

Time: 2:00pm

Meeting via Zoom

Zoom link for CCLINC SC meeting: <https://zoom.us/j/857565841>**Attendees**

1 David Wright (Surry) Steering Committee Chair	9 Stephen Brooks (Durham Tech) District 3 Representative
2 Libby Stone (Gaston) Vice-Chair	10 Nora Burmeister (Central Carolina CC) District 4 Representative
3 Cathy Campbell (Craven) Lending Services Subcommittee Chair	11 Grant LeFoe (Southern Piedmont CC) District 5 Representative
4 Mary Ann Caudle (Martin) Cataloging/Serials Subcommittee	12 Staci Wilson (Catawba Valley CC) Absent District 6 Representative
5 Robert James (Nash CC) Reports Subcommittee Chair	13 Ali Norvell (Blue Ridge CC) Reference Services Representative
Past Chair	14 Colleen Turnage Director of Library Services
7. Patricia Peterson(COA) District 1 Representative	15 John Wood* System Administrator
8 Elizabeth Baker (Carteret) District 2 Representative	16. Helen Colevins NCCCSO Library Services <i>*Non-voting member</i>

I. Old Business

- a. RFP Update From Kathy Davis' email (3/16/18), **ILS RFP**: The Integrated Library System RFP was posted on March 5, 2018. Offers are due by April 27. The target date for award is September 7.
- b. Database maintenance –solutions for user records? Cathy Campbell did a session at NCCCLA. How do we get libraries to participate in cleaning up user records? Cathy Campbell, David Wright, and Colleen will work on a memo to go out to CCLINC Directors (& others possibly) with a sample report and a deadline before User records will be purged—perhaps older than 5 years. There also was a discussion about the Steering Committee policy from 2009 that was brought up and discussed that “all libraries will

regularly purge the records of patrons who have been inactive more than five years.”

II. New Business

- a. Scheduling Enterprise Update -- John will work with SirsiDynix to schedule the next sub-release on a weekend date.
- b. Summon and Delete schedules (see attachment) – there was much discussion about potential solutions to the problem of catalog dead links (no holdings visible when status is DELETED) in the catalog via Summon. The Cataloging Subcommittee had a discussion and came up with some possible scenarios. John Wood suggested a complete catalog reload every 2 months to keep holdings current in Summon. The regular yearly purge of DELETED status records would not be affected. The committee passed a motion to have John Wood proceed with this as a possible solution to the problem.

III. Subcommittee and District Reports

- a. Lending Services – Cathy Campbell – (see attached document)— Document approved with recommended additions/changes. Will be posted on the NCCCS website with other “Best Practices” documents.
- b. Cataloging/Serials – Mary Ann Caudle (see discussion in II b.)
- c. Reports—Robert James – no report. There was some discussion about the “report runner” for each campus. John Wood reminded us that the original “report runner” was to get the Holds report before it was available directly in SirsiDynix. While the original “report runner” idea was for Holds, the committee feels that there is a need to have a list of people who regularly run reports for their respective campuses so that we can have a way of referring library staff who may need some help running reports in SirsiDynix to knowledgeable library staff at other campuses. Colleen will send out a survey to compile the list.

Other News

Libby Stone was elected CCLINC Chair and Robert James was elected Vice Chair at the NCCCLA meeting in Asheboro. Congratulations. July 1 is the official date of the new officers’ duties.

District Reps for new year will be invited to May or June CCLINC meeting.