September 21, 2021 CCLINC Steering Committee Meeting – Minutes

Time: 2:00pm
CTO: 2:07pm

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 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: Lisa Dees; Savvy DeHart; Paula Hopper Lisa Shores; Beverly Rufty;
Minutes for the 9/21/21 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. **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.
- **Drew is working with his team to fix the issues in the catalog. Once the issues are identified and corrected, the items will be removed.**

II. *New Business*

a. **The Cataloging Subcommittee:**
- Rockingham Community College has requested a new Type: WIFI. The type is needed so we can request a semester-long circ rule for the WIFI hotspots that we check out. With a type of WIFI, other schools can use the type for WIFI hotspots and other equipment associated with the hotspots.
- **Touger requested a "Library of Things" type for general items that do not fit into other categories. Loren seconds Touger's request for a generalized type.**
- **Teresa will take this request to the Cataloging Subcommittee.**
- **Loren would like to have the ability to set circulation rules. Drew explained the circ map is large with a minimum of 15 rules per location. If you want that type of on-site ability to create those you would need to work with him to set up circ rules.**
- **Joel makes the motion for new type of WIFI and Staci seconds. Motion passed the vote.**

b. **Request from Ramona Deangelus at McDowell Tech. :**
- Would like User Category 1 (Demographics) updated to reflect current programs of study for McDowell Tech.
- **Drew says we should make changes globally instead of individual locations. He asked if they would overlap between schools. Kathy says those are Colleague codes and are defined by offerings at the school.**
- **BJ will ask Ramona to reach out to Drew so that we can get clarification on request.**

- **Colleen requested that Drew send out an updated System Policies. It was decided that Drew will send those to Colleen and she will post them in openNCCC once WIFI has been added to the system.**

III. *Subcommittee and District Reports*

    a. **District Reports** :

    District 1—Mary Anne Caudle: District 1 met on July 27 via Zoom. Discussed new databases and simply caught up with each other. Patty from COA introduced them to makerfaire.com.

    District 2—Stephanie Bowers: District 2 met on July 27. They used the time to catch up and talk about Fall plans.

    District 3—Lisa Shores: No report

    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 – The subcommittee is looking at Item Categories 4 and 5. They may poll the members for useful additions for Category 5.**

    d. **Reports—Jennifer Mincey – Had 2 questions come in regarding DELETEME reports. Shared information regarding this and thanked Drew for all of the updates.**

    e. **Reference/Instruction Services – Savvy DeHart – No report**

    f. **Training—Paula Hopper – Thanks to everyone for updating your reports folks. Continuing to work through updating the training/report manual.**

IV. **Next meeting will be October 19.**

V. Meeting adjourned: 2:53pm