

Time: 2:00pm
Meeting via Zoom

Attendees

Libby Stone (Gaston) Steering Committee Chair
Cathy Campbell (Craven) Lending Services Subcommittee Chair
Mary Anne Caudle (Martin) Cataloging/Serials Subcommittee Chair
Ali Norvell (Blue Ridge CC) Reference/Instruction Subcommittee Chair
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Shirley Outlaw for Patricia Peterson(COA) District 1 Representative -
Elizabeth Baker (Carteret) District 2 Representative
Leigha Dickerson (Richmond CC) District 4 Representative
Emily Von Pfahl (Cleveland CC) District 5 Representative
Staci Wilson (Catawba Valley CC) District 6 Representative
Helen Colevins (NCCCS) Community Engagement Librarian
Colleen Turnage (NCCCS) Director of Library Services
John Wood* SirsiDynix System Administrator
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management
**Non-voting member*

Vacancies: Steering Committee Past Chair

Guests: Charles Wiggins, Director of Library Services at Isothermal Community College

Unable to attend:

Sara Thynne (Alamance CC) District 3 Representative
Robert James (Nash CC) Vice-Chair

Minutes for the 2/19/19 meeting were approved by e-mail and posted on the NCCCS website on 2/27/19.

Call to order at 2:04 p.m.

Request from Charles Wiggins at Isothermal CC – Isothermal was a part of the CMC Consortium with public libraries for many years; the Rutherford County Libraries are migrating to NC Cardinal. Isothermal would like to become a part of CCLINC rather than being a stand-alone library. Charles was previously employed with Blue Ridge Community College Library, which was a part of CCLINC, so understands how important “clean data” is to being in the consortium. ICC’s library is currently going through the collection, checking records and weeding. Could SirsiDynix do an upload of the database, a little over 26,000 items/20,000 titles? December 1, 2019 is the renewal date for the current contract. Kathy Davis will contact our rep at SirsiDynix, to ask for a migration during ICC’s fall break ... John says it takes about a week to complete extract with match points. Mapping, policies will need to be created between

Charles and SirsiDynix. Number of libraries in our current contract – Kathy will check with our rep on this, and up to a certain number of titles, and will obtain a price quote. We already have consulting hours (none have been used so far this year). NCCCS currently pays for 51 colleges to be in SirsiDynix, so our current contract will need to be amended. All colleges are paying “off-the-top” for the ILS for CCLINC, but we have the contract written so that it can expand to include all 58 colleges.

I. Old Business

- a. RFP Update: Skype session on March 25th at 1:00 p.m. with Jim Parker
- b. Purge of DELETED Items Reminder - The purge will run as normal in July 2019, a second purge will be run in early December.
- c. CCLINC Steering Committee elections at NCCCLA conference –submit nominations (or self-nominations) to Libby - should we hold our election for chair and vice-chair via e-mail survey? See CCLINC SC Procedures: https://www.nccommunitycolleges.edu/sites/default/files/library-services/cclinc_steering_committee_procedures_oct2018.pdf
After some discussion, it was decided that in order to save time at the Users Group meeting during the conference, and also allow all directors to vote as everyone is not able to attend the conference, voting by survey would be a good option. Colleen made the motion that we add a statement to the procedure that we may hold elections by survey, Mary Anne seconded. Libby will update the procedure and send to the committee for approval, then to Colleen.
After the meeting: Cathy made the motion that the revision to the election procedure is adopted, Patricia Peterson seconded; there was some discussion about changing the wording from “annual user group meeting” to “yearly,” but Libby recommended we table that discussion until after the conference. The motion to revise the procedure was unanimously approved via e-mail, with the caveat that we review the procedure at our next meeting.
- d. District Representatives – new CCLINC reps will be selected during the district meetings at the conference on Thursday 3/28. District reps must be from active CCLINC libraries.
- e. Subcommittee Chairs – do you plan to serve next year? Ali has found a replacement for Reference and Instruction, and Cathy is retiring in June. Jennifer will continue for Reports. Libby thanked Ali and Cathy for serving on the Steering Committee. We will miss you both!
- f.

II. New Business

- a. Consider joining the International Coalition of Library Consortia (ICOLC). Both NCLIVE and the Carolina Consortium are members. <https://icolc.net/> - Colleen What are the benefits? How do they share information –only at meetings, or newsletter? Colleen will reach out to CC or NCLIVE and get information to report at the next meeting. If no cost, or minimal cost, would be good to join.

- b. Text on check out email notice. Robert would like to investigate changing the message on the email checkouts receipt. Since Robert was not in attendance, Libby will e-mail Robert, and ask Colleen and Cathy to take a look and make recommendations. Below are the current header and footer texts:

Header

The following items are checked out:

Footer

Please note that the list above may only include today's charges and not previously charged items. If you have any questions, please contact your library.

III. ***Subcommittee and District Reports***

- a. District Reports – District 1 – College of the Albemarle’s main campus is in the process of moving back to new renovated building – ribbon cutting is April 4. No reports from Districts 2,3,4,5 or 6.
- b. Lending Services – Cathy Campbell – sent out the ILL contacts list for updating on March 5th and got more updates than received in February!! No chair replacement yet. Will e-mail the ILL contacts to see if anyone would be interested in serving.
- c. Cataloging/Serials – Mary Anne Caudle – next meeting April 3.
- d. Reports—Jennifer Mincey – no report. Jennifer will continue as chair.
- e. Reference/Instruction Services – Ali Norvell – Paula Hopper from Beaufort County Community College has volunteered to chair the subcommittee beginning in July.

- IV. **Next meeting date and time (3rd Tuesday):** May 21, 2019 at 2:00 p.m.