch loading. Having spoken with Colleen Brown, our assigned SirsiDynix IT account representative, permission to batch load would save her a lot of time in adding the titles for the three new schools. Bear in mind that schools take on average of 8-24 months(with a system office staff of 3) to add all their titles in to CCLINC. By using certain procedures with the batch loading function, Colleen will be able to complete this task quicker. Batch loading will NOT be available for catalogers in the field and will only be available to Colleen. Moved by Deborah Foster, seconded by George Strawley, passed by all.

4. NCCCS System Office Conference

The system office will be holding its conference October 7-9th in Raleigh at the Raleigh Convention Center. NCCCLRA and CCCLA are intending on asking for room space and to have programs during the conference. The Steering Committee agreed that this would be a good time to offer training sessions and

potentially a program. Julia will work with Suvanida Duangudom and Dave Trudeau, presidents of each organization to arrange the room requests and programs.

5. LRA Conference

LRA will be hosting a conference at Asheville-Buncombe Community College, April 2-3rd. Please make plans to attend if possible. There will be a CCLINC business meeting at that time. At the NCCCLRA conference in April the districts(except district 2) will meet and elect new officers.

6. Update of the CCLINC webpages

Colleen has been given access to the Library Resources pages located on the System Office website. Her first job was cleaning up the incorrect information such as the staff pages, Steering Committee Information, and removing links to the C-Client which is no longer supported. Comments and suggestions for information on the site should be addressed to Colleen.

7. Cooperative Agreement.

The Cooperative Agreement is coming up on annual review. Dr. Williams has asked that all schools sign the agreement on a yearly basis. There are staffing issues and statements regarding the system office staff that need to be changed, so the Steering Committee will be addressing that and submitting the corrected agreement to library directors for review in the upcoming months. Please see the attached excerpt from the Cooperative Agreement;

Evaluation of Agreement:

Annually, the Steering Committee will review the Cooperative Agreement according to the process outlined below.

In early January, the CCLINC Steering Committee will ask the member colleges to review this Cooperative Agreement. Any changes requested by the general membership will need to be submitted annually to the Steering Committee no later than February 15th.

Beginning no earlier than February 15th, the Steering Committee will evaluate requests received from the general membership. Only requests that would impact the current level of service provided and/or change the terms of the current Cooperative Agreement will be presented at the CCLINC Users group meeting. Said requests will then be voted on by the membership at the CCLINC Users group meeting.

Each participant to the agreement will receive one vote. A quorum consists of those present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the CCLINC Users group meeting and also in the minutes for the CCLINC Users group meeting. Should any proposals pass, a vote will then be taken by the members present to determine if the agreement needs to be re-signed by all CCLINC Library Directors and each member institution's president.

In the event there is no users group annual meeting, the Steering Committee Chair will coordinate this process via e-mail.

Following the CCLINC Users group meeting, the Steering Committee will meet to adopt the requests that passed. The Steering Committee will then distribute the revised copy of the Cooperative Agreement to all the participating institutions. If the participating institutions at the CCLINC Users group meeting voted that the agreement needs to be re-signed, the Cooperative Agreement must be signed by the appropriate party or their designee and returned to the Associate Vice President for Learning Technology. Upon receipt of the signatory page, the Associate Vice President for Learning Technology will return the original to the college and keep a copy at LTS. Associate Vice President for Learning Technology will notify the Steering Committee upon receipt of all the signatory pages.

V. Subcommittee and District Reports

Lending Services-Deborah Foster

No Report

Cataloging/Serials-Sharon Hedgpeth

No Report

Reports-Lisa Shores

No Report

Training -Carrie Moran

Carrie will be sending out her first email within the next few days.

VI. Other News

Is there interest in creating a regularly scheduled meeting each month?

In order to have a standard meeting time planned each month, the Steering Committee will be setting a standard time and date to hold its meetings. A Doodle Poll was created and the majority decided that meetings will occur on the third Tuesday of every month at 2pm.