September 20, 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: B.J. Thompson (Central Carolina), Jennifer Mincey (Wake), Touger Vang (Montgomery)

The 7/19/22 minutes were voted for approval via email and the minutes passed unanimously. The committee, by prior arrangement, did not meet in August.

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) will be getting with Kathy in early September about the Cooperative Agreement.

September 20, 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?*

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.

Note: The SC Chair, Teresa Frohock (Rockingham) emailed Liza Palmer (Brunswick) September 13, 2022 and Liza has not replied. Teresa would suggest moving past this agenda item until we've heard from Liza (Brunswick).

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.

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.

Update September 20, 2022: Jennifer Mincey (Wake CC), Chair of the Reports Subcommittee, emailed Teresa (Rockingham CC) prior to the September meeting to let us know that she couldn't be here today, but also that the Reports Subcommittee was working on the Best Practices and would hopefully have a report ready for us in October.

NEW BUSINESS

I. **The Cataloging Subcommittee brought one item to the Steering Committee via email by recommending the addition of two item types:**

> **LT-LAPTOP (long-term laptop)**
> **ST-LAPTOP (short-term laptop)**

Background: Library Director Elaine Stem (Vance-Granville) submitted a request to add a new item type for laptops that get checked out long term, to more easily distinguish them from those laptops that are checked out for a shorter term. Her library manages the checkout of 309 laptops, with many different loan periods, set by various non-library campus entities, and they found that the existing LAPTOP item type is not adequate for their needs. She and her staff considered using different patron types and adjusting circ rules, and tried categorizing by due dates and notes added, but ultimately agreed that the simplest solution for reporting and organizational purposes would be the use of distinguishing item types, as listed above.

Both Stephanie Bowers (Pitt), Cataloging Subcommittee Chair and T. Frohock (Rockingham), Steering Committee Chair, tried to work with Elaine (Vance-Granville) in the hopes of coming up with a solution that did not involve more iTypes, but Elaine insisted this was the only solution to their problem.

The Steering Committee passed the motion with one abstaining via email. Drew (SirsiDynix System Administrator) said that even though the Steering Committee passed the motion, he wanted to talk with Elaine (Vance-Granville) to see if they could reach a different resolution.

After talking to Elaine, Drew and Elaine determined that the new item-types were the best solution for Vance-Granville's problem. No further action by the Steering Committee was taken.

II. **The Cataloging Subcommittee recommends to the Steering Committee the addition of the item type VRHEADSET (VR Headset).**

Background: When attempting to catalog her newly acquired VR headsets, Mary Anne Caudle (Martin) noticed the need for a new template for this type of equipment record, which Colleen subsequently created. Mary Anne then found that no existing item type readily lends itself to an easy means of reporting/organizing this specific kind of equipment, which is now being acquired by many community college libraries. She states: "I realized that, although Colleen created a record to attach the headsets to, really the only item type applicable is EQUIP-MISC or AV EQUIP, both of which are kind of general and can include a variety of items." After further discussion of alternate possibilities, it was decided that the most streamlined approach to reporting on this specific equipment would require the choice of item type VRHEADSET.

Note: Mary Anne requests a one-day default loan period for this item type.

Colleen moved that we accept the motion and Alicia seconded. The motion passed unanimously.

III. Stephanie Bowers (Pitt), Cataloging Subcommittee Chair, wondered if Drew had a way to determine which item types, locations, category 1 and category 2 labels are no longer being used by any schools so these labels may be deleted from the lists.

Drew responded that it was possible, but also that each school could request custom lists if needed. Reporting on what labels are no longer being used might best be handled by each school individually.

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.

See the chart below:

Item library	Home Location TOTAL	Home and Current Location TOTAL	Home not Current Location TOTAL	Current not Home Location TOTAL
ALAMANCE	894	764	130	
BEAUFORT	82	54	28	
BLADEN	1462	1457	5	
BLUE_RIDGE	8098	8091	7	
BRUNSWICK	1485	1461	24	2
CALDWELL	4329	4328	1	
CALDWELL-W	474	471	3	
CARTERET	29	27	2	
CATAWBA	668	419	249	74
CC-CHATHAM	93	93		
CC-HARNETT	44	44		15
CC-LEE	229	227	2	
CLEVELAND	6282	5459	823	2
COA-DARE	1379	1379		
COA-ECITY	480	475	5	
COASTAL	1935	1925	10	1
CRAVEN	699	669	30	
DAVIDSON	224	222	2	
DURHAM	424	420	4	1
DURHAM-CH	251	251		
DUR_NORTH	568	568		
EDG-RKY-MT	199	198	1	
EDGECOMB	964	954	10	
FAYVILLE	1693	1498	195	2
GAST-EAST				161
GAST-LINC				9
GASTON				1699
HALIFAX	7858	7857	1	
HAYWOOD	79	79		
ISOTHERMAL	1544	1543	1	
JOHNSTON	2344	2342	2	1
J_SPRUNT	3849	3822	27	
LENOIR	1377	1371	6	
MARTIN	696	677	19	

MAYLAND	7	7		
MCDOWELL	127	127		
MITCHELL	1088	1087	1	11
MONTGOMERY	26	26		
NASH	485	483	2	
PAMLICO	915	910	5	
PD-CASWELL	879	879		
PIEDMONT	2371	2369	2	
PITT	144	143	1	6
RANDOLPH	1695	1695		
RICHMOND	3440	3413	27	1
ROBESON	611	609	2	
ROCKINGHAM	275	275		136
ROWAN-NCRC	304	303	1	
ROWAN-NO	724	718	6	1
ROWAN-SO	623	623		
S-PDMT-E	315	311	4	
S-PDMT-WB	376	375	1	42
SAMPSON	2850	2835	15	
SANDHILLS	541	537	4	
SO-EASTERN	3584	3461	123	34
SO-WESTERN	833	742	91	1
STANLY	1587	1557	30	85
SURRY	926	925	1	
TRI-COUNTY	1	1		1157
VG-FRANK	12	12		
VG-MAIN	704	703	1	
VG-WARRN	18	18		
WAKE	5982	5980	2	829
WAKE-BLINE	43	41	2	
WAKE-HEALT	709	703	6	104
WAKE-NORTH	27	25	2	282
WAKE-PSEC	163	159	4	41
WAKE-RTP	151	151		8
WAKE-WEST	616	616		
WILKES	1124	1109	15	
WILSON	1648	1645	3	49
TOTAL	**86656**	**84718**	**1938**	**4754**

Because of the inconsistencies of policy, Drew is having a hard time pulling accurate numbers for schools when requested. Some schools run their own reports while others rely on Drew and NCCCS for these numbers. In order to pull the most accurate numbers, Drew feels that having a best practice and consistency in adding DELETEMEs to the system will enable him to provide schools with accurate numbers.

After much discussion, Drew offered to draw up a DISCARD process, which will enable him to give CCLINC libraries the most accurate numbers regarding their collection withdrawals.

V.   **Kathy Davis asked to address the committee. She will be sending out a survey to CCCLINC directors regarding Symphony usage. This is a very important survey, which will help determine Symphony contractual obligations during the next fiscal year.**

District and Subcommittee Reports

District 1—Mary Anne Caudle: No report.

District 2—Stephanie Bowers: No report.

District 3—Jenny Thomas: No report.

District 4—BJ Thompson: Absent

District 5—Dana Glauner: No report.

District 6—Alicia Hartley: No report.

Lending Services – Lisa Dees: No report.

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 OCTOBER 18, 2022 at 2:00 p.m.

Meeting adjourned at 3:08 p.m.