July 20, 2021 CCLINC Steering Committee Meeting – Agenda

Time: 2:00pm
CTO: 2:03pm

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 Tech 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: Teresa Frohock; Staci Wilson
Minutes for the 7/20/21 meeting were approved by e-mail and posted on the NCCCS website on

I.   *Old Business*

a. **Cooperative Agreement—** Staci, Libby, and Joel 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 Jim Parker.
    - Joel, Staci, and Libby met with Jim Parker and Kathy Davis Monday, November 16 to discuss the "cancelling" of the Cooperative Agreement.
    - Staci, Libby, 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:

- We have permission from Jim to finish revising the Cooperative Agreement with Cheryl.
- Jim would like Joel (or another representative from the CCLINC Steering Committee—most likely Staci or Libby) 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, 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. **BLUECloud Mobile—**Report from Colleen and John. Status of meetings with SirsiDynix and implementation of App. Colleen had nothing new to report.
  - Directors and Deans interested in using the trial App can contact Colleen or Joel for a link to the App.
  - Android version is ready to go, but the iOS portion is not ready.
  - Project is on hold at the System Office level.
  - Per John, a "developer license contract" needs to be signed. That signing happened initially, but needs resigning.
  - Per Colleen—Apple keeps adding steps/paperwork to release the BlueCloud Mobile to the Apple App store. The paperwork is now with Jim Parker for review.
  - Drew—he received several emails with libraries' hours. Drew needs specific information from the libraries to be able to properly address the question and issue. Drew will be moving towards a help interface problem, but until then he needs specific information. Cut down on errors.
  - Make sure to give context when sending Drew a message.

- Remind folks that the Sirsi email and number are still the same.
- Update for 2/16/21: Per Colleen, nothing new to report. Still trying to get the last piece of documentation approved.
- No updates on Apple approval. Kathy will follow-up.
- Update as of 5/25/21: Colleen said they added an incident ticket for an update. Waiting for a response.
- Per Kathy Davis—At the end of 6/7/21 week, heard back from Apple. Waiting on Jim Parker to sign off on one item and then the App will be released to the Apple Store. Will not be long until it is released.
- **Android and Apple are live and seem to be running fine.**
- **Stephanie asked about the procedures for reporting incorrect information such as library hours. Drew states that we should contact him with corrections. Multi-campus schools should give Drew a list of each campus when reporting.**

c. **The cataloging Sub-Committee motion passed in March:**
   - A motion to update the category 3 course codes: That the course codes in category 3 of the Item Information be updated to reflect the current system-wide course codes of member libraries, and that these codes be updated on an annual basis.
       - Current code list is only a partial list. Colleen noted that it makes the most sense to have all codes. Suggested the update correlate with the System update instead of yearly. Mary Anne agrees.
       - Staci asked how we find out when the updates come through. Kathy will get with Colleen on any changes. Next meeting for updates will be the Summer or Fall.
       - Colleen made the motion and Staci seconds. Motion passed to add all current course codes to Item Category 3 with periodic updates.
       - Drew gave an update 5/26/21: He just received all of the codes in the format he needs. There are 332 course codes. He will be adding those with his team.
       - Drew states they have been loaded into the test server. There were existing course codes in item category 3. Trying to avoid duplicates. Will have it loaded into production server before the end of June.
       - **Update as of 7/20/21: The course codes have been loaded into the production server and are ready to use.**

d. **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 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.**

II. *New Business*

a. **The Cataloging Subcommittee:**
   - The Subcommittee would like to put forward the recommendation to add the location name TECH-TOOLS.
   - Durham Tech. requested the location request. It is for small equipment items for checkout.
   - **Joel makes the motion to create a new location of TECH-TOOLS and Beverly seconds. Motion passed to create a new location of TECH-TOOLS.**
   - **Drew will add the location.**

b. **The Instruction and Reference Subcommittee:**
   - Would like to discuss the process for uploading students in Datatel/Colleague to Workflows. Is there a documented process?
   - **The school IT team will need to be involved.**
   - **Drew will send the translation guide. He will also help through the process.**
   - **Joel and Jennifer already upload students from Datatel.**

- Colleen mentioned there may be some differences between the instances of each school's Datatel/Colleague. Drew mentioned the guide will help determine the needs for the upload.

c. **Sirsi – Drew McNaughton:** SymphonyWeb use: With the recent downtime issues, it has come to surface that we may need to take a look at the use of SymphonyWeb.

- Each institution (not each campus) has one license. Ideally, each individual who uses it should have their own license.
- Originally, the licenses were given so that one person at each institution could help with judging the usefulness for the group.
- The fee per individual license is $99 with a $350 implementation fee.
- Mary Anne stated that this is not an ideal time to find this out and may be an issue since most budget requests were turned in last month.
- The group discussed that initially, it was communicated to the group that there were 61 licenses for the consortium instead of one license per school. Joel added the $350 fee should be covered since we already have licenses. He also asked if we could have an audit performed so that each location can determine need and budget factors.
- Joel reached out to Kathy in April 2020 requesting information on unlimited/significant increase licenses. He hasn't heard back from the request.
- Kathy has read through previous communications and the contract. She stated the following:
    - There should not be an implementation fee since we are already in the existing platform.
    - The contract is for 61 consortium wide, concurrent licenses. All 61 instances are not typically signed in at one time.
    - There are no funds to add more instances. If individual schools want more licenses, they will need to purchase those.
    - **The consortium should be fine until and unless users are being kicked out or are unable to access it. She would appreciate emails from anyone who experiences issues such as difficulty logging in or being kicked out. She wants to hear from everyone.**
- Loren asked if the contract could be shared with the Steering Committee. This was not answered.
- **The committee decided not to raise concern over the issue at this time.**

III. *Subcommittee and District Reports*

a. **District Reports** :

District 1—Mary Anne Caudle:

- District 1 will be meeting on July 27. She will update the group next month.

- District is requesting Zoom meetings/trainings on reports. Drew will gladly Zoom with individuals to address specific issues and questions. He suggests the District Reps query questions from their districts for training needs. Once FAQ's are established, they can be added to OpenNCCC.

- Mary Anne asked for clarification on items the District Reps will be sending out as follow up to meeting minutes: Contact Kathy with SymphonyWeb issues, Contact Drew with Training questions for formulating FAQ's, Request volunteers for Training and Reference/Instruction Subcommittees.

District 2—Stephanie Bowers: District 2 will be meeting on July 27. Stephanie will report back next month. She received feedback from her District and the communication plan for highlighting the Steering Committee minutes seems to be working for everyone.

District 3—Lisa Shores: District 3 has decided to meet during Fall break.

District 4—Loren Mindell: no report.

District 5—Beverly Rufty: no report.

District 6—Alicia Hartley: no report.

b. **Lending Services – Lisa Dees**— no report.
c. **Cataloging/Serials – Teresa Frohock** – see above.
d. **Reports—Jennifer Mincey** – They have had questions on end of year reports. She wanted to give a shout out to Jim Gray for sending out information that was helpful. She can forward Jim's response to anyone who would like to see it.
e. **Reference/Instruction Services – Savvy DeHart – Still needs membership**.
f. **Training—Paula Hopper –** no report.

IV. **Next meeting will be August 17.**
V. Meeting adjourned: 3:30 p.m.