Minutes of CCLINC Steering Committee Meeting
Conference Call
Wednesday, March 30, 2005

Facilitator: Ernest Avery, Chair, Piedmont CC

Attendees:

	Monique Mitchell	District I Representative, Roanoke-Chowan CC
	Susan Basnight	District II Representative, Pitt CC
☑	Debbie Luck	District III Representative, Randolph CC
☑	Renee Watson Dusenbury	District IV Representative, Central Carolina CC
☑	Harry Cooke	District V Representative, Gaston College
☑	Charles Wiggins	District VI Representative, Blue Ridge CC
☑	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
	Roxanne Davenport	Cataloging Subcommittee Chair, Pitt CC
☑	Stephanie Carter	Lending Services Subcommittee Chair, Vance-Granville CC
☑	Peter Kracunas	Media Booking Subcommittee Chair, Alamance CC
☑	Libby Stone	Reports Subcommittee Chair, Gaston College
☑	Linda Kressal	Serials Subcommittee Chair, Tri-County CC
	Dr. Bill Randall	Learning Technology Services & IIPS Representative
☑	John Wood	CCLINC/Sirsi System Administrator
☑	Ruth Bryan	Coordinator of Learning Services Technologies
☑	Colleen Turnage	Coordinator of Learning Services

Ernest called the meeting to order at 2:05 and greeted members.

♦Old Business: Updates to User Categories

DISCUSSION: The Committee considered possible problems with the proposed UserCat updates. John pointed out that tags can be added to the current UserCats more easily than they can be removed. Also, member libraries that use the existing UserCats may object to changing patron records individually in order to transfer information to new categories.

CONCLUSION: User Categories 1 and 2 should remain as they are. It was proposed that UserCats 3, 4, and 5 each contain the same list of tags as in the proposed UserCat 5, thus giving individual libraries the option of choosing additional tags needed for reports, and eliminating the need for modifying current patron information

ACTION: Stephanie will contact other campuses to ascertain the extent to which UserCats are currently used and to determine which items are most needed for inclusion in UserCats 3, 4, and 5.

♦**Old Business: iLink Upgrade**

Inquiry from CCLINC member: I'd like to know more about the Knowledge Portal features on iLink. How are Web links selected? Can this feature be customized by individual libraries? Are the high-interest items listed by library or all CCLINC libraries?

DISCUSSION: John provided the following iLink update: The Knowledge Portal, allowing links to selected web sites, will likely be available to individual campuses this summer. The Logout can be customized: when patrons click on the Logout button, individual libraries may choose the web page that appears, e.g., the Library's home page. Sirsi is investigating problems with some of the language fonts. High-interest items are displayed according to total circulation stats at all CCLINC libraries.

♦**New Business: Add new location**

Request from CCLINC member to add new location, Global Studies—this location will be a separate area within the library

DISCUSSION: The Committee had no objections to this request.

ACTION: The Committee approved the request by voice vote. John will add Global Studies as a holdable, non-shadowed location.

♦**New Business: Reports**

Inquiry from CCLINC member: Someone accidentally ran a report using global parameters. Can there be a default for each library when the reports feature is used?

DISCUSSION: In a word, no. Report runners are responsible for double-checking the options they've chosen before running any reports

CONCLUSION: Report runners must choose options carefully and proceed circumspectly.

♦**New Business: WorkFlows downtime**

Inquiry from CCLINC member: We are wondering if taking the server down at noon is a problem for anyone else. That is one of our busiest times. We would prefer 3 or 4 p.m., if possible. Just have never heard why it always happens at noon.

DISCUSSION: This time was chosen soon after the migration to WorkFlows occurred. Other CCLINC members have also expressed dissatisfaction with the noon downtime.

CONCLUSION: Server downtime should occur when it will least disrupt normal operations of most campuses.

ACTION: Motion made, seconded, and carried that future Workflows downtime will begin at 3 p.m., except for emergencies.

◆ New Business: Miscellaneous Items

DISCUSSION: Ruth expressed her appreciation of the increased presence of community college employees at the Sirsi User's Group meeting, held at Elon University on March 21st. She also noted that new upgrades and products from Sirsi are, as a rule, not immediately available for CCLINC members: testing and planning must be done before upgrades are installed.
Ruth also noted that Isothermal CC has again requested access to the CCLINC database. This request has been refused in the past because Isothermal shares its services, including its catalogue, with local public libraries. Ruth and John will investigate the possible ramifications of allowing Isothermal to access the database,

◆ Next Scheduled Meeting: April 20th, 2005 at 2 p.m.
Ernest adjourned the meeting at 3:05 p.m.
Minutes submitted by Ernest Avery