

# Steering Committee Agenda 21 May | 2013

Time: 2pm Number 919-854-2244

## ***I. Attendees***

Present

1 <b>Julia Mielish</b> , present Steering Committee Chair	8 <b>Ernest Avery</b> , present District 3 Representative
2 <b>Libby Stone</b> , present Past Chair	9 <b>Renee Dusenbury</b> , present District 4 Representative
3 <b>Lisa Shores</b> , present Reports Subcommittee Chair	10 <b>Nathan Shepard</b> , absent District 5 Representative
4 <b>Sharon Hedgepeth</b> , absent Cataloging/Serials Subcommittee Chair	11 <b>Rachel McLean</b> , absent District 6 Representative
5 <b>David Wright</b> , present Lending Services Subcommittee Chair	12 <b>Colleen Turnage</b> , present Director of Library Services
6 <b>Libby Stone/Julia Mielish</b> , present Training Subcommittee	13 <b>John Wood</b> , present System Administrator
7 <b>George Strawley</b> , present District 1 Representative	14 <b>Helen Colevins</b> , present Technical Services Librarian
8 <b>Mark King</b> , present District 2 Representative	<b>Guests</b> , Ali Norvell Blue Ridge CC, Tara Guthrie Central Carolina, Wanda Barker, System Office

## ***Agenda started at 2:01***

- New Business
- Old Business
- Subcommittee Reports
- Other News

## ***III. Old Business***

### 1. SaaS Migration

Conference call with SirsiDynix was good. S/D will send the to-do list to the system office which will then be disseminated to each library as to what website addresses, IP addresses and ports need to be changed. This will happen after the migration. Migration is planned for last week of June. Main front end services will be available, check in/out, search for books. No holds, cataloging, reports, acquisitions and serials will be available during the migration. NC Knows profiles

will need to be updated. Julia will talk to Phil Blank about this and see if it can be done behind the scenes.

System Office issues. Wanda reported that an exception letter is required to move any IT hosting outside the state ITS. The exception letter has been sent, however State ITS had additional questions, they have been answered and the current explanation letter is sitting in the hands of Dr. Ralls. David asked if there could be a potential hang up with the migration date if the letter does not process quick enough. Wanda felt that it would not be a problem.

2. Update on Datatel Help Ticket

Colleen said she hasn't heard anything on the issue. Colleen has asked that the Steering Committee work with the ITS help desk to create a list of categories that will be migrated in the load.

3. Cooperative Agreement

Corrections were made to the wrong copy. Colleen will investigate with Shantee.

4. Status of Profile Updates

John is 99% done with the update options. He has been held up with the migration and other issues, but will get back to it soon.

5. Library Services Advisory Council. Please see attached minutes.

#### ***IV. New Business***

1. E-Books- leased and purchased books. There was a discussion regarding the recent discussions about ebooks and whether to add them to the collection or not. sent to Catsub

2. Director's Institute-July 15<sup>th</sup> 9-4 NCCCS System Office. Registration form and other information to follow.

3. New Interlibrary Loan Procedures-Ali had questions about the documents. Can the list of on hold items be printed out one at a time? Answer: Only by cut and paste. David mentioned that one for the next issues will be mailing as some libraries are choosing sources other than the State Courier system. With cuts to the postal service and potential delays there, it is something that David and his team wish to address. The new procedures were put to a vote with a few minor changes; George motioned for them to pass, Libby seconded, Loan procedures passed by all.

4. New Members of the Steering Committee- Julia addressed that the committee has talked about obtaining reference/instruction representation on the committee for about two years. She also mentioned that Carrie Moran has left CCLINC and there is a need for a new training subcommittee chair. Knowing this, she solicited two younger librarians to serve on the committee; Ali Norvell and Melanie Gnau. Ali was in attendance and has chosen to be the representative for Reference and Instruction; Melanie will be the new training subcommittee chair.

Julia also mentioned that Renee Dusenberry will be stepping down as District

four representative. Tara Guthrie will be taking her place.

5. John brought up new business. OCLC is changing their number format and this will require some changes in the catalog. There are two ways to fix this. Run Service Pack 3 which contains an upgrade to fix the number changes. Two; run a script to fix just that issue. Discussion was held and John felt that the best option, with the upcoming migration to SaaS was to run the script, which could be run in a few minutes on a Friday. With the decision made, it was motioned David, Libby seconded and was passed by all.

## ***V. Subcommittee and District Reports***

Lending Services-David Wright

Cataloging/Serials- Sharon Hedgepeth

Reports-Lisa Shores Colleen mentioned that she had heard from some libraries that they needed reports training. Nobody had contacted Lisa, so Colleen was going to forward those names along to her to make contact. Colleen also mentioned that it was time to run a needs survey to see if any other training was needed.

Training –Libby Stone/Julia Mielish Colleen mentioned that she would be conducting in person cataloging training at the System Office on May 28<sup>th</sup>.

## ***VI. Other News***

Next Meeting 18<sup>th</sup> June, 2013, 2pm