

Minutes of the CCLINC Steering Committee Meeting
July 24, 2002 at 2:00 p.m.
Telephone Meeting

Present:

Dan Swartout, Chair
Libby Stone, Acquisitions Subcommittee Chair
Bob Blackmun, NCCS IS and IIPS Representative
Ellen Williams, Serials Subcommittee Chair
Terry Holston, District I Representative
Linda Leighty, Lending Services Subcommittee Chair and District II Representative
Renee Watson, Media Booking Subcommittee Chair and District III Representative
Vickie Kolomechuk, District VI Representative
Pamela Doyle, Director of Library Resources
Roxanne Davenport, Coordinator of Bibliographic Information
Ruth Bryan, Coordinator of Library Technologies
John Wood, CCLINC/Sirsi System Administrator

Absent:

Gloria Sutton, Bridges II Manual Editor
Teresa Frohock, Cataloging Subcommittee Chair
Ernest Avery, District III Representative
Chris Meister, District V Representative

The telephone meeting of the CCLINC Steering Committee was called to order at 2:00 p.m. by the Chair, Dan Swartout. The Chair extended welcome greetings to the new members of the Steering Committee and expressed appreciation for their willingness to become an active participant.

The subcommittee Chairs were asked to send an email to the users of their specific functions and encourage them to volunteer to serve on the committees.

The Chair made the Committee aware that only 22 responses to the ballot for CCLINC Cooperative Agreement changes had been received. All responses were in favor of making the changes. However, according to the current rules, there must be a 2/3 majority received before the changes pass and can be incorporated into the Agreement. A follow-up email will be sent by the Chair to colleges that have not yet responded. They will be encouraged to respond by a specific date. When the 2/3 majority is received and votes for the changes, they will be considered approved.

The next meeting of the Steering Committee will be August 14, 2002 at 9:00 a.m. by telephone.

During the Users' meeting last week, the Chair indicated the information from the Steering Committee would be sent to the Library Directors, and they would be responsible for disseminating the information among their staff. Linda Leighty expressed concern that people needing the information did not always receive it. Following up on that discussion, the Chair asked which mailing lists should be used to get the information to as many people as possible. Linda indicated that the problem involved a mailing list that Pam Doyle had in her personal addressbook. When she sends out information, the mailing list used has a name similar to the CC CCLINC GroupWise mailing list and it is perceived by Directors that everyone has already received the information. Linda asked that Pam's mailing list be renamed. Pam said she would delete the CCLINC mailing list in her addressbook and use the lists in the GroupWise list. The CC CCLINC GroupWise mailing list will be used to disseminate information from the Steering Committee to the colleges. The CC mailing list points to LL mailing lists that are constructed by the System

Administrator at each of the colleges. If an individual's name is not on the mailing list, the person must contact the local System Administrator and request that it be added.

The Chair presented to the Committee a correction to the CCLINC Cooperative Agreement and a concern about a proposed change. In item #2 wishing is misspelled. There is a question about the enforcement of item #5 and legal ramifications. After much discussion, the Committee members were asked to review the cooperative agreement and the proposed changes and to be prepared to discuss this issue at the next meeting.

The Chair expressed a desire to review and update the mission statement of the consortium. A request was issued for a couple of people who would review the mission statement and make recommendations to the Steering Committee. Roxanne Davenport suggested that the cooperative agreement had been completed since the mission statement was completed and contains much of the mission statement information. New members were encouraged to go to the Library Resources web page for a copy of the cooperative agreement. Further discussion was tabled until the next Steering Committee meeting.

During the Users' meeting last week, Central Carolina CC outlined a problem with Holds. When a patron tries to place a hold on an item owned by another library, if that library does not have the same patron type in their circulation mapping, the hold will not be placed. Linda Leighty, Chair of the Lending Services Subcommittee, discussed the problem with John Wood. This problem only occurs with WebCat. In Workflows, it can be overridden. There are two possible solutions to this issue.

- All colleges use the same patron profiles and change the way they currently operate.
- John Wood can do a circulation remap for each college that will include all of the patron types. This affects Books only and applies to ILLs. The libraries may continue to do the exact same procedures they are currently using.

There was discussion about reviewing the criteria of each patron type and reducing the number of patron types being used throughout the CCLINC consortium colleges. Every college has a valid reason for using the patron types they defined, so remapping seemed to be the only solution. A motion was made to do a circulation remap that will give each college all the patron types as options. The motion was seconded. Motion was approved. John Wood will have the remap completed by the end of next week.

Ruth Bryan had asked the colleges to consider serving as testers for the Upgrade 2001 on Thelma. Teresa Frohock had asked the Cataloging Subcommittee to review the changes affecting cataloging, but they had been unable to find any difference. John made Teresa aware that the Steering Committee had not approved a date for loading the upgrade and doing the tests. Linda Leighty suggested that all the staff at a testing college become testers, so there will be a more thorough review of the upgrade changes and their impact on the library.

There are 6-8 testing colleges needed. Subcommittees will need to decide the features that will be enabled. Linda Leighty suggested that the Subcommittees develop a checklist for testers to use with the various functions. The System Office will send out an email requesting volunteers to test the upgrade and will make the final selection of testers. Pitt CC volunteered to be a tester. Cleveland CC was suggested as another possibility. Both of these colleges use all the modules. It was also suggested that one testing college have multiple branches.

Testing will be done in Thelma during the early part of September. It will be loaded on Louise after the testing has been completed, probably late September. Ruth will redistribute the documentation of changes in 2001.

During the Users' meeting, Roxanne Davenport had suggested that perhaps it would be a good idea to go back and review the implementation decisions that were made and look at the impact some of decisions are having on response time. Linda Leighty thought this was a good idea and expressed interest in it being pursued. Further discussion was tabled until the next meeting.

There was one correction to the minutes of the July 18, 2002 Users' Group meeting. Page 2, second paragraph from end of letter, the first sentence should read "Sheila Bailey asked about a Sirsi user's group..." The minutes were approved as corrected.

With no further business to discuss, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Pamela Doyle
Recording Secretary