

# Steering Committee Minutes ~ 16 February | 2016

Time: 2:00pm

Meeting by conference call at 919-854-2244

## **Attendees**

<b>1 David Wright</b> Steering Committee Chair	<b>9 Sherwin Rice (Absent)</b> District 4 Representative
<b>2 Tim Hunter</b> Reports Subcommittee Chair	<b>10 Jayna Dempsey</b> District 5 Representative
<b>3 Mary Ann Caudle (Absent)</b> Cataloging/Serials Subcommittee	<b>11 Rachel McLean</b> District 6 Representative
<b>4 Cathy Campbell</b> Lending Services Subcommittee Chair	<b>12 Ali Norvell</b> Reference Services Representative
<b>5 Julia Mielish (absent)</b> Training Subcommittee	<b>13 Colleen Turnage</b> Director of Library Services
<b>6 Catherine Tinglestad</b> District 1 Representative	<b>14 John Wood*</b> System Administrator
<b>7. Susan Basnight (Absent)</b> District 2 Representative	<b>15 Vacant</b> Exec. Director of eLearning and Learning Technology Systems
<b>8 Stephen Brooks</b> District 3 Representative	<b>Helen Colevins</b> NCCCSO Library Services <i>*Non-voting member</i>

**Reminder—John Wood’s new phone number (Help Desk) is 800-388-0824**

**I. Old Business**

- a. PIN Number in Patron Records—request from Gaston  
John Wood reported that Sirsi/Dynix is working on a solution for Gaston for generating PIN numbers for existing records. Colleen has compiled a list of colleges that either generate random PINs or have no PIN numbers. David Wright will compose e-mail to directors of libraries where there are no PIN numbers to advise them of potential privacy concerns.

**II. New Business**

- a. RFI Process—status report. Dr. Williams met with RFI Subcommittee on Monday, February 1. A follow-up meeting was held Tuesday, February 16. At this point, the RFI is still in draft form and has gone back for comments to Purchasing and the Legal Dept. at the System Office. With Dr. Williams' departure scheduled for April, questions remain as to who will be in charge of the RFI/RFP process.
- b. Using MARC records for equipment—some discussion of this issue which was at one point supposed to be in the Cooperative Agreement (inappropriate use of records for equipment inventory). This is something that had been discussed in the Cataloging Subcommittee meeting January 28.
- c. Cooperative Agreement for 2016-2017(Colleen & others) –nothing additional to report.
- d. Creating ILL Tutorial – subcommittee report (Susan, Helen, Cathy) ILL Tutorial is up on the NCLOR. Several ILL staff members in CCLINC have been asked to provide feedback. Some discussion of how fast (or not) some staff have taken the tutorial. The tutorial will be demonstrated at a session at the NCCCLA meeting in March.
- e. Symphony 3.5.1 release – according to John Wood, not many new things in release. We are in queue with Sirsi/Dynix for the update. Will require updating of Client upon login after the new release is loaded.
- f. CCLINC Meeting at NCCCLA meeting—David Wright asked for input on potential topics for discussion (one is ILL tutorial, other is RFI/RFP process)

**III. Subcommittee and District Reports**

- a. Lending Services – Cathy Campbell –no report
- b. Cataloging/Serials – Helen reported about meeting due to absence of Mary Ann Caudle. There has been a list sent out with names of libraries that have old records that need to be cleaned up. See also discussion above under II b.
- c. Reports - Tim Hunter – no report
- d. Training – Julia Mielish – no report

- e. NCCCS Library Services Advisory Council – Julia Mielish reported that she has been contacted about the 2016 Directors’ Institute. She has referred the inquiries to Robert Antill (Fayetteville Tech) as President of CCCLA. With Dr. Williams’ departure, there is uncertainty for the 2016 Directors’ Institute.
- f. Catherine Tinglestad is resigning as District 1 representative. David Wright will contact Jaxie Bryan to ask for another volunteer.
- g. District representatives should indicate to David Wright their desire to continue on as District Reps to CCLINC before NCCCLA conference.

**IV. Other News**

- a. NCCCLA Conference March 10-11 at Surry Community College in Dobson. Register ASAP.