Time: 2pm   Meeting via WebEx (see email for details).

I. Attendees

Present

1 **George Strawley Present** Steering Committee Chair	9 **Tara Guthrie Present** District 4 Representative
2 **Tim Hunter Present** Reports Subcommittee Chair	10 **Nathan Shepard Present** District 5 Representative
3 **Vacant** Cataloging/Serials Subcommittee Chair	11 **Rachel McLean Present** District 6 Representative
4 **David Wright Absent** 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** District 1 Representative	14 **John Wood* Present** System Administrator
7 **Mark King Present** District 2 Representative	15 **Wanda Barker* Present** Exec. Director of eLearning and Learning Technology Systems
8 **Ernest Avery Present** District 3 Representative	In attendance: Helen Colevins, NCCCS technical services librarian. Present *Non-voting member*

II. Old Business

1. SaaS Migration Update: State ITS is requiring that we get a new contract instead of the addendum that was originally approved last year. Wanda and Colleen looked at the RFQ and had a few questions that were sent to Z at SirsiDynix and then it will go to Shantee for review and then back to ITS. George asked why we had to have a new contract. Wanda reported that since going through the ITS Procurement process, State CIO, etc, the contract needs to be rewritten because a SaaS contract looks different from a standard contract. George requested that the SO provide the committee a copy of the past contract and also the current contract currently in negotiations.

Julia asked if the contract is likely to be lost as a result of the reversions from the system office, to which Wanda responded no. She has identified areas of the budget for reversion and Sirsi Dynix has not been affected.

John was questioned about implementation and said that it would most likely happen towards the end of the spring semester.

2. Batch Loading of NC LIVE ebook records; Colleen contacted Berit yesterday and has not had a response.
3. District I vacancy; Welcome Melanie Gnau as the district 1 representative.

III. New Business

1. Cooperative Agreement 2014-15:
    a. Legal office concerns; Legal office was not present because of schedule issues in order to answer questions. George has been looking at the legality of the contract and said that some issues need to be written in and written out of the agreement. This issue will be looked at further when Cheryl (Shantee's assistant) is available.
    b. Review of outline
    c. Sections needing revision
    d. New proposals
        i. FERPA: FERPA language will be added. Some policy information might be added to the consortium web page that already contains the text of the act.
        ii. Contract accountability: Since unable to attend, David added some thoughts on accountability on the contract through the system office. Colleen suggested that contract accountability come from the Steering Committee.
        iii. Quotas – types and locations: The overall strategy is that libraries will have a quota of item types and locations. Many need to be cleaned out at this time. Discussion ensued on options removing item types and locations. Ali mentioned that we should be able to go through and weed items types and locations.
        iv. Public/member documents: George is requesting that the System Office provide the membership with copies of the annual contract and budget allocations.
        v. COSUGI: Customers of SirsiDynix is the group of users of which we are NOT members. George is concerned that since we aren't members, we don't have a voice. There seems to be support for CCLINC to join both COSUGI and the Consortia SIG. There is a recommendation that $50 be added to each library's CCLINC support to fund the cost of membership in COSUGI as well as travel for one Steering Committee member to attend the conference

on an annual basis. During the discussion it was felt that one system office person attend the conference as well. George said he would look at the number again and revise for two people to attend.

vi. Input on staff evaluations: Suggestions have been made by directors that the cooperative agreement include wording about staff evaluations for both John and the system office staff. While there is a web survey that Colleen sends out annually, people have voiced concerns that our evaluations do not make it back to SirsiDynix, which employs the system administrator. The suggestion was made that overall wording be created for the cooperative agreement and detailed policy be in a separate document.

vii. Tim mentioned some comments he made that the cooperative agreement is written around a product and less around the consortium as a whole. There is no process for evaluation of the new ILS. He suggested that the contract should be reworded and that a timeline for evaluation of other products be placed in the contract.

viii. There is no posted budget. Wanda reported that budget numbers are available. As noted; the annual contribution to CCLINC is $5790.60 and NCLIVE $8621.00

e. Action plan

Plan to get volunteers to work on different parts of the plan to get this working and report back for the next meeting.

Two year timeframe:

Contract accountability

Quotas

Teams:

FERPA

Public documents language

COSUGI Language

Staff Evaluations language

Rewrite agreement

Steering committee members will work on the wording for different parts of the new contract, these will be brought to the membership at the annual meeting at LRA and be discussed and voted on at that time.

IV. *Subcommittee and District Reports*

Lending Services-David Wright

Cataloging/Serials- Vacant

Reports-Tim Hunter

Training – Julia Mielish The training committee will have a session at LRA. It is listed as an open session for members to visit and ask questions about how to do certain things in S/D.

NCCCS Library Services Advisory Council – Julia Mielish. Julia had feedback from the American Psychiatric Association, which handles the online contract for DSM-V. The annual cost for online access to all DSM-V manuals is $3600. She is still waiting to hear from Tim Bucknall from Carolina Consortium to see if he was able to negotiate a better deal.

V. Other News

None

Adjourned at 3:52

TABLED

1. Status of Profile Updates
2. Cataloging Subcommittee vacancy
3. Equipment item types