

October 18, 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: Lisa Dees (Wake Tech CC), Jenny Thomas (Randolph CC), Jennifer Mincey (Wake Tech CC)

Minutes for the September 20, 2022 meeting: *Mary Anne Caudle (Martin CC) moved that we accept the minutes of the September 20, 2022 meeting as written, and Hollie Johnson (Wake Tech 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. **CCLINC privacy statement/policy.** —*Liza Palmer (Brunswick) I am wondering whether CCLINC has a privacy statement/policy that details what information about users is stored, for how long, etc.? If not, could the Steering Committee consider crafting one that all member libraries could point toward?*

Teresa (Rockingham), Steering Committee Chair, heard back from Liza (Brunswick). She indicated that Brunswick is conducting a privacy audit of all their vendors in order to prepare an institutional privacy guide/statement. She gave Teresa a link to the following site: <https://www.wrlc.org/privacy-statement>, which has an excellent privacy statement that CCLINC might be able to apply to our consortium.

Teresa shamelessly plagiarized the WRLC statement and made editorial adjustments in order to come up with a working draft. The Steering Committee can look at this and consider some of Liza's questions:

- What about the user record do we consider PII, which we are obligated to protect?
- What steps does Sirsi take to make the system secure?
- What steps do the member libraries take to protect access to Sirsi (deleting old staff profiles, changing generic passwords on a regular basis, etc.)?
- In Sirsi, bills -- even if forgiven -- seem to be attached to a user's record in perpetuity (?). (I used my own record as a test case -- marking something I had checked out as lost and then discharging it so the bill was automatically forgiven; when I look at all bills, paid and unpaid, for my record, the bibliographic details of that item are still accessible, which would leave my checkouts vulnerable to law enforcement requests.) For unreturned items, there is obviously value in retaining this information until the bill is paid; and NC state law would support this practice. But I can see no reason to keep the bibliographic details attached to forgiven or paid bill data; once a bill is forgiven or paid, the bibliographic details should be divorced from the payment record.
- What does Sirsi do with law enforcement requests for user data? What do member libraries do with law enforcement requests for user data not "owned" by them but which they can still access?

Not all of these points will be applicable to the consortium's privacy statement, and at the end of her email, Liza indicated the WRLC statement was very close to what Brunswick had in mind.

Update October 18, 2022: Mary Anne Caudle and Touger Vang both stated that any privacy statement should be part of the cooperative agreement, and the committee as a whole felt the same. At this time, any privacy statements will be put on hold until a new cooperative agreement can be negotiated.

- III. **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 October 18, 2022: Jennifer was absent, so no report was given on this project during the October meeting.

- IV. Drew (SirsiDynix System Administrator) would like to ask the Steering Committee to explain the policies and procedures that the members have in place for the DELETEME process. He is seeing a number of different results across the many libraries which is creating a level of complexity that impacts how he is able to deal with these items. He'd like to understand how this process was formulated and the directions that each library has for working with DELETEME items.

Update October 18, 2022: After much discussion, it was suggested that an ad hoc committee study best practices for the DELETEME process. Volunteers for the ad hoc committee are: Hollie Johnson (Wake Tech CC), BJ Thompson (Central Carolina CC), Alicia Hartley (Caldwell CC), Stephanie Bowers (Pitt CC), Colleen Turnage (NCCCS), and Drew McNaughton (SIRSI/DYNIX Administrator).

On November 3, 2022, T. Frohock (Rockingham CC) emailed the volunteers and conducted an asynchronous meeting, asking them to choose a chair. Hollie Johnson (Wake Tech CC) volunteered to chair the committee and the vote was unanimous.

NEW BUSINESS

- I. **The Cataloging Subcommittee recommends to the Steering Committee the addition of the location STUDYGUIDE (description: Study Guide).**

Background: Beverly Rufty (Mitchell CC) is creating a new library section for study guides/test prep materials and requests this location addition to help students know where to look for these items. Her initial concern was with item checkout terms, and she consulted with Drew on this, at which point the addition of a new item type was discussed. After further discussion Beverly came to the conclusion that the existing item type BOOK would work as required, and only the location addition of STUDYGUIDE is needed for her purposes.

Note: Beverly specifically requests the OPAC description of "Study Guide" for her location designation.

There was no discussion. Colleen Turnage (NCCCS) moved that we accept the motion as written, BJ Thompson (Central Carolina CC) seconded, and the motion passed unanimously.

District and Subcommittee Reports

District 1—Mary Anne Caudle: No report.

District 2—Stephanie Bowers: No report.

District 3—Jenny Thomas: Absent

District 4—BJ Thompson: No report.

District 5—Dana Glauner: No report.

District 6—Alicia Hartley: No report.

Lending Services – Lisa Dees: Absent

Cataloging/Serials – Stephanie Bowers: No report.

Reports—Jennifer Mincey: Absent

Reference/Instruction—Amber Jacks: No report.

Training—Hollie Johnson: No report.

The next meeting will be held November 15, 2022 and Alicia will chair at 2:00 p.m.

Meeting adjourned at 3:00 p.m.