

## November 15, 2022 CCLINC Steering Committee Meeting – Minutes

Time: 2:00pm

### **Steering Committee Members**

**Teresa Frohock (Rockingham CC)** Steering Committee Chair  
**Alicia Hartley (Caldwell CC)** Steering Committee Vice-Chair  
**B.J. Thompson (Central Carolina CC)** Past Steering Committee Chair  
**Stephanie Bowers (Pitt CC)** Cataloging/Serials Subcommittee Chair  
**Lisa Dees (Wake Tech CC)** Lending Services Subcommittee Chair  
**Amber Jacks (Caldwell CC)** - Reference/Instruction Subcommittee Chair  
**Jennifer Mincey (Wake Tech CC)** – Reports Subcommittee Chair  
**Hollie Johnson (Wake Tech CC)** – Training Subcommittee Chair  
**Mary Anne Caudle (Martin CC)** District 1 Representative  
**Stephanie Bowers (Pitt CC)** District 2 Representative  
**Jenny Thomas (Randolph CC)** District 3 Representative  
**B.J. Thompson (Central Carolina CC)** District 4 Representative  
**Dana Glauner (South Piedmont 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  
**Touger Vang\* (Montgomery CC)** CCCLA Representative

*\*Non-voting member*

Absent: T. Frohock (Rockingham CC), Amber Jacks (Caldwell CC) and Kathy Davis (NCCCS).

***Minutes for the October 18, 2022 meeting:*** Colleen Turnage (NCCCS) moved that we accept the minutes of the October 18, 2022 meeting as written, and Stephanie Bowers (Pitt CC) seconded. The vote was unanimous.

### **OLD BUSINESS**

- I. **Cooperative Agreement**— Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and former Gaston CC Public Services Librarian, Libby Stone, 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.

**October 26, 2020:** At the meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being “cancelled” per, former SVP and CIO, Jim Parker.

**November 16, 2020:** Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and Libby Stone (former Gaston CC Public Services Librarian) met with Jim Parker (former SVP and CIO) and Kathy Davis Monday, November 16 to discuss the “cancelling” of the Cooperative Agreement.

Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and Libby Stone (former Gaston CC Public Services Librarian) will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December.

Outcomes of the meeting with Jim Parker (former SVP and CIO):

- We have permission from Jim (former SVP and CIO) to finish revising the Cooperative Agreement with Cheryl.
- Jim (former SVP and CIO) would like Joel Ferdon (Stanly CC) or another representative from the CCLINC Steering Committee—most likely Staci Wilson (Catawba Valley CC) or Libby (former Gaston CC Public Services Librarian)—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 Ferdon (Stanly CC) hopes, will allow us stronger communication with the SO and the ability to voice issues we have.

**December 2, 2020:** Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and former Gaston CC Public Services Librarian, Libby Stone met with Cheryl Kaminski, Associate Legal Counsel for the System Office, and Kathy Davis. 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 desire 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.

**February 16, 2021:** No new contact.

**May 25, 2021:** Colleen last heard that the current Cooperative Agreement will stay in effect.

Per Kathy Davis—revising the Cooperative Agreement is on hold while legal wraps up EOY efforts. Follow back up with Cheryl K. in a month.

**July 19, 2022 updates / follow-up:** Per Colleen: Kathy Davis’s mother passed away a few weeks ago and the family is only now able to get together for a memorial service. Teresa (Rockingham CC, Steering Committee Chair) be getting with Kathy in early September about the Cooperative Agreement.

**November 15, 2022 update:** T. Frohock (Rockingham), Chair of the Steering Committee, has not had time to arrange a meeting.

- II. **Best practices for inventory.** Colleen (NCCCS, Director of Library Services) mentioned that several schools are looking for ways to handle inventories and suggested that the Steering Committee devise guidelines for best practices.

**Update November 15, 2022: Nothing new to report.**

## **NEW BUSINESS**

### ***District and Subcommittee Reports***

District 1—Mary Anne Caudle: Nothing to report. Since Mary Anne is retiring in December, if anyone from her District has anything to come up, they will email Teresa Frohock (SC Chair) and Alicia Hartley (SC Vice-Chair). Mary Anne also wanted to question Drew on this year's DELETED status. We have almost 80,000 DELETEDs and he will do approximately 10,000 a day, as to not bog down the server.

District 2—Stephanie Bowers: Nothing to report.

District 3—Jenny Thomas: Nothing to report.

District 4—BJ Thompson: Nothing to report.

District 5—Dana Glauner: Nothing to report.

District 6—Alicia Hartley: Nothing to report.

Lending Services – Lisa Dees: Nothing to report.

Cataloging/Serials – Stephanie Bowers: Nothing to report.

Reports—Jennifer Mincey: Blue Cloud Analytics reports, Sirsi WorkFlows reports, Symphony reports. Horizon reports? Colleen questioned Horizon. It is totally different from Symphony and BCA. Everyone in consortium should be using Sirsi Dynix Symphony. Jennifer couldn't remember who had emailed that was using Horizon.

Reference/Instruction—Amber Jacks: Absent, nothing to report.

Training—Hollie Johnson: Nothing to report.

Ad Hoc Committee Deleteme Process—Hollie Johnson: Had an asynchronous starter meeting. The committee discussed the creation of a document listing the steps of the process that has long been in place as a point of reference for DELETEME best practices.

**Due to the next meeting falling on December 20, 2022 when a lot of schools and employees will be taking vacation time, the next meeting will be held **January 17, 2022** at 2:00 p.m.**

Meeting adjourned: **2:17pm (Shortest meeting ever?)**