

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 Chair
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Elizabeth Baker (Carteret) District 2 Representative
Sara Thynne (Alamance CC) District 3 Representative
Leigha Dickerson (Richmond CC) District 4 Representative
Helen Colevins (NCCCS) Community Engagement Librarian
Colleen Turnage (NCCCS) Director of Library Services
John Wood* SirsiDynix System Administrator
**Non-voting member*

Vacancies: Steering Committee Past Chair

Unable to attend:

Staci Wilson (Catawba Valley CC) District 6 Representative
Ali Norvell (Blue Ridge CC) Reference/Instruction Subcommittee Chair
Patricia Peterson(COA) District 1 Representative
Emily Von Pfahl (Cleveland CC) District 5 Representative
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management

Minutes for the 12/18/18 meeting were approved by e-mail and posted on the NCCCS website on 01/02/19.

Call to order at 2:07 p.m.

I. Old Business

- a. RFP Update: Still working though the evaluation to award process on the ILS RFP. The Sirsi Dynix contract has been renewed for an additional year to provide continuous service and support for the ILS (1/1/19-12/31/19.) A copy of the Novation Agreement and the Extension is included at the end of the agenda.

II. New Business

- a. Purge of DELETED items – change to twice per year – Helen
Need a clean/lean database – if we migrate, we need to do it more than once per year. John could run the needed lists – circulation/interlibrary loan – for us. Reminders should go out well in advance so that everyone can get their data

before purge. Once items are purged, they are permanently removed from the system. John says, on average, we delete around 100,000 items per year. New additions go to OCLC once per month at the very least; items in DELETED status are “shadowed” so the public cannot see those records. In OCLC, items in DELETED are removed once per year. Colleen can get records removed more regularly upon request. What reports does each college run before the DELETEDs are removed? Cataloging subcommittee drew up a document with suggested reports to run. Cathy made the motion that for the coming year prior to a potential migration, two purges be run in 2019. Robert seconded, the motion was unanimously approved. **The purge will run as normal in July 2019, a second purge will be run in early December.**

Best Practices for Running Cataloging Reports (DELETED): Run the List Items report at the end of June, limiting to your school and the home location of DELETED. You can sort DELETED reports by call number or item type to give you information helpful in collection development. You can choose the item information to include on your report on the Print Item page by choosing List in the Entry List and adding individual MARC fields. Since this is an important report to keep, you may wish to choose All Copy Information on the Print Item Page.

The link to the entire “Best Practices” document can be found here:
https://www.nccommunitycolleges.edu/sites/default/files/library-services/best_practices_for_running_cataloging_reports.pdf

- b. Globally add the email checkout notices option – John
One or two libraries have requested to have this turned on. John thought it would be good for all libraries to have access to. You don’t have to use it if you don’t choose to. You can connect this with the edit user to prompt adding an e-mail address to the user record. If the e-mail address is bad, e-mails bounce back to John and are forwarded to appropriate library staff. Craven and Carteret have been using this for several years. Colleen made the motion, Cathy seconded...unanimously approved. John will add the option this week for all libraries with the option to edit the user record.
- c. CCLINC Steering Committee elections at NCCCLA conference –submit nominations (or self-nominations) to Libby

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.

d. Review of Cooperative Agreement

According to the CCLINC Cooperative Agreement, the Steering Committee is to review the agreement every year. Libby sent an e-mail to the CCLINC Library Directors on January 18, 2019, to ask that everyone review the agreement with the deadline to respond of February 1. Libby received no requests for changes. As the "Term of Agreement" states – "This agreement is valid upon final approval by all parties for the fiscal year beginning July 1, 2017. If no annual agreement for the subsequent year is in place by July 1, 2018, the parties signing this Agreement may continue operating under its terms until a new agreement is approved and signed by all relevant parties."

III. ***Subcommittee and District Reports***

- a. District Reports – no report
- b. Lending Services – Cathy Campbell – sent out a request for updates to ILL contacts lists and directory; New/Best Seller definition added to the descriptions – did receive a few responses; will do an ILL presentation at the NCCCLA Conference on dos and don'ts for ILL
- c. Cataloging/Serials – Mary Ann Caudle – short meeting in Feb. and held election for subcommittee chair – Mary Ann will serve as chair for another year – will meet again in April.
- d. Reports—Jennifer Mincey – remind everyone – PLEASE do not run List Bibliography reports during business hours. Schedule to run overnight after 9pm! Check your scheduled reports – any bibs could be changed to run overnight as well. List Items report can be a good alternative – much faster.
- e. Reference/Instruction Services – Ali Norvell – no report

IV. **Next meeting date and time (3rd Tuesday):** March 19, 2019 at 2:00 p.m.

DataSign Embedder ID: 3B0D4038-96D9-4C12-32DD-038175CC035-D

NOTICE OF EXTENSION OF NOVATION AGREEMENT (ITS-008113)

THIS NOTICE OF EXTENSION (Notice) is given by North Carolina Community College System, 200 W. Jones Street, Raleigh NC 27603 (NCCCS) to Sirsi Corporation d/b/a SirsiDynix, 3300 N. Ashton Boulevard, Suite 500 Lehi, UT 84043 (Contractor).

The parties acknowledge that they entered into a Novation Agreement on January 29, 2018, to allow Contractor to continue to provide subscriptions, maintenance and support, and other services described in the Request for Quote (ITS-008113), as amended by ITS 008039 ("Agreement") that expired June 30, 2017 ("Novation"). The term of the Novation began on July 1, 2017 and ended on June 30, 2018 and included an option to extend the contract for a minimum of six (6) months at the end of the adjusted contract term.

The NCCCS extended the contract via purchase order NC10444314 for the six (6) month period ending December 31, 2018 for an amount not to exceed \$254,971.39. Parties further acknowledge that the NCCCS paid the said amount in full to Contractor.

NOTICE OF EXTENSION: The NCCCS now gives notice to extend the term of the Novation from January 1, 2019 through December 31, 2019 with a renewal option for six (6) months. The amount of the extension shall not exceed \$529,830.64. The total amount due will consist of two (2) separate payments made by the NCCCS as provided below:

- 1) First payment of \$264,915.27 due no later than January 1, 2019.
2) Second payment: \$264,915.27 due no later than July 1, 2019.

Except as now amended above, the Agreement remains in full force and effect as written.

Executed by authorized officials as of the day and date indicated below:

State of North Carolina
NC Community College System:

Signature: Peter Hans, President
Name of Signatory/Title
Date: 12/14/18

Signature: Jim Parker, Senior Vice President/CIO
Name of Signatory/Title
Date: 12/13/18

Acknowledge: Sirsi Corporation d/b/a SirsiDynix

Signature: Daniel Munro
Printed Name of Signatory
Date: Dec 11 2018 13:08 MST

NOVATION AGREEMENT

THIS Novation Agreement is entered into between the North Carolina Community College System (NCCCS), 200 West Jones Street, Raleigh, NC 27603) and SirsiDynix (Vendor), 2300 North Ashton Boulevard, Suite 500, Lehi, Utah 84043

The Parties entered into a contract, Request for Quote No. ITS 008113, as amended by, ITS 009009 ("Agreement"), with an initial term of three years commencing on or about July 1, 2014 and ending on, through and including June 30, 2017, to provide subscriptions and services as provided in the table above. NCCCS intended to extend the term of the Agreement, and the Parties have performed in accordance with that intent. However, the Agreement nevertheless expired on June 30, 2017, and the Parties would like to extend the Agreement for Vendor to continue to provide the services described above and as more fully described in the Agreement.

Therefore, pursuant to the terms set forth below, the Parties now agree:


1. That the Agreement, including all amendments, attachments, exhibits, terms and conditions is incorporated herein by reference and govern this Novation.
2. That the term for this Novation shall begin July 1, 2017 and end on, through and including, June 30, 2018 with an option to further renew or extend the contract for a minimum of six (6) months at the end of the adjusted contract term.
3. That Contractor shall continue to provide the services described in the Agreement during the term of this Novation.
4. That the amount due and payable from NCCCS to Contractor during the term of this Novation shall not exceed four hundred ninety thousand, eight hundred one and 52/100 dollars (\$490,801.52)

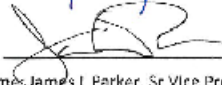
Executed by authorized officials as of the dates indicated below:

Vendor: Sirsi Corporation dba SirsiDynix

NC Community College System

BY: 
 Name: John Martin
 Title: Sr. Finance / Treasurer
 Date: 25 Jan 2018

BY: 
 Name: Jennifer Haygood, Acting President
 Date: 1/29/18

BY: 
 Name: James L. Parker, Sr Vice President/CIO
 Date: 1/24/18