JULY 19, 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

Unable to attend: Jenny Thomas (Randolph CC) District 3 Representative, Kathy Davis (NCCCS), Touger Vang (Montgomery CC) CCCLA Representative

Vote for approval of the minutes from the 6/21/22: Stephanie Bowers (Pitt CC, Cataloging/Serials Subcommittee Chair) moved to accept the minutes as revised and Alicia Hartley (Caldwell CC, Steering Committee Vice-Chair) seconded. Motion to accept the June 21, 2022 minutes as revised passed unanimously.

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.

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?*

Due to the lack of time, this item was not addressed during the February meeting. I found a couple of sources that you may look at prior to the meeting if you wish: ALA Library Privacy Checklist https://www.ala.org/advocacy/privacy/checklists/OPAC and sample privacy policy: https://www.nypl.org/help/about-nypl/legal-notices/privacy-policy

Teresa (Rockingham, Steering Committee Chair) hasn't been able to find an existing online privacy statement for a consortium to use in conjunction with the SirsiDynix whitepaper to create one for our consortium. She suggested that this be turned over to the System Office legal division for examination and the work of writing up the statement if they feel one is necessary.

Drew (SirsiDynix System Administrator) and Colleen (NCCCS, Director of Library Services) strongly suggested that the Steering Committee come up with the language we want in any privacy statement prior to turning the issue over to the System Office. Hollie (Wake Tech CC, Training Subcommittee Chair) questioned the need for a consortium wide privacy statement, and it was suggested by the committee that Teresa (Rockingham CC, Steering Committee Chair) get with Liza to inquire more about why she felt the consortium as a whole would even need a privacy statement.

During further discussion, it was suggested that any privacy statement will need to refer back to the community college libraries, since each college in the consortium will have a privacy statement of their own. Teresa (Rockingham CC, Steering Committee Chair) said she would get with Liza, and once she had further information, she would craft a privacy statement for the Steering Committee to edit prior to the September meeting.

III. **Sirsi System Upgrade**

Notes from Drew (SirsiDynix System Administrator):

- There are 13 schools whose IT networking divisions have not communicated with Drew regarding upgrade preparations. Please make sure the IT division on your campus has followed the instructions Drew sent out in a June 13, 2022 email.
- Your school should have WorkFlows Client 3.7.1 downloaded on staff computers.
- The upgrade of the production server will actually begin Sunday night, July 24 (the person handling the upgrade of the production server is in Australia).
- Drew would like each library to have two points of contact at each college for SirsiDynix bulletins. Currently, he emails library directors, but information isn't

always being distributed to other library staff due to vacations, absences, etc. These bulletins are not something he wants to send out to the entire consortium, but are necessary information for the college's SirsiDynix point people.

- Drew is going to begin sending bulletins and updates to Steering Committee members as well as the directors.

NEW BUSINESS

I. **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.

It was noted by Colleen that the handheld devices from 2000 are no longer available for libraries to use, so alternative methods need to be assessed. The Steering Committee also feels there needs to be one or two options for schools to use.

Rockingham has been using a Blue Cloud Analytics report for inventory purposes. Teresa (Rockingham CC, Steering Committee Chair) will email the instructions for that type of inventory to Jennifer Mincey (Wake Tech CC, Reports Subcommittee Chair). Colleen also offered to send Jennifer instructions she recommended to another school. Since some schools are more used to using SirsiDynix reports, it was suggested that the Reports Subcommittee look into options for report templates there, as well, although it was noted that the reports in Blue Cloud Analytics do export more fluidly to Excel.

II. **The Cataloging Subcommittee recommends to the Steering Committee that these four locations be added to the system:**

- **LODISPLAY (Lower-Level Display)**
- **TABDISPLAY (Table Display)**
- **UPDISPLAY (Upper-Level Display)**
- **WINDISPLAY (Window Display)**

Background: Meredith Lewis (Durham Tech) requested that display-related location labels indicating "Lower-Level Display" and "Window Display" be added to the system so as to help direct library users to the appropriate display area. She said: "We're working on making sure our items are more easily findable and we're discovering that the single DISPLAY location isn't working--we have upstairs displays, front window displays, and downstairs displays." After some discussion, we landed on the label and display phrase wording as shown above.

In the course of discussion among Cataloging Subcommittee members, two members (Gerald Judd (Nash CC) and Stephanie Bowers (Pitt CC, Cataloging/Serials Subcommittee Chair) had two additional display-related location labels to recommend (shown above). Members of the Subcommittee felt that all four would be useful additions throughout the consortium, and voted to recommend these additions to the Steering Committee.

Meredith (Durham Tech) confirmed that these should follow the same circ rules as the current DISPLAY location.

Motion to accept: Alicia (Caldwell CC, Steering Committee Vice-Chair) moved to accept the motion for the new locations and Mary Anne Caudle (Martin CC, District 1 Representative second). The motion passed unanimously.

District and Subcommittee Reports

District 1—Mary Anne Caudle: District one meeting is 27th of July.

District 2—Stephanie Bowers: No report

District 3—Jenny Thomas: No report.

District 4—BJ Thompson: No report.

District 5—Dana Glauner: District 5 met on July 18 at Central Piedmont and had a tour of Central Piedmont's new library at their central campus.

District 6—Alicia Hartley: No report.

Lending Services – Lisa Dees: No report.

Cataloging/Serials – Stephanie Bowers: No report.

Reports—Jennifer Mincey: Two updates:
1. Mary Anne Caudle at Martin reached out regarding options for a report that will count the unique titles in a collection. There is a Blue Cloud Analytics (BCA) report "Collections Title Counts" that can be used, but if you need to use additional filters beyond the home location/collection, then you can use the "Count Item Titles" report in Sirsi. Charles Wiggins (Isothermal CC) is familiar with the SIRSI report and was able to provide additional information.
2. Dana Glauner at South Piedmont has reached out and asked for a quick Q and A session on reports with some of her staff. We will be meeting online next week. Please feel free to reach out to Jennifer Mincey (jmincey1@waketech.edu) with any similar requests or questions your college may have.

Reference/Instruction—Amber Jacks: No report.

Training—Hollie Johnson: No report.

The Steering Committee's prescribed date (the third Tuesday of each month) will place the August meeting on August 16, 2022, which is during the first week of classes for most colleges. Since the week prior to and during the first week of classes is hectic for everyone, the chair requested that we postpone the August meeting. Anything needing immediate decisions can be handled via email. The committee agreed and the next meeting will be held September 20, 2022 at 2:00 p.m.

Meeting adjourned 3:00 p.m.