Steering Committee Agenda ~ 16 December | **2014**

Time: 2pm   Meeting by conference call at 919-854-2244

Attendees

1 **George Strawley, present** Steering Committee Chair	9 **Amy Gustavson, present** District 4 Representative
2 **Tim Hunter, absent** Reports Subcommittee Chair	10 **Jayna Dempsey, present** District 5 Representative
3 **Emily Von Pfahl, present** Cataloging/Serials Subcommittee Chair	11 **Rachel McLean, absent** District 6 Representative
4 **David Wright, present** Lending Services Subcommittee Chair	12 **Ali Norvell, present** Reference Services Representative
5 **Julia Mielish, present** Training Subcommittee	13 **Colleen Turnage, present** Director of Library Services
6 **Melanie Gnau, present** District 1 Representative	14 **John Wood*, present** System Administrator
7 **Garrison Libby, present** District 2 Representative	15 **Wanda Barker*, present** Exec. Director of eLearning and Learning Technology Systems
8 **Ernest Avery, present** District 3 Representative	Also present: Helen Colevins *Non-voting member*

Meeting convened at 2:01 pm

I. *Old Business*

    a. Cooperative Agreement 2014-15 Update.

        i. This has come back to the committee for a vote. George will send out a Survey Monkey poll to directors before the next meeting for their approval.

        ii. David moved to put the revised agreement to the directors for a vote. Seconded by Julia. Motion approved unanimously.

    b. Test batch load of Datatel registration records

        i. This has been completed; everything looked good with only small issues noted so far.

        ii. CCLINC schools will need to agree on mandatory fields, and anything extra that a school wants to add can be done manually.

    c. SaaS follow-up survey.

        i. Helen has put this together and will send out this week

    d. SirsiDynix Meeting

        i. Held at NC Central for any SirsiDynix customers

        ii. One discussion topic will be the formation of a SirsiDynix users group for North Carolina.

    e. 2015-16 Cooperative Agreement: preliminary discussion

        i. Accountability and Communication are the two big topics under consideration for 2015-16 focus.

        ii. How to hold schools accountable which aren't following the agreement? How to inform schools of changes and infractions?

        iii. George asked for any language to be considered for addition/subtraction/change be prepared for the January meeting for a vote by the committee

    f. Preparations for future Integrated Library System contract

        i. George asked for an ad-hoc committee to be formed to recommend the consortium's business requirements to give vendors in the Request for Information process:

            1. 3 steering committee members, 3 directors not on the steering committee, Wanda Barker and a Business liaison from the System Office

            2. George will send out a request for nominees for the committee and we will decide from there.

II. *New Business*

    a. IPEDS survey definitions

    i. Tim, George & Colleen will draft a communication to send to Library Directors and Catalogers on how to handle certain aspects of the survey.

    ii. Committee members should inform one of those 3 of any specific issues to address (how to count the NC LIVE eBook collection that displays in the CCLINC catalog, etc).

b. Symphony service pack upgrade

    i. This will allow for the emailing of check-out receipts to users

    ii. Julia motioned to ask John to schedule the upgrade to version 3.5 as soon as it becomes available. Emily seconds; motion carries

        1. John will report back to the group if there is a delay with the upgrade, and will schedule the previous upgrade instead, which still includes emailing receipts.

c. *Prospective new vendors – database cleanup*

    i. Could we possibly crowd-source the de-duplication of records to help Colleen with this task? It will need to be done before we can think about switching vendors.

        1. Volunteers will need extra permissions to modify records that do not belong to their school

        2. There will be downtime for catalogers after budgets are frozen before the end of the fiscal year

        3. Emily volunteered to have training in this process

            a. Will start with the test server and see how it works, and will solicit more help from there

III. *Subcommittee and District Reports*

    a. Lending Services - David Wright – Would like to have an online meeting/training session with all ILL contacts. There is a higher likelihood in lending services for procedures to not be followed correctly because there is no formalized training that is required before access is granted for placing holds.

        i. Further investigation on this issue was referred to the training subcommittee. Can a set of standards be created and a training program developed for this purpose? Is there a way to restrict access to placing holds until the ILL staff person is trained?

    b. Cataloging/Serials – Emily von Pfahl - scheduling a meeting for next semester.

    c. Reports - Tim Hunter - none

    d. Training – Julia Mielish. - none

    e. NCCCS Library Services Advisory Council – Julia Mielish. - none

IV.   ***Other News***

Motion to adjourn-   Julia   Seconded by Emily   Adjourned at 3:37 pm