May 25, 2021 CCLINC Steering Committee Meeting – Agenda

Time: 2:00pm
CTO: 2:05pm

Attendees

B.J. Thompson (Central Carolina CC) Steering Committee Chair
Staci Wilson (Catawba Valley CC) Vice-Chair
Joel Ferdon (Stanly CC) Past Chair
Teresa Frohock (Rockingham CC) Cataloging/Serials Subcommittee Chair
Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair
Savvy DeHart (Southwestern CC) Reference/Instruction Subcommittee Chair 2019-2020
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Paula Hopper (Beaufort CC) – Training Subcommittee Chair
Mary Anne Caudle (Martin CC) *District* 1 Representative
Stephanie Bowers (Pitt CC) District 2 Representative
Lisa Shores (Rowan-Cabarrus CC) District 3 Representative
Loren Mindell (Richmond Tech CC) District 4 Representative
Beverly Rufty (Mitchell CC) District 5 Representative
Alicia Hartley (Caldwell CC) District 6 Representative
Colleen Turnage (NCCCS) Director of Library Services
Drew McNaughton* SirsiDynix System Administrator
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management
*Non-voting member

Vacancies:

Unable to attend: Joel Ferdon; Paula Hopper; Kathy Davis
Minutes for the 5/25/21 meeting were approved by e-mail and posted on the NCCCS website on

I. *Old Business*

    a. **Cooperative Agreement—** Staci, Libby, and Joel will be meeting with Cheryl Kaminski, Associate Legal Counsel for the System Office, on October 26 to finish going over the Cooperative Agreement so that it can be sent out to Directors and Presidents for signing.
   - At the October 26 meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being "cancelled" per Jim Parker.
   - Joel, Staci, and Libby met with Jim Parker and Kathy Davis Monday, November 16 to discuss the "cancelling" of the Cooperative Agreement.
   - Staci, Libby, and Joel will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December 2.
   - Outcomes of the meeting with Jim Parker:
     - We have permission from Jim to finish revising the Cooperative Agreement with Cheryl.

- Jim would like Joel (or another representative from the CCLINC Steering Committee—most likely Staci or Libby) to sit on the Enterprise Resource Planning (ERP) team at the System Office that includes other representatives from his area. This is a huge win for our consortium and, Joel hopes, will allow us stronger communication with the SO and the ability to voice issues we have.
- Staci, Libby, and Joel met with Cheryl Kaminski and Kathy Davis on December 2, 2020. Cheryl made the group aware that she was very involved in other projects at the time and did not have time to review the Cooperative Agreement. Another date would be set in the future to go over potential changes and updates to the document. Both Kathy and Cheryl voiced their want to A. encourage non-CCLINC libraries to join CCLINC, and B. That the Steering Committee should work to recruit new voices who have not previously been associated with the committee. Another reminder was given that the System Office is responsible for the contracting and payment of the ILS and subsequently the overall prerogative for the consortium.
- No new contact as of 2/16/21.
- **Update as of 5/25/21: Colleen last heard that the current Cooperative Agreement will stay in effect.**

b. **BLUECloud Mobile—**Report from Colleen and John. Status of meetings with SirsiDynix and implementation of App. Colleen had nothing new to report.

- **Directors and Deans interested in using the trial App can contact Colleen or Joel for a link to the App.**
- Android version is ready to go, but the iOS portion is not ready.
- Project is on hold at the System Office level.
- Per John, a "developer license contract" needs to be signed. That signing happened initially, but needs resigning.
- Per Colleen—Apple keeps adding steps/paperwork to release the BlueCloud Mobile to the Apple App store. The paperwork is now with Jim Parker for review.
- Drew—he received several emails with libraries' hours. Drew needs specific information from the libraries to be able to properly address the question and issue. Drew will be moving towards a help interface problem, but until then he needs specific information. Cut down on errors.
- Make sure to give context when sending Drew a message.
- Remind folks that the Sirsi email and number are still the same.

- Update for 2/16/21: Per Colleen, nothing new to report. Still trying to get the last piece of documentation approved.
- No updates on Apple approval. Kathy will follow-up.
- **Update as of 5/25/21: Colleen said they added an incident ticket for an update. Waiting for a response.**

c. **The cataloging Sub-Committee passed two motions in March:**
  - A revised ebook Policy (attached)
    - Ebooks are excluded from Summon updates due to duplication and search issues. BJ will send out a memo to Directors and Catalogers.
    - Table the proposed policy until Teresa verifies duplication and individual link issues.
    - Loren suggested specifying NCCC's instance of Enterprise under Testing Links.
    - **Clarified wording under Testing links and library search engines with Summon. Cataloging eBooks optional for each library.**
    - **Mary Anne would like the policy blasted so that folks are aware.**
    - **Mary Anne suggests that everyone check their eBooks. It's hard sometimes to get an individual eBook. Also gets a "Technical Issues" error message with Gale specifically. Drew suggest that folks start with the NCLive team for troubleshooting.**
    - **Colleen made the motion to pass the eBook policy and Mary Anne seconded it. Motion passed to accept the new eBook policy.**
  - A motion to update the category 3 course codes: **That the course codes in category 3 of the Item Information be updated to reflect the current system-wide course codes of member libraries, and that these codes be updated on an annual basis.**
    - Current code list is only a partial list. Colleen noted that it makes the most sense to have all codes. Suggested the update correlates with the System update instead of yearly. Mary Anne agrees.
    - Staci asked how we find out when the updates come through. Kathy will get with Colleen on any changes. Next meeting for updates will be in the Summer or Fall.
    - Colleen made the motion and Staci seconds. Motion passed to add all current course codes to Item Category 3 with periodic updates.
    - **Drew gave an update 5/26/21: He just received all of the codes in the format he needs. There are 332 course codes. He will be adding those with his team.**
d. **Training Subcommittee Chair position:**

● Charles Wiggins has requested that we find a replacement for him.
● Paula Hopper, new Training Subcommittee Chair.
● Welcome Savvy DeHart, new Reference/Instruction Chair.

II.   **New Business**

a.   **District 5—Beverly Rufty -** Leslie Queen, Director of Library Services at Cleveland Community College, asked me to bring the attached manual before the Steering Committee and ask for the manual to be updated and then sent to all the colleges. [CCLINC reports manual approved by Steering Committee on April 29, 2010]

- The newest version is actually 2012.
- Jennifer stated that the Reports Subcommittee was working on this in 2019. Most settings are consistent. The contact information will need to be updated. They will also be working on a separate BCA manual.
- Drew offered to send along BCA help.

b. **Council of Community College Library Administrators (CCCLA) -** CCCLA as ex-officio advisor is listed in the Cooperative Agreement.

- Colleen suggested Staci serve as both. Can this be done?
- Staci would like to bring someone from CCCLA over.
- Staci will ask the group for a volunteer.

III.   **Subcommittee and District Reports**

a.   **District Reports** :

District 1—Mary Anne Caudle: no report

District 2—Stephanie Bowers: no report

District 3—Lisa Shores: Will have district 2 meeting July 23. Attendees will get an Amazon ecard.

District 4—Loren Mindell: no report

District 5—Beverly Rufty: See above

District 6—Alicia Hartley: no report

b. **Lending Services – Lisa Dees**— Received question about time limit billing the borrowing school. The NC statute of limitations is 3 years for billing, the Subcommittee added that to the policy.

c. **Cataloging/Serials – Teresa Frohock** – Subcommittee will be looking at Category 4 and Category 5.

d. **Reports—Jennifer Mincey** – Some folks were left off of the list and are now back.

e. **Reference/Instruction Services – Savannah DeHart** – no report

f.   **Training— Paula Hooper –** no report

IV.   **Next meeting will be: June 15**

V.   Meeting adjourned: 2:52pm