

**Minutes of CCLINC Steering Committee Meeting
Conference Call
Tuesday, May 23, 2006**

Facilitator: Roxanne Davenport, Chair, Pitt CC

Attendees:

	Peggy Quinn	District I Representative, Wake Tech CC
<input checked="" type="checkbox"/>	Susan Basnight	District II Representative, Pitt CC
<input checked="" type="checkbox"/>	Fannie Dillard	District III Representative, Rowan-Cabarrus CC
<input checked="" type="checkbox"/>	Renee Dusenbury	District IV Representative, Central Carolina CC
<input checked="" type="checkbox"/>	Harry Cooke	District V Representative, Gaston College
<input checked="" type="checkbox"/>	Mamie Carpenter	District VI Representative, Mayland CC
	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
<input checked="" type="checkbox"/>	Charles Wiggins	Cataloging Subcommittee Chair, Blue Ridge CC
	Deborah Foster	Lending Services Subcommittee Chair, Fayetteville Tech CC
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair, Alamance CC
<input checked="" type="checkbox"/>	Libby Stone	Reports Subcommittee Chair, Gaston College
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair, Tri-County CC
<input checked="" type="checkbox"/>	Dr. Bill Randall	VP, Learning Technology Services, & IIPS Representative
<input checked="" type="checkbox"/>	John Wood	CCLINC/Sirsi System Administrator
<input checked="" type="checkbox"/>	Ruth Bryan	Director of Learning Services Technologies
<input checked="" type="checkbox"/>	Colleen Turnage	Director of Learning Services

Roxanne called the meeting to order at 2:10 and greeted members.

◆ **Old Business:** Ad hoc Portal Group

DISCUSSION: FYI only - At this time Ruth is still awaiting information from Sirsi re pricing and packaging of federated searching products. In discussions with Ruth, Sirsi has mentioned Serials Solutions, which has a federated search component. Roxanne has not pursued re-formation of the Portal Group.

ACTION: None

◆ **Old Business:** Upgrades (Unicorn 3.1/Test server)

DISCUSSION: Unicorn 3.1 will be available sometime in June. Tentative plans are to upgrade Thelma to 3.1 during the first week of July (after the 4th).

ACTION: None

◆ **Old Business:** De-dupe project

DISCUSSION: Ruth reported on the completed automated de-duplication process. The de-dupe process resulted in the elimination of over 26,000 duplications. Together with the work that has been done by Colleen and her staff on the potential duplicates that must be processed manually, these de-duplication efforts have reduced the size of the database from around 830,000 bibs to around 751,000. The automated de-dupe had the added benefit of identifying and removing 484 serials holdings that had erroneously been attached to non-serial bibs during the conversion from Dynix.

ACTION: The automated de-dupe process is complete. Colleen and her staff continue to work on the potential duplicates which were identified by Sirsi, but which have to be evaluated manually. The point was made that neither of these processes can address the numbers of bibs in the system that duplicate other titles, but do not contain enough information to allow them to be merged.

◆ **Old Business:** Training

DISCUSSION: Ruth raised the issue of “no-shows” to the various CCLINC training sessions. Directors are booking seats in the session for staff, but then the seats are either cancelled at the last minute or no one shows up at the session. Considerable time and expense go into these training sessions, and arrangements for staff attendance should be made in a professional manner.

ACTION: To member colleges: when booking seats in a training session, please ascertain whether staff can actually attend before booking the seat(s). Please make every effort to attend as planned. If a cancellation is necessary, please give as much advance notice as possible.

◆ **Old Business:** Ad hoc CCLINC Directors’ Group

DISCUSSION: Harry reported that he has 8 library directors for this group: Fay Byrd, Mary Gail Cooper, Lynn Gambon, Patti Kilmschot, Monique Mitchell, Barbara McKibbin, Penny Sermons, and himself. Colleen Turnage will be representing the System Office on the Committee, and the CCLINC Steering Committee chairperson is an ex officio member. Harry plans to contact everyone soon to set up the first telephone meeting, planned for June.

ACTION: No action at this time.

◆ **New Business:** Dissolving the Media Booking Subcommittee

DISCUSSION: Peter recommended to the Steering Committee that the Media Booking Subcommittee be dissolved due to lack of interest/activity. Discussion of various alternatives ensued, and Harry recommended, rather than dissolve the subcommittee, that it be suspended, pending further need. Fannie put Harry’s recommendation in the form of a motion, and Susan seconded. The motion carried.

ACTION: The Media Booking Subcommittee is hereby suspended until such time as it is needed again.

◆ **New Business:** Discussion of next year's Steering Committee Chairperson

DISCUSSION: Since the new year's Steering Committee Chairperson has to come from the previous year's committee to ensure some continuity, Roxanne asked the Steering Committee members if anyone was interested in the position. Harry expressed his willingness to serve. *[Note from Roxanne: this is essentially "testing the waters" to see if a current member is willing to serve. Formal nomination(s) are taken from the floor at the annual CCLINC business meeting, and the Steering Committee Chairperson is voted in by the membership.]*

ACTION: No action at this time.

FYI Item: Bill reported that the State Board has approved the purchase of the Learning Object Repository Package. This led to a discussion of the need for a library system research and development position at the System Office level. Bill asked the Steering Committee to submit a list of concerns, needs and information that could be used for justification.

Subcommittee Updates:

Acquisitions: No update at this time.

Cataloging: The Cataloging Subcommittee has not met since the last Steering Committee meeting. Roxanne and Colleen are still tweaking a document outlining the proposed policies for eBook cataloging. Once these policies are approved, work will begin on the step-by-step procedures for eBook cataloging.

Lending Services: Deborah sent the following report: "I encourage everyone to be working on removing the Social Security Numbers from the Sirsi Patron Records and changing over to the Datatel numbers that will be used for student identification. June 2007 will be here before we know it, and this is a massive project for any library. *[Note from Roxanne: there is a session on this topic scheduled at LRA]*

I am still waiting to hear from my committee concerning the update of the notices in Sirsi.

I have had a report from several libraries concerning the proper procedure for sending Sirsi ILL materials. It seems that proper procedures are not being followed on the Lending end at some schools. When the Borrowing schools receive materials and go to capture the record, the system shows the material back in transit to the Lending School instead of allowing the borrowing school to check the material out to the requesting patron. I am looking into the problem at the current time and will get back to the steering committee hopefully with some resolution to the problem.

Cathy Campbell at Craven Community College has offered to do a mini regional training/refresher course at Craven on the ILL procedures if anyone is interested.”

Media Booking: See related New Business item above. This subcommittee is now suspended.

Reports: Reports Training was held at System Office May 5th; good session, but less than half who signed up actually attended. Also, Libby was asked to present at Guilford College for the NC Sirsi Users' Group meeting (30+ came to hear about reports) and had a good session sharing with staff from other types of libraries. Since the 3.1 upgrade will have some significant effect on reports, Libby will wait to present new procedures to the Steering Committee until the Thelma upgrade and testing are done.

Linda asked if Libby could supply a list of the types of reports that could/should be done at year's end. Libby offered to share the templates she uses, but she and John both noted that every library does different year-end reports. Discussion ensued. Roxanne suggested that Libby poll the report runners and just aggregate a list of the types of reports that colleges run at year's end, just to give an idea of what can be done.

Serials: A telephone meeting is scheduled for May 24.

Next Meeting: June 27, 2006 at 2 p.m.

Roxanne adjourned the meeting at 3:25 p.m.
Minutes submitted by Roxanne W. Davenport