

Members

Libby Stone (Gaston College) Steering Committee Chair

Robert James (Nash CC) Vice-Chair

B.J. Thompson (Central Carolina CC) Cataloging/Serials Subcommittee Chair

Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair

Paula Hopper (Beaufort CCC) Reference/Instruction Subcommittee Chair 2019-2020

Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair

Patricia Peterson (COA) District 1 Representative

Rich Garafolo (Lenoir CC) District 2 Representative

Sara Thynne (Alamance CC) District 3 Representative

Kris Obele Bele (Fayetteville Tech CC) District 4 Representative

Joel Ferdon (Stanly CC) District 5 Representative

Staci Wilson (Catawba Valley CC) District 6 Representative

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*

Vacancies: Steering Committee Past Chair

Unable to attend: Lisa Dees, Joel Ferdon, Staci Wilson

Guests: Drew McNaughton

Minutes for the 11/19/19 meeting were approved by e-mail and posted on the NCCCS website on 12/5/19.

Call to order at 2:03 p.m.

I. Old Business

- a. **Contract with SirsiDynix - Drew McNaughton** went over some of the new features that are available with our new contract, many of which were added at no extra cost. The **BLUEcloud Mobile** app is available as one instance for the entire consortium; libraries who would like to be able to customize or brand for their institution can purchase their own instance. **SymphonyWeb** ([view the fact sheet here](#)) will have 61 instances which will allow each college ONE login in order to test and try out; additional instances will involve more costs. Prior to the meeting, Katherine Davis reported that an amendment was approved by the State Board of Community Colleges after being approved by the SBCC Finance Committee the day before. You can view the amendment to the contract for the ILS [here](#).

- b. **Roll-out of new features** – OPAC **Syndetics** have already been rolled out for Enterprise and iLink catalog; some book titles do not have book covers in the catalog – Syndetics uses its own database. SymphonyWeb will be next – this requires the next version of WorkFlows so that will have to be updated first. January 27th prep work for the WF upgrade has been scheduled on the server. **Tentatively - February 2nd WF upgrade** – no downtime expected – just click “update” clients on Feb. 3rd. John and Colleen will send out information closer to the date. Later in the spring we will look at which BLUEcloud feature to deploy.
- c. **Help sessions with John Wood** –Next session is scheduled for February 13th at 2pm - feedback for topics is always welcome. The Steering Committee recommends that our next Q&A cover the new features of SymphonyWeb and BLUEcloud suite. Sessions will be recorded and archived.
- d. **COSUGI** – Customers of SirsiDynix Users Group, Inc.
Any library who would like to join, please do so now to get the most bang for your buck! <https://www.cosugi.org/>
- e. **BLUECloud Analytics**– John - Steering Committee has already looked at the self-paced trainings. Ad-Hoc committee? Group trainings? There will be another presentation to help us create our dossier. John is waiting on a definitive date and will pass it on.
- f. **Reciprocal Lending Agreement ad hoc committee** – Rich – will send out a poll to call a meeting in the next week or so.
- g. **In-person trainings** – Colleen- we will have five more credits in January. Spring will be inventory, and possibly Blue Cloud Analytics! Libby sent out a training survey to those who attended in December. Some suggestions for future training: reports for SACS; saving toolbars; reports, reports, reports!
- h. **Enterprise Upgrade** – John – prep work will be done at the end of this week. Accessibility issues – new VPAT. Will upgrade by the end of February. Will be done over the weekend, only an hour or two of downtime expected.

II. ***New Business***

- a. **Request for Blanket Holds** – **Rich Garafolo** -A blanket hold is a single hold placed on multiple titles or items, and requires a specified number of items be available before the hold is considered filled. Blanket holds are global in that they are turned on with a system configuration change. Once turned on, access to that wizard can be set for those that want to use that function. John will turn in the request. [After the meeting, John reported that the Blanket Holds wizard is now available for use. **The wizard has to be turned on login by login, so anyone who wishes to use this feature should send John Wood an email.**]
- b. **Steering Committee Elections**- Need to send out ballot for Chair and Vice Chair in February. Robert James is willing to continue as Vice Chair. Libby is stepping down and will be past chair after conference. The new Chair must be a current member of the Steering Committee. Contact Libby if you are willing to step up!

- c. **Evaluation of CCLINC Cooperative Agreement** – deadline January 31st
- d. **Review and Revise Steering Committee Procedure - before next meeting**
https://www.nccommunitycolleges.edu/sites/default/files/library-services/cclinc_steering_committee_procedures_oct2018.pdf
- e. **Overdue Threshold blocking and Configuration settings in Workflows – Rich** – Discussion was held as to whether we can change the overdue threshold at the library level – currently it is set by the user profile. Setting the number of overdue items controls when the user will be blocked. Faculty currently has an overdue threshold of 1 – so this requires an override to check out. Changing these settings would mean we would need to rebuild the entire circ map. If we have access to view configuration settings, we would have access to make changes. John will explore and report at our next meeting. [After the meeting, John reported: I did check the system settings and the help screens, and the overdue threshold is set at the user profile, not the library. So, since all the CCLINC libraries use faculty, staff, student, etc as the patron profiles, changes there apply to all libraries.]
- f. **Fine threshold – Lisa Dees – Lending Services** recommends that we raise the fine threshold to \$5.00. Right now the fine threshold is set to \$.05. Raising the fine threshold would enable students to renew and place holds online with overdue fines of up to \$5.00. It would also enable staff to not have to enter overrides for students with fines less than \$5.00 when checking out, renewing or placing items on hold. This is a global setting for all libraries. **Action item – refer back to Lending Services – different amounts for different user profiles?**

III. **Subcommittee and District Reports**

- a. District Reports – no reports
- b. Lending Services – Lisa Dees – The Lending Services Subcommittee would like to remind everyone that **libraries should only remove holds for their own patrons**. If they are unable to fill a hold, they should use the unfill widget. If the hold reappears because it is unable to be filled elsewhere, the owning library should contact the patron's library to request that they remove the hold.
- c. Cataloging/Serials – B.J. Thompson – Thurs. Jan 30th next meeting
- d. Reports—Jennifer Mincey – looking for more members, will hold a meeting soon and look over training manuals
- e. Reference/Instruction Services – Paula Hopper – no report

Next meeting date and time (3rd Tuesday): February 18th at 2:00 p.m.

Meeting adjourned at 3:44 p.m.

Respectfully submitted,

Libby Stone