# Steering Committee Agenda ~ 21 October | 2014

Time: 2pm      Meeting by conference call at 919-854-2244

## *Attendees*

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| 1 **George Strawley**, present<br>Steering Committee Chair | 9 **Amy Gustavson,** absent<br>District 4 Representative |
| 2 **Tim Hunter,** absent<br>Reports Subcommittee Chair | 10 **Vacant**<br>District 5 Representative |
| 3 **Emily Von Pfahl,** present<br>Cataloging/Serials Subcommittee<br>Chair | 11 **Rachel McLean** absent<br>District 6 Representative |
| 4 **David Wright**, present<br>Lending Services Subcommittee Chair | 12 **Ali Norvell** absent<br>Reference Services Representative |
| 5 **Julia Mielish**, present<br>Training Subcommittee | 13 **Colleen Turnage,** present<br>Director of Library Services |
| 6 **Melanie Gnau,** absent<br>District 1 Representative | 14 **John Wood\*** absent<br>System Administrator |
| 7 **Mark King**. Absent<br>District 2 Representative | 15 **Wanda Barker,** present<br>Exec. Director of eLearning and Learning Technology<br>Systems |
| 8 **Ernest Avery**, District 3,  present<br>Representative | Helen Colevins Present<br>*\*Non-voting member* |

Meeting convened at 2:01 p.m.

## I. *Old Business*

   a. Approval of minutes from Sept 20, Julia motioned, Emily seconded
   b. Cooperative Agreement 2014-15.  The contract is going back and forth between Wanda and Colleen and legal.  The only concern is about the system office covering travel for college employees.  Wanda is waiting for a response from financial services and the Cooperative Agreement should be to final legal review by the end of the week.
      i. Current status and outlook
      ii. FERPA and PINs, FERPA insert in to the Cooperative Agreement is legally OK.

c. Batch loading of NC Live ebook records The records are done. George thanked the system office on behalf of the committee for its work on the project.

d. OCLC uploads

e. OCLC / NC LIVE changes Discussion of the relationship between OCLC and NCLIVE and what services are covered by each agency. Many are concerned about the lack of information coming from OCLC. David spoke about the fact that we have a little bit of time to figure out the finances. George suggested that we have an Ad Hoc Committee and Julia suggested that this be turned over to the Library Services Advisory Council. Julia will hold a short meeting of the team before next week and the suggestion was made to ask Dr. Williams to intercede by contacting OCLC.

f. Test batch load of Datatel registration records – status? No status as John was not present. At this point, no one understands what the hold-up is.

## II. New Business

a. System office visits to libraries. Colleen and Helen are working on the SOLV initiative, the system office library visit. The initiative was conceived by the system office as a means to communicate with and address concerns of librarians in the field, Wanda said. They will be talking about different resources that are available through the system office. They are visiting seven libraries this year and less next year as their budgets are being held back. Setting up a collection to add training materials, secure materials and other materials to provide. We will be visiting Lenoir, Wayne, Mitchell, Rowan Cabarrus, Durham, Edgecombe and Martin.

b. Website issues

    i. Posting system-wide checkout limits, A request came from the field to post information regarding the system-wide limits on checkouts onto the website provided for library staff. Colleen has the task on her list and is awaiting an opportunity to complete it. Because the new NCCCS website redesign calls for no password-protected pages, the system office is examining alternatives for posting staff-only information, including through the NCLOR.

    ii. Other website information, Numerous files of information from the old website were transferred to the new one, and no outstanding issues remain

c. SirsiDynix SaaS contract; George relayed some concern about the official signed contract with Sirsi Dynix. There seems to be an adjusted section under System Administrator Network Consulting. There is no description of the services rendered under this section, yet we are being charged upwards of $192,000. George has asked if we can get an explanation about why it's missing and the further suggestion was made to review the contract in March and have it fixed for the new contract renewal.

d. SaaS 90-day follow-up survey? This suggestion was made and the committee asked Helen and Colleen to create a survey and get it sent out to all the library directors.

e. SaaS test server: Julia said that no communication was received by librarians in the field about whether the test environment had been restored to service after the SaaS migration. An original announcement indicated that the test environment would be up 30 days after the live environment went online, but nothing further was said. An email did go out about the issue, according to Colleen. The correct url for the test environment is nocatest.sirsi.net.

### III. *Subcommittee and District Reports*

a. Lending Services - David Wright. In the process of updating the contacts list.

b. Cataloging/Serials – Emily von Pfahl. No meeting this month.

c. Reports - Tim Hunter. Not present

d. Training – Julia Mielish. Libby is doing training at Blue Ridge Community College.

e. NCCCS Library Services Advisory Council – Julia Mielish – no meeting due to schedules

### IV. *Other News*

None

Motion to adjourn-Colleen, Seconded by David, Adjourned at 3:08