

Steering Committee Minutes ~ 19 October | 2021

October 19, 2021 CCLINC Steering Committee Meeting – Agenda

Time: 2:00pm

CTO: 2:02pm

Attendees

B.J. Thompson (Central Carolina CC) Steering Committee Chair
Staci Wilson (Catawba Valley CC) Vice-Chair
Joel Ferdon (Stanly CC) Past Chair
Teresa Frohock (Rockingham CC) Cataloging/Serials Subcommittee Chair
Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair
Savvy DeHart (Southwestern CC) - Reference/Instruction Subcommittee Chair 2019-2020
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Paula Hopper (Beaufort CC) – Training Subcommittee Chair
Mary Anne Caudle (Martin CC) District 1 Representative
Stephanie Bowers (Pitt CC) District 2 Representative
Lisa Shores (Rowan-Cabarrus CC) District 3 Representative
Loren Mindell (Richmond CC) District 4 Representative
Beverly Rufty (Mitchell 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*

Vacancies:

Unable to attend: Staci Wilson; Joel Ferdon; Beverly Rufty; Kathy Davis
Minutes for the 10/19/21 meeting were approved by e-mail and posted on the NCCCS website on

I. Old Business

- a. **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.
 - At the October 26 meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being “cancelled” per, former SVP and CIO, Jim Parker.
 - 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.

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- 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 2.
 - 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.
 - Staci, Libby (former Gaston CC Public Services Librarian), and Joel met with Cheryl Kaminski and Kathy Davis on December 2, 2020. 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 want 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.
 - No new contact as of 2/16/21.
 - Update as of 5/25/21: 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.
- b. **Sirsi – Drew McNaughton:** DELETEME process - I'd like to request that all libraries run their yearly statistical reports during the first full week in July (7/5-7/9). I plan to process the DELETEME items and purge them from the system before the end of July.
- Drew will still be running the FY21 circulation and ILL reports for all of the libraries.
 - Drew asks that libraries run their reports during the actual week of 7/5-7/9. Everything needs to be done before July 23.
 - Reports are best run in the evening when fewer people are on the system. The server performs a halt/initialize/run (HIR) sequence at 3:55 am every morning to address all of the work from the day before. Running reports before this time could exclude work that had been

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performed during the day as that work may not be written to the logs yet. Drew suggests individuals consider running statistical reports the day after the date they want to capture. They should still consider scheduling these reports to run after the library has closed.

- BJ asks that Drew send out a system-wide email clarifying for all libraries.
- Touger asks for clarification on what types of reports Drew is referring to. BJ clarifies by stating that statistical reports for the year are being referred to.
- Colleen recommends new Directors get logins for the OpenNCCC so that they can receive information about processes for new Directors as it relates to CCLINC and SirsiDynix. Easier to search for questions and topics in OpenNCCC.
- Jennifer Mincey offers for Reports Subcommittee to answer any reports-related questions that anyone has.
- Update as of 7/21/21: Drew, his team and Colleen are working on the process. Drew will be sending out an email with more information next week.
- Loren asked about items being added to DELETEME during the process. Drew will add information regarding this to the email he sends. Drew will run July statistics before the purge.
- Drew is working with his team to fix the issues in the catalog. Once the issues are identified and corrected, the items will be removed.
- **Working on one last piece. Drew will send out a notice before deleting items.**

c. **Request from Ramona Deangelus at McDowell Tech:** Would like User Category 1 (Demographics) updated to reflect current programs of study for McDowell Tech.

- Drew says we should make changes globally instead of individual locations. He asked if they would overlap between schools. Kathy says those are Colleague codes and are defined by offerings at the school.
- BJ will ask Ramona to reach out to Drew so that we can get clarification on request.
- Colleen requested that Drew send out an updated System Policies. It was decided that Drew will send those to Colleen and she will post them in openNCCC once WIFI has been added to the system.
- **Drew has not heard from Ramona. We will address this once there has been communication.**

II. *New Business*

a. **The Cataloging Subcommittee:**

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- The Cataloging Subcommittee recommends to the Steering Committee that we add to the system the type designation LOT for Library of Things.
 - Background: This is based on a request made at the last Steering Committee meeting for an item TYPE called Library of Things, which will encompass items that expands the boundaries of traditionally loaned items, such as games, puzzles, or items associated with maker's spaces. Since we have a character limit in WorkFlows for both locations and item types, I would suggest we use LOT for the TYPE Library of Things.
 - **Loren made the motion for a vote and Mary Anne seconded.**
 - **Motion passed. Drew will add LOT (Library of Things) as an Item Type.**
- The Cataloging Subcommittee recommends to the Steering Committee that we add to the system three location designations of 1. Memoirs, 2. Culinary, 3. Quick Picks.
 - Background: Coastal Carolina has created three special collections for their patrons (Memoirs, Culinary, Quick Picks). The only location they can currently use from the provided choices in WorkFlows is "Special Collection" (Spec-Coll). When a patron sees a memoir in the catalog, the location says, "Special Collection". Coastal's signage says "Memoirs". It would be helpful if they could have a location that says Memoirs in the catalog, so the patron would know where to go to find the book. The same is true for their Culinary Books. When a patron sees a culinary related book or cookbook in the catalog, the location says, "Special Collection". It would be helpful to have a location for Culinary for the same reason as Memoirs. Coastal's "Quick Picks" special collection are books designed to help students strengthen their reading skills. The books are organized by reading level to help them quickly find a book that works for them. The location for these books is "Easy". Coastal's librarians have realized that by seeing "Easy" (which are really children's picture books!) makes an adult student feel like they are not capable of reading (the stigma of it all). There are no other options in WorkFlows for books in this category. Coastal is requesting the following three locations to the WorkFlows: 1. Memoirs, 2. Culinary, 3. Quick Picks
 - **Colleen suggested QUICPICK as location for Quick Picks. Drew says he should be able to make QUICKPICK work for**

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this location. Drew will let Teresa know if it shows different from above-mentioned.

- **Drew questioned the possible use of Biography. Teresa explains that it is due to the difference between Biography and Auto Biography. Stephanie added that Coastal already has existing signage and would like to maintain consistency.**
- **Mary Anne made the motion to vote on all three locations and Colleen seconds.**
- **Motion passed for all three locations: Memoirs, Culinary and Quick Picks.**
- **Drew will get these added.**
- Consortia issue reported by Libby Stone (former Gaston CC Public Services Librarian).
 - The User, Missing Items, now has over 4500 items associated with it [4524 as of 7/8/2021]. Currently, we ask that schools utilize Missing Reports to keep the list clean. {From the cataloging committee's document, "Best Practices for Dealing with Missing Items:"
Missing Reports. List Bibliography works best for running reports of missing items. (List Bibliography reports must be scheduled to run overnight to avoid tying up the server, which is used by all CCLINC schools.) You can set the report up for items set to missing during a specific date range, or just in one collection, or whatever you want. Running the report by collections gives you smaller lists to work with. Once the reports have been run, you can examine them for items that you would want to replace. Sometimes an item is "missing" because it was already weeded and was not deleted during that process. Some items may have already been replaced. Some items may be out of print. You will need to analyze this data to know how to proceed.
Best Practice for Missing Reports: Establish a regular schedule for running missing reports. The more often you do this, the fewer items you will have to deal with at one time. The System Office can help you set up this report if you don't know how.}
 - This might be a simple matter of Colleen sending out a system-wide email asking/reminding schools to run a missing report and check for missing items. It's not really something the cataloging committee can oversee or enforce, but we all need reminders from time to time.
 - **Drew has been looking at long overdue reports. It may be**

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that one final notice could go out to the location that marked it missing.

- **Mary Anne asked if Drew or Colleen would send out the instructions of how to run the report of items in that Missing record. Drew will send that out.**

b. Sirsi – Drew McNaughton:

- I recommend that we limit loading MobileStaff to library-owned devices rather than personal devices since there is no easy way to manage the connection to the system after staff members may separate from the library. The current solution is to cancel the Activation Key and issue a new key. This would affect every device that MobileStaff is currently loaded on. My recommendation is to use a library device for MobileStaff so that other members won't be impacted by staff separations from the library.
- **Drew received a request for an activation key to add this to their personal device. He recommended this only be added to institution-owned devices. If there is a separation from the institution, there won't be a negative impact on the consortium.**
- **Colleen asked if the problem would be cleared by just uninstalling from their device. Drew explained that this is speaking to a rare instance. We wouldn't have a way to enforce the removal from a personal device. This would help limit the occurrence of an unwanted outcome.**
- **Mary Anne mentioned the URL for Symphony Web would still be available, no matter what we do about Mobile Staff so any disgruntled staff member could go into Symphony Web using the generic library login and do damage. This recommendation doesn't address this issue. Drew stated that we may need to look at updating passwords. Generic logins do not have a lot of system access points and abilities. We may need to lower the access we have for those.**
- **Colleen asked if there is a way to limit SymphonyWeb to staff logins only. Drew says that would go into the limited license issue. Colleen added that we haven't surpassed our 61 logins.**
- **Drew added that we would need to move away from shared logins if we are going to limit to staff logins only.**
- **Jennifer suggested we address it as a Best Practice and let the District Reps reach out to their districts to see what the current practice is before writing the Best Practice or Policy. District Reps will reach out with questions pertaining to the uses of MobileStaff and report back for addressing a policy.**
- Discussion of System upgrade: I'd like to begin discussing an upgrade to

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the latest version of Symphony. The latest version is currently Symphony 3.7.1. We are on Symphony 3.6.2 now. SirsiDynix will be rolling out Symphony 4.0 in early 2022. I'd like to discuss an upgrade during the summer of 2022 and begin preparing for that event with the Steering committee.

- **Upcoming 4.0 is currently being tested. It will probably be released in the early part of 2022. We will be at least 3 versions behind at that point. Ideally, we would move to the newest version but not as soon as it is available. We would give it about 4 months to let others use and work through it before moving forward.**
- **Drew would like to get a timeline in place according to the libraries and their semesters.**
- **Loren asked about any interruptions and expectations for the upgrade.**
- **Drew's understanding is that it would probably be done overnight. Identifying a date in July would allow for minimal interruptions. The version we move to may affect the timeline.**
- **It would fall to Drew and to the libraries to get all locations updated. Libraries would need to coordinate with their IT team for the upgrade.**
- **Loren asked about District Reps also adding this to their communications with their districts. District Reps will address this as well. Drew asked that they add another date or plan B to their feedback, such as Holidays.**

III. *Subcommittee and District Reports*

a. **District Reports :**

District 1—Mary Anne Caudle: Lola Bradley with Wilson asked about a strategic plan for CCLINC. Do we need a strategic plan? Touger mentioned that we are a working committee. She was also asking what innovations can be expected from Sirsi. Drew will work on a synopsis for the group, present to the S.C. She asked what BlueCloud visibility is. It makes sure we are moving into a more internet friendly language. It allows libraries to be visible to google and other web interfaces.

District 2—Stephanie Bowers: No report

District 3—Lisa Shores: No report

District 4—Loren Mindell: District 4 had a meeting at Fayetteville Tech. Robeson, Sandhills, Central, Richmond and Fayetteville had a great time.

District 5—Beverly Rufty: No report

District 6—Alicia Hartley: No report

b. **Lending Services – Lisa Dees – No report**

c. **Cataloging/Serials – Teresa Frohock – Cataloging Subcommittee requests new members. Please contact Teresa if you or someone you know may be interested.**

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- d. **Reports—Jennifer Mincey – Earlier in the semester, locating history of an item. In “history of an item” report in BCA you can choose a date range and get the history within that date range of checkouts.**
 - e. **Reference/Instruction Services – Savvy DeHart – Also looking for membership. Requested the District Reps mention this as well when reaching out to their districts.**
 - f. **Training—Paula Hopper – No report.**
- IV. **Next meeting will be November 16, 2021**
- V. Meeting adjourned: 3:16pm