Steering Committee Agenda ~ 24 March | 2015

Time: 2pm   <mark>Meeting by conference call at 919-854-2244</mark>

Attendees

1 **David Wright** present Steering Committee Chair	9 **Amy Gustavson** present District 4 Representative
2 **Tim Hunter** present Reports Subcommittee Chair	10 **Jayna Dempsey** present District 5 Representative
3 **Emily Von Pfahl** absent Cataloging/Serials Subcommittee Chair	11 **Rachel McLean** absent District 6 Representative
4 **Vacant** Lending Services Subcommittee Chair	12 **Ali Norvell** present Reference Services Representative
5 **Julia Mielish** present Training Subcommittee	13 **Colleen Turnage** present Director of Library Services
6 **Catherine Tingelstad** present District 1 Representative	14 **John Wood*** present System Administrator
7 **Garrison Libby** District 2 Representative	15 **Vacant** Exec. Director of eLearning and Learning Technology Systems
8 **Ernest Avery** present District 3 Representative	Helen Colevins present *Non-voting member*

Meeting convened at 2:04

I. Old Business

    a. ILS Business Requirements – Tim is planning on scheduling a meeting soon,

    b. Cooperative Agreement 2014-15 Update. – The agreement is out for signatures and the final PDF document should be with Colleen soon.

    c. 2015-16 Cooperative Agreement -- Cheryl Kaminski has requested that we not make any changes for the 2015-16 year

    d. Symphony service pack upgrade (status report) 3.5 was released last week and John has put in a request to have us updated as soon as possible. Once that is uploaded we can look at Blue Cloud Services.

    e. Patron Data Load project status – David needs Steering Committee approval for the final patron data load. Motion, Julia, Second, Colleen.

    All were in favor of allowing Surry Community College to pursue a non-test patron load. Once loaded, the Patron data load Ad Hoc team will finalize directions for other community colleges.

II. New Business

    a. COSUGI (Customers of SirsiDynix Users Group Inc.) – No one attending this year, but we are members of COSUGI now.

    b. Sirsi/Dynix & CCLINC documentation— All materials documentation has been moved to the LOR and the hidden page on CCLINC is no longer accessible. Helen will create a how to guide to instruct all staff on how to access the LOR and find the material. In addition to this, it was suggested by Julia that a link to the LOR be placed on the current Library Services pages as well as a link to the Sirsi Dynix Support Center.

    c. RDA/CCLINC catalog record display There have been some questions from the field about the display for the publication year with the new RDA cataloging standards. John stated that it will be corrected with the upgrade to 3.5.

    d. Cataloging Training Colleen is running a series of online cataloging training sessions in the upcoming weeks. There are a few spots still available at this time.

III. Subcommittee and District Reports

    a. Lending Services – There are a few issues with lending services and routing on items in ILL. There has been a concern raised by a library about their items not being returned right back to them and being sent to

other libraries after the first ILL request. There was a discussion on the options for libraries that wish to get their books back after each circulation. Many options were raised including a potential change to the global settings, but it was decided that the best method is for a note to be added to the ILL lending procedures that if a library does not want an item to continue to be sent to other libraries, then they should mark a hold on that item. Additionally, they can move that item to a non-holdable location, however that means that their own patrons cannot request the item.

b. Cataloging/Serials – Emily von Pfahl – Absent

c. Reports - Tim Hunter – There are multiple requests for reports training that had been sent to Julia. Tim has not been contacted for training so Julia will contact Tim and schedule a training session at one of the campuses.

d. Training – Julia Mielish --.Julia will work with Tim on scheduling Reports training

e. NCCCS Library Services Advisory Council – Julia Mielish – Director's Institute has been scheduled for July 23rd.

IV. *Other News*

Motion to adjourn- Ernest   Seconded by Julia   Adjourned at 3:10

Attachments

Feb 6

George Strawley <george_strawley@albemarle.edu> to Amy, Ernest, vonpfahle, Melanie, Tim, Jayna, John, Julia, Rachel, Ali, Colleen, David, Helen

Hello:

Here is the list of people I would like to serve on the ad hoc committee to develop
ourbusiness requirements for the next ILS contract. I am asking Tim to serve as chair if he is still willing.

The committee's goal will be to determine CCLINC's business requirements for its integrated library system (i.e., catalog network) and make a recommendation to the steering committee so that they can then be turned into a Request for Information and made available to vendors as part of our acquisition process. This does not necessarily mean we are replacing SirsiDynix. It does mean the consortium as a team will re-evaluate ILS needs for the first time in several years.

Just to be official, I will ask the steering committee to confirm the names at the next meeting, but I don't see any reason that the committee can't get started at its earliest convenience. Since we've experienced delays, it might be a good idea.

If you do have an objection to the list as it now stands, can you please let me know by email so that we can work out the issues before our meeting on Feb. 17?

From Steering Committee:
Tim Hunter
Julia Mielish
David Wright

Directors of Member Libraries
Staci Wilson, Catawba Valley Community College
Robert Antill, Fayetteville Tech
Elizabeth Baker, Carteret

From System Office
Cheryl Kaminski, associate legal counsel
Executive Director of eLearning and Learning Technology Systems (to be decided)

Thanks, and have a great weekend.