May 17, 2022 CCLINC Steering Committee Meeting – Minutes

Time: 2:00pm

Attendees

Teresa Frohock (Rockingham CC) Steering Committee Chair
Alicia Hartley (Caldwell CC) Vice-Chair
B.J. Thompson (Central Carolina CC) Past Chair
Stephanie Bowers (Pitt CC) Cataloging/Serials Subcommittee Chair
Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair
Amber Jacks (Caldwell CC) - Reference/Instruction Subcommittee Chair
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Vacant – Training Subcommittee Chair
Mary Anne Caudle (Martin CC) District 1 Representative
Stephanie Bowers (Pitt CC) District 2 Representative
Jenny Thomas (Randolph CC) District 3 Representative
B.J. Thompson (Central Carolina CC) District 4 Representative
Dana Glauner (South Piedmont CC) District 5 Representative
Alicia Hartley (Caldwell CC) District 6 Representative
Colleen Turnage (NCCCS) Director of Library Services
Drew McNaughton* SirsiDynix System Administrator
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management
Touger Vang* (Montgomery CC) CCCLA Representative
Non-voting member

Unable to attend: Teresa Frohock, B.J. Thompson, Mary Anne Caudle, Kathy Davis, Touger Vang

Vacancies: Training Subcommittee Chair

Minutes for the 4/19/22 meeting were approved by e-mail and posted on the NCCCS website and OpenNCCC

OLD BUSINESS

I. **Cooperative Agreement—** Staci, Joel and former Gaston CC Public Services Librarian, Libby, will be meeting with Cheryl Kaminski, Associate Legal Counsel for the System Office, on October 26 to finish going over the Cooperative Agreement so that it can be sent out to Directors and Presidents for signing.

    October 26, 2020: At the meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being "cancelled" per, former SVP and CIO, Jim Parker.

November 16, 2020: Joel, Staci, and Libby (former Gaston CC Public Services Librarian) met with Jim Parker (former SVP and CIO) and Kathy Davis Monday, November 16 to discuss the "cancelling" of the Cooperative Agreement.
Staci, Libby (former Gaston CC Public Services Librarian), and Joel will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December.

Outcomes of the meeting with Jim Parker (former SVP and CIO):
- We have permission from Jim (former SVP and CIO) to finish revising the Cooperative Agreement with Cheryl.
- Jim (former SVP and CIO) would like Joel (or another representative from the CCLINC Steering Committee—most likely Staci or Libby (former Gaston CC Public Services Librarian) to sit on the Enterprise Resource Planning (ERP) team at the System Office that includes other representatives from his area. This is a huge win for our consortium and, Joel hopes, will allow us stronger communication with the SO and the ability to voice issues we have.

December 2, 2020: Staci, Libby (former Gaston CC Public Services Librarian), and Joel met with Cheryl Kaminski and Kathy Davis. Cheryl made the group aware that she was very involved in other projects at the time and did not have time to review the Cooperative Agreement. Another date would be set in the future to go over potential changes and updates to the document. Both Kathy and Cheryl voiced their desire to a) encourage non-CCLINC libraries to join CCLINC, and b) that the Steering Committee should work to recruit new voices who have not previously been associated with the committee. Another reminder was given that the System Office is responsible for the contracting and payment of the ILS and subsequently the overall prerogative for the consortium.

February 16, 2021: No new contact.

May 25, 2021: Colleen last heard that the current Cooperative Agreement will stay in effect.

Per Kathy Davis—revising the Cooperative Agreement is on hold while legal wraps up EOY efforts. Follow back up with Cheryl K. in a month.

May 17, 2022 updates / follow-up: None

II. **CCLINC privacy statement/policy.** —*Liza Palmer (Brunswick) I am wondering whether CCLINC has a privacy statement/policy that details what information about users is stored, for how long, etc.? If not, could the Steering Committee consider crafting one that all member libraries could point toward?*

Due to the lack of time, this item was not addressed during the February meeting.
I found a couple of sources that you may look at prior to the meeting if you wish:
ALA Library Privacy Checklist

https://www.ala.org/advocacy/privacy/checklists/OPAC and sample privacy policy: https://www.nypl.org/help/about-nypl/legal-notices/privacy-policy

Background: Several issues were discussed regarding the privacy statement, the most important of which was whether a privacy statement was needed for the consortium since many colleges have their own privacy statements on their college websites. It was also suggested that any potential privacy statement be run by the system office legal team. Due to the number of items on the agenda, Drew offered to send Teresa the Sirsi/Dynix white paper, and Teresa will come up with a sample privacy statement. The committee agreed to move this item to the May agenda.

Update: RCC was hit with a ransomware attack during the first week of May, so Teresa has been unable to access a lot of her files. She is requesting that we move this item to the June agenda.

III. **Summon added the filter option of "Physical Books in Library Catalog" so they could separate physical books from eBooks in results. Currently, it appears as if that results list is almost the same as the filter "NC Community Colleges Shared Book Catalog."**
—Mary Anne Caudle (Martin CC)

March 25, 2022: Lindsey Leonhard, ExLibris support, stated the following: *"I think the filter is working as designed, but possibly the records themselves may need an update (but there was a recent update, so that surprises me) or possibly a mapping issues is causing this. I'm working at pinning it down, but it is going to take a bit more time. I will keep you posted!"*

Update: *Mary Anne touched base with Joel and Lindsay Leonhard at ExLibris regarding the issue. Leonhard gave Mary Anne the following information:*

> The Items at My Institution Facet is designed such that it returns any records where the institution value is either the one specified in the Summon Administration Console OR the Institution field is blank (999$m). When that facet and the print books facet are applied, you are seeing all records with print book format that are either Martin or no value. In the case of the CCLINC catalog, it appears that there may be many records that have a blank institution value. To demonstrate:
> When I load the search from your example using Items at My Institution, I see 909 results: https://martincc.summon.serialssolutions.com/#!/search?ho=t&include.ft.matches=f&myinst=Martin&l=en&q=nursing&print.books.only=true
>
> When I push the institution value into the URL in a manner to exclude any blank values, I can see that only 114 of those books have Martin as a location –the difference are records that have a blank institution value: https://martincc.summon.serialssolutions.com/#!/search?ho=t&include.ft.matches=f&myinst=Martin&l=en&q=nursing&print.books.only=true
>
> There are two options to resolve the issue:

1. Those records with blank 999$m can have a value added in the catalog record and then the revised records can be uploaded to Summon.
2. We can circumvent the issue by mapping Summon to push a (generic) value in the Institution field whenever the 999$m is blank, so every record has one institution value.

The second is probably the easiest/quick solution. To do the second, the CCLINC catalog admin would need to be in touch with us (our content team) to authorize that change. I can facilitate that conversation, if needed.

A secondary issue I found when testing was that many of the problematic records have bib IDs/links that lead to a not found error in the catalog. Given there was a recent full load, it seems likely that some suppressed or deprecated records were sent in the last full load in February 2022.

From the information provided by ExLibris, this appears to be an issue for Drew and his team, which is something he can update us on as his team makes progress.

May meeting update: Drew suggested that the System Office be the one institution value due to colleges making deletions at different times throughout the year. Tabled until the June meeting.

IV. **Sirsi System Upgrade**
   - Test server - May 31st
   - Production server - July 25th

NEW BUSINESS

I. **The Cataloging Subcommittee recommends to the Steering Committee the addition of URBAN (display: Urban) and CHRISTIAN (display: Christian) to Item cat4.**
Background: Mary Anne Caudle (Martin) sent in this request, as her library patrons often ask for titles that fall into the genre of "Urban Fiction" and "Christian Fiction." They want to keep these in the location of "Fiction" so would like the item category labels as a way to more readily identify these specific genre titles. (They are already using the recently added cat4 label of "African American Authors/Resources" for many relevant titles, but this doesn't narrow it down sufficiently for urban fiction.) I suggested we keep the display phrase general (as "Urban" and "Christian" without adding "fiction"), to allow for broader usage throughout the consortium. Mary Anne thought this would work fine.

Amber moved to accept the motion, Colleen seconded, motion passed.

II. **The Cataloging Subcommittee recommends to the Steering Committee the addition of BOOKCLUB (display: Book Club) as an "Item Type" with an 8-week circulation (56 days, no fine).**

Background: Meredith Lewis at Durham Tech requested this addition for a new initiative at her library. She says: "Durham Tech is setting up Reading Circle books and we'd like them to check out for 8 weeks at a time. I've looked over the various circ maps and item types and have determined that none quite fit, so we'd like to request the addition of BOOKCLUB as an item type with a default 8-week circulation (56 days, no fine)."

We discussed display language, and landed on "Book Club" as suiting her purposes but being general enough for broader usage by the consortium. In further discussion, she added that she would prefer this item type **not to be holdable or renewable**.

BOOKCLUB will be added. Colleen moved to accept the motion, Jenny seconded, motion passed. Drew will contact Meredith Lewis with location question.

III. **Training subcommittee chair vacancy:** It was discussed at the April meeting as to whether we needed anyone in this position since most colleges now train their staff in-house or utilize Zoom training with either Drew or Colleen. It was also noted that the composition of the Steering Committee had changed at other times.

Background: Teresa looked at the CCLINC Steering Committee Procedures, which only state the following:

> *"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."*

It would seem the decision as to whether we need this position should be up to the NCCCLA and be discussed at the next Users Group meeting; however, that is a year away.

It is the Steering Committee chair's responsibility to request for volunteers who want to serve on a subcommittee if a subcommittee chair steps down. The option available to the Steering Committee is to ask the Steering Committee Chair to send out an email to the consortium, outlining the problem and requesting a volunteer from the existing Training subcommittee. In the email, we can make it clear that if no one steps forward to accept the Training subcommittee chair's position by the next Steering Committee meeting in June, the Steering Committee will take that as an indication the consortium desires to eliminate the Training subcommittee.

May meeting update: Colleen suggested that we send out an email for volunteers for the Training subcommittee chair position.

Subcommittee and District Reports

      District Reports:

      District 1—Mary Anne Caudle: Absent

      District 2—Stephanie Bowers: Virtual meeting on May 4. June in-person meeting at Craven Community College to see their Virtual Reality Room.

      District 3—Jenny Thomas: Virtual/in-person scheduled for June 27 at Surry.

      District 4—BJ Thompson: Absent

      District 5—Dana Glauner: No report

      District 6—Alicia Hartley: No report

      Lending Services – Lisa Dees: No report

      Cataloging/Serials – Stephanie Bowers: No report

      Reports—Jennifer Mincey: No report

      Reference/Instruction Services—Amber Jacks: No report

Next meeting will be June 21, 2022
Meeting adjourned at 2:24