

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
Ali Norvell (Blue Ridge CC) Reference Services Representative
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Patricia Peterson(COA) District 1 Representative
Elizabeth Baker (Carteret) District 2 Representative
Sara Thynne (Alamance CC) District 3 Representative
Leigha Dickerson (Richmond CC) District 4 Representative
Staci Wilson (Catawba Valley CC) District 6 Representative
Helen Colevins (NCCCS) Community Engagement Librarian
Colleen Turnage (NCCCS) Director of Library Services
John Wood* SirsiDynix System Administrator
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management
**Non-voting member*

Absent

Emily Von Pfahl (Cleveland CC) District 5 Representative

Vacancies: Steering Committee Past Chair

Minutes for the 5/15/18 meeting were approved by e-mail and posted on the NCCCS website on 5/24/18.

Call to order at 2:05 p.m.

I. Old Business

RFP Update: Helen reported that the paperwork for the Integrated Library System (ILS) RFP is being reviewed by DIT. The target date for award is September 7.

Addendum: the RFP responses are still in the evaluation stage. DIT is not reviewing the paperwork at this time. Information will be shared when it becomes available from the System Office.

- a. Database maintenance – Reminder: Libraries should purge inactive user accounts on a regular basis. E-mail John Wood at Sirsi Help sirsi_help@nccommunitycolleges.edu for assistance with making proper selections and he will run the Remove Users Report.

- b. SC Procedures – Subcommittee Chairs Robert, Mary Anne, Cathy and Ali had a meeting to discuss procedures for subcommittees and the issue of missing meetings; the group decided to add the following statement to the procedures: “Subcommittee members missing two consecutive meetings with no notice may be removed.” Ali made the recommendation to change the name of her position from “Reference Services Representative” to “Reference and Instruction Subcommittee Chair.”

Action Item: Ali will draft a position description for Reference and Instruction Subcommittee Chair.

II. *New Business*

- a. Rich Garafolo at Lenoir requested that two new helpers be turned on that could be added to the Onshelf Items wizard: Mark Item Missing and Allow Unfilled Hold

Here are some explanations as to what those helpers do.

- **Mark Item Missing** — If you click this button, the selected item will be marked as MISSING. If configured in properties to display, a “Do you wish to continue with Mark Item Missing?” message displays. Click **OK** to mark the item MISSING, and the Onshelf Hold Items list is updated. If you click **Cancel**, the item is not marked MISSING, and you are returned to the list.
- **Unfill a Hold** — If you click this button, a different copy will be used to fill this hold. If configured in properties to display, a “Do you wish to continue with Unfill Hold?” message displays. Click **OK** to unfill the hold, and the Onshelf Hold Items list is updated. If you click **Cancel**, the hold is not unfilled, and you are returned to the list.

John clarified that marking an item missing would allow the hold to pass automatically to the next lending library. Cathy Campbell made the motion to allow John to activate these two new helpers; Jennifer Mincey seconded the motion, which was unanimously approved by the committee.

- b. Best Practices for Running Cataloging Reports – Mary Anne reviewed the procedure drafted by the cataloging subcommittee. John recommended that the List Item Report should be run instead of a List Bibliography Report (which ties up the system longer).

Action Item: Mary Anne will make the necessary changes to the procedure and will send the final document to Colleen for posting on the NCCCS website.

III. *Subcommittee and District Reports*

- a. District Reports – District 1 and 3 held meetings; District 2 met and held training with a representative from Credo Reference; staff members from 5 colleges and one public library attended. Helen and Colleen are now allowed to travel and are

attending most district meetings; all agreed it is valuable to have them present, as they can keep us updated and also offer learning opportunities in person. District 4 has not met yet, District 5 has a meeting planned for September 7; Libby will e-mail more information to members of the Steering Committee. District 6 met. NCCCLA Conference will be held at AB-Tech in March.

- b. Lending Services – Cathy Campbell – the committee met in August and decided to meet bimonthly; next meeting is September 1st to review policies and lending reports.
- c. Cataloging/Serials – Mary Anne Caudle – requests for new item type for TABLET and home location for Center for Industry Technology and Innovation (CITI) with no holds allowed; Mary Anne made the motion, Cathy seconded and the committee unanimously approved. John will add the new item type and location.
- d. Reports—Jennifer Mincey – Jennifer needs a few new members for the reports subcommittee; Helen, Colleen and Libby all volunteered to be on the committee, which will meet bi-monthly.

IV. **Next meeting date and time (3rd Tuesday):** September 18, 2018 at 2:00 p.m.

Meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Libby Stone