

Minutes of the CCLINC Steering Committee Meeting
Taken by: Dan Swartout
April 24, 2001
3:00 pm via conference call

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- Cooperative Agreement
- Follow-up from last meeting and a new question
- Date/Time for next meeting set

Present: Bob Blackmun, Brenda Rogers, Chris Meister, Dan Swartout, Debbie Luck, Gloria Sutton, John Wood, Kathy Martin, Libby Stone, Luella Teuton, Pam Doyle, Raye Oldham, Renee Watson, Roxanne Davenport, Ruth Bryan, Stephen Hawkins.

Absent: Gretchen Bell, Mario Ramos, Susan Williams, District III Representative, and District IV Representative.

A special thanks to Dan Swartout for taking the minutes.

Also, a special thanks to Chris Meister for drafting an exit clause, joining clause, and a how-to amend section for the cooperative agreement.

Cooperative Agreement

The Steering Committee spent over an hour discussing different changes, etc. that we received back from the different participants to the cooperative agreement. We got about half way through the document and will continue to work on it at the next meeting. Chris Meister is drafting clauses to include the agreement that explain how to join CCLINC, how to exit from CCLINC and the process to amend the agreement.

Follow up from last meeting and a new question

Unicorn 2000

The Steering Committee unanimously passed the motion to go forward with the Unicorn 2000 upgrade.

The instructions for the Unicorn 2000 upgrade have been written and distributed to the library directors and the local SA's. There were a couple emails that bounced back due to incorrect addresses, so if you did not receive the directions, please email the Sirsi helpdesk for your copy.

The instructions do include directions on how to transfer toolbars with the upgrade.

John Wood sent out an email about using StandAlone during the time Louise is down to upgrade. StandAlone will record reserves transactions with Unicorn 2000. However, if the upgrade does not go smoothly, the reserve transactions will be lost, so it is suggested that you use some other

method of keeping track of these while Louise is down. John also sent an email regarding this issue to the local system administrators.

Additionally, John made a list of the new Unicorn 2000 wizards and emailed this list, as well as chart to fill in, to all the library directors and system administrators. Remember that it will take two weeks, if all goes smoothly, to get this information into the system since John has to go in and individually alter each login once the upgrade is complete, so please be patient.

All of the report templates live on Louise, and will still be available to you after the upgrade.

Cost Committee

"The Business and Finance Division will be using the same Budget FTE that they use for calculating the college budget allocations. Those figures are coming in now. The CCLINC costs are in the queue to be calculated as soon as information is available. When it is received, I will distribute it to the colleges." -Pam Doyle

WebCat Customization

A list of what can/cannot be changed will not be available until at least 2 weeks after the upgrade. Keep an eye out for it then, though.

John found out that the lowest level of Netscape that will allow the navigation buttons in WebCat to remain at the top of the screen is Netscape 5.0, a version that was never released. After the upgrade, John is going to "flip the switch" on the test server so that people can try out the frames compatible version of WebCat on the Netscape they are currently using to see if the navigation buttons will remain at the top of the screen. The decision will then be made whether to "flip the switch" on the live server.

Role of the Sirsi SA

The changes in the system administrator's job description have not yet been finalized and approved by all parties.

New question

- For people who want to schedule reports to "run in the wee hours of the morning," what is a good time to schedule them so that they do not interfere with the server backup time?

John explained that the best time for people to schedule "wee hours of the morning" reports is between 3 am and 6 am. As a general rule, don't try to run reports between midnight and 3 am. Late afternoon and early evening is also a good time to run reports - the busiest time is early to mid-morning.

Next Meeting

The Steering Committee will meet again via phone conference on Tuesday, May 8 at 3:00 pm.