

Time: 2:00pm

Meeting via Zoom

## **Attendees**

**Libby Stone (Gaston)** Steering Committee Chair  
**Robert James (Nash CC)** Vice-Chair  
**Cathy Campbell (Craven)** Lending Services Subcommittee Chair  
**Mary Anne Caudle (Martin)** Cataloging/Serials Subcommittee  
**Ali Norvell (Blue Ridge CC)** Reference Services Representative  
**Elizabeth Baker (Carteret)** District 2 Representative  
**Stephen Brooks (Durham Tech)** District 3 Representative (2017-18)  
**Sara Thynne (Alamance CC)** District 3 Representative (2018-19)  
**Leigha Dickerson (Richmond CC)** District 4 Representative (2018-19)  
**Emily Von Pfahl (Cleveland CC)** District 5 Representative (2018-19)  
**Helen Colevins (NCCCS)** Community Engagement Librarian  
**Colleen Turnage (NCCCS)** Director of Library Services  
**John Wood\*** SirsiDynix System Administrator \**Non-voting member*

## **Absent:**

**Patricia Peterson(COA)** District 1 Representative (2018-19)  
**Nora Burmeister (Central Carolina CC)** District 4 Representative (2017-18)  
**Grant LeFoe (South Piedmont CC)** District 5 Representative (2017-18)  
**Staci Wilson (Catawba Valley CC)** District 6 Representative (2018-19)

**Vacancies:** Reports Subcommittee Chair, Steering Committee Past Chair

***Call to order at 2:04 p.m.***

***Welcome to new members!***

### ***I. Old Business***

- a. RFP Update from Kathy Davis' email (3/16/18): The Integrated Library System (ILS) RFP was posted on March 5, 2018. Offers were due by April 27. The target date for award is September 7.
- b. Database maintenance –solutions for user records – Libby asked if anything had been sent out to directors as mentioned in the March 20 minutes, but no one had done so. Cathy will work with Emily Von Pfahl and the reports subcommittee to put together a recommendation for Colleen to send out to the membership to **encourage** libraries to purge their inactive user records.
- c. Scheduling Enterprise Update – Libby asked John whether this update has occurred, and John said it was finished about a month ago; no major changes, but several bug fixes.

- d. Summon and Delete schedules – As recommended by the Steering Committee at the March meeting, a complete catalog reload is being done by John every two months to solve the problem of dead links in Summon (no holdings visible when status is DELETED). The regular yearly purge of DELETED status records will not be affected.

**II. New Business**

- a. Distribution of minutes – Currently the minutes of the Steering Committee meetings are posted by Colleen on the NCCCS website at the following link:

<http://www.nccommunitycolleges.edu/library-services>

The group discussed whether it would be a good idea to also e-mail the minutes out each month. It was decided that once the minutes are approved by the committee, Libby will e-mail them out to the membership in addition to posting on the website.

**Action Item: Libby will e-mail minutes out to the membership.**

- b. Review of SC Procedures for new members – Libby referred the committee to the current procedures document (attached). She asked that the district representatives send an e-mail out to their constituents to let them know they may contact them with any issues to be addressed by the Steering Committee. Colleen will share the e-mail address list with members of the SC. Mary Anne raised a question regarding lack of attendance to subcommittee meetings and the group agreed that a policy should be written for guidance. Libby asked Robert to take the lead and meet with the other subcommittee chairs to revise the procedures document. Libby noticed that the Reference Services Representative was not mentioned in the procedures, so she asked Ali to draft a job description; Cathy agreed to help Ali with this task. Perhaps Reference Services should be another subcommittee?

**Action Item: Robert, Mary Anne, Cathy and Ali will share a revised draft of the CCLINC Steering Committee Purpose and Procedures document at the next Steering Committee meeting.**

- c. Request to join CCLINC – Helen reported that Charles Wiggins, director at Isothermal CC, has requested to join CCLINC in late 2018/early 2019.

**III. Subcommittee and District Reports**

- a. Lending Services – Cathy Campbell – nothing to report.
- b. Cataloging/Serials – Mary Anne Caudle – the committee has continued its work on Best Practices. One other home location that is not being used is the RSTR-COMPUTER so Mary Anne asked John to go ahead and remove it.
- c. Reports—Robert James – Jennifer Mincey of Wake Tech has volunteered to chair the reports committee as of July 1.

Libby asked the Subcommittee Chairs to provide a list of their current committee members. If anyone is interested in joining a subcommittee, please contact the Chair of that group.

**Cataloging/Serials Subcommittee members:**

Mary Anne Caudle, Chair – Martin CC  
Helen Colevins – System Office  
Kathy Fountain – Rowan-Cabarrus CC  
Mark King – Craven CC  
Debbie Luck – Randolph CC  
BJ Thompson – Central Carolina CC  
Colleen Turnage – System Office  
Emily von Pfahl – Cleveland CC

**Lending Services Subcommittee members:**

Cathy Campbell, Chair – Craven CC  
Darla Richardson – Randolph CC  
BJ Thompson – Central Carolina CC  
Deborah Foster – Fayetteville Tech CC  
Pamela Perry – Martin CC  
Tony Lippard – Rowan Cabarrus CC

**Reports Subcommittee members:**

Jennifer Mincey, Chair – Wake Technical Community College  
Donna V. Odum – Sampson Community College  
Libby Stone – Gaston College  
B.J. Thompson – Central Carolina Community College  
Emily Von Pfahl – Cleveland Community College

**IV. Next meeting date and time (3<sup>rd</sup> Tuesday): August 21, 2018 at 2:00 p.m.**

There being no further business to discuss, Libby adjourned the meeting at 2:50 p.m.

Respectfully submitted,

Libby Stone

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CCLINC STEERING COMMITTEE  
PURPOSE AND PROCEDURES

**CCLINC**

**Community College Libraries In North Carolina** (CCLINC) is the name of the consortium of North Carolina Community College System (NCCCS) libraries which share a centralized integrated library system. Currently, the integrated library system uses the Symphony library software package sold by SirsiDynix, Inc. CCLINC, via NCCCS, also contracts with SirsiDynix for ongoing maintenance and support, and for the provision of a System Administrator. The collective membership of CCLINC is referred to as the CCLINC Users Group. The Users Group meets in person once a year at the North Carolina Community College Library Association (NCCCLA) annual conference.

**CCLINC Cooperative Agreement**

The CCLINC Cooperative Agreement is a signatory document which serves as the memorandum of understanding for operation of the shared library system. This agreement identifies the consortium participants and defines their responsibilities. The signatory document remains in force until revisions are made to the Agreement and it is distributed for signatures.

**CCLINC Steering Committee**

Per the CCLINC Cooperative Agreement, the CCLINC Steering Committee (SC) exists to establish and oversee policies and procedures which CCLINC members must follow in preparing for, connecting to, migrating to, and implementing full use of the shared integrated library system. A primary responsibility of the SC is the protection of the quality of the shared database. All participants to the Cooperative Agreement agree to follow the policies and procedures approved by the SC.

**CCLINC Steering Committee Members**

**SC Chair:** the chair has one vote on motions brought before the SC.

**SC Vice-Chair:** the vice-chair has one vote on motions brought before the SC.

**Immediate Past Chair:** the immediate past chair has one vote on motions brought before the SC.

**District Representatives:** these six delegates represent the CCLINC constituencies of each of the six NCCCLA districts and have one vote each.

**Subcommittee Chairs:** these chairs represent the membership and constituencies of each standing subcommittee and have one vote each. The current standing subcommittees are: Cataloging, Lending Services, and Reports.

Note: Limited-duration *ad hoc* groups can be formed by the SC Chair with SC approval for specific purposes. Such groups are dissolved upon presentation of a final report to the SC. Such *ad hoc* groups report only and do not have voting status.

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**System Office Staff:** The Director of Library Services, and the Technical Services Librarian, and they share one vote collectively.

The **SIRSI system administrator** serves as a non-voting advisory resource to the SC.

## **CCLINC Steering Committee Member Responsibilities**

### **Steering Committee Chair**

- Poll the SC members to solicit agenda items for the monthly meeting at least 4 business days prior to the scheduled meeting
- Develop the agenda and make arrangements for meetings (meetings are usually held via conference call on the 3rd Tuesday each month—depending on need and items for the agenda)
- Call meetings to order and either record the minutes of each meeting or arrange for one of the other SC members to do so
- Submit draft minutes of each meeting to the SC members for review and correction prior to distributing the minutes to the CCLINC membership
- Serve as ex officio member of all subcommittees
- Communicate with and poll SC members between meetings on matters that do not warrant a full meeting
- Seek and present subcommittee chairs for SC approval if any existing subcommittee cannot produce its own chair
- Lead Users Group meeting at the NCCCLA annual conference

### **Steering Committee Vice-Chairperson**

- Serves in Chair's absence as Chair. In the case of resignation of the Chair or out-of-state-move or other circumstances where the Chair is unable to serve, the Vice-Chair will serve as Interim Chair until the next election cycle.
- The Vice-Chair may be asked by the Steering Committee Chair to serve as chair of a task force, an ex-officio subcommittee member, as a member of a task force or ad hoc committee of the Steering Committee.

### **Immediate Past-Chair**

- Serves on the SC as a voting member in order to provide continuity and historical knowledge of SC procedures and actions.
- Serves on the SC for one year after serving as Chair, with the provision that if a Chair is re-elected, the Chair may request the Immediate Past-Chair to serve one additional year.

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## **Subcommittee Chairs**

- If it is necessary to acquire new subcommittee members, poll the constituency as soon as possible after the annual CCLINC Users Group meeting to solicit volunteers or nominees
- Within a month after the annual Users Group meeting, poll the subcommittee members to ascertain the method and periodicity for meetings. Subcommittees should meet at least twice during the year
- Report and bring any action items to the SC following subcommittee meetings
- Create any policies, procedures and training materials needed to ensure smooth operation of CCLINC functions and correct content of CCLINC database and bring them to the SC for approval as necessary
- Communicate policy decisions and needed information to the constituency
- Work with Director of Library Services to provide training for CCLINC members

## **District Representatives**

- Contact district's CCLINC constituency prior to SC telephone meetings for agenda items and issues
- Relay those items and issues to SC Chair for inclusion on the agenda or for information
- Be prepared to lead the discussion of any agenda items from the district during the SC meeting. Report on action taken to the constituency.
- Upon receipt of the finalized minutes of the SC meetings, archive and supply the minutes upon request to any CCLINC constituent who needs them (Note: minutes are sent by the Director of Library Services to various CCLINC mailing lists)

## **System Office Staff**

- Provide information, advice and advocacy on issues facing the SC and CCLINC
- Work with the SC and subcommittees to schedule training and to disseminate information to the Users Group as a whole or to the pertinent constituencies
- Bring any applications to join CCLINC or proposals to exit CCLINC to the SC

## **SIRSI System Administrator**

- Provide information, advice and system expertise on software-related issues facing the SC and CCLINC
- Implement pertinent codes, policies and procedures approved by the SC

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- Assist in selecting dates and developing processes for scheduling, testing, assessing and implementing upgrades, changes, and/or supplements to the software

### **CCLINC Steering Committee / Users Group Procedures**

The SC Chair and the SC Vice-Chair will be chosen yearly at the annual Users Group meeting. To ensure continuity, the new SC Chair must be chosen from the existing SC and must be from an active CCLINC library. The SC Vice-Chair may be chosen from the current SC or may be a former member of the SC. Prior to the Users Group Meeting, the SC Chair will prepare the ballots.

Terms of office for elected and subcommittee chairs and District representatives will begin July 1 each year through June 30.

Prior to the annual Users Group meeting, standing subcommittee chairs will also be chosen from within their existing subcommittees. The NCCCLA districts will choose their SC representatives for the next year at their meetings at the NCCCLA conference. All subcommittee chairs and District Representatives must be from active CCLINC libraries.

The SC will have meetings monthly (if there are agenda items) via telephone conference call.

Subcommittees will meet as often as necessary to conduct their business but no less than twice yearly. Each subcommittee will review its operations and any written procedures or policies yearly. Revisions will be submitted to the SC for approval before they can be fully implemented.

Any library director or dean of a CCLINC library may make a recommendation in writing to the Chairperson of the Steering Committee for changes in the CCLINC procedures or the CCLINC Cooperative Agreement. The Cooperative Agreement will be reviewed annually and changes will be recommended by a majority vote of the Steering Committee.

Revised and approved by the Steering Committee June, 2017