

# Steering Committee Minutes ~ 16 November | 2021

## November 16, 2021 CCLINC Steering Committee Meeting – Agenda

Time: 2:00pm

CTO:

### Attendees

**B.J. Thompson (Central Carolina CC)** Steering Committee Chair  
**Staci Wilson (Catawba Valley CC)** Vice-Chair  
**Joel Ferdon (Stanly CC)** Past Chair  
**Teresa Frohock (Rockingham CC)** Cataloging/Serials Subcommittee Chair  
**Lisa Dees (Wake Tech CC)** Lending Services Subcommittee Chair  
**Savvy DeHart (Southwestern CC)** - Reference/Instruction Subcommittee Chair 2019-2020  
**Jennifer Mincey (Wake Tech CC)** – Reports Subcommittee Chair  
**Paula Hopper (Beaufort CC)** – Training Subcommittee Chair  
**Mary Anne Caudle (Martin CC)** District 1 Representative  
**Stephanie Bowers (Pitt CC)** District 2 Representative  
**Lisa Shores (Rowan-Cabarrus CC)** District 3 Representative  
**Loren Mindell (Richmond CC)** District 4 Representative  
**Beverly Rufty (Mitchell 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*

**Vacancies: Beverly Rufty, Kathy Davis**

**Unable to attend:**

***Minutes for the 11/16/21 meeting were approved by e-mail and posted on the NCCCS website on***

### ***I. Old Business***

- a. **Cooperative Agreement**— Staci, Joel and former Gaston CC Public Services Librarian, Libby, 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.
  - At the October 26 meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being “cancelled” per, former SVP and CIO, Jim Parker.
  - Joel, Staci, and Libby (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.

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- Staci, Libby (former Gaston CC Public Services Librarian), and Joel will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December 2.
  - 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 (or another representative from the CCLINC Steering Committee—most likely Staci 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 hopes, will allow us stronger communication with the SO and the ability to voice issues we have.
  - Staci, Libby (former Gaston CC Public Services Librarian), and Joel met with Cheryl Kaminski and Kathy Davis on December 2, 2020. 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 want 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.
  - No new contact as of 2/16/21.
  - Update as of 5/25/21: 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.
  - **No update as of 11/16/21.**
- b. **Sirsi – Drew McNaughton:** DELETEME process - I'd like to request that all libraries run their yearly statistical reports during the first full week in July (7/5-7/9). I plan to process the DELETEME items and purge them from the system before the end of July.
- Drew will still be running the FY21 circulation and ILL reports for all of the libraries.
  - Drew asks that libraries run their reports during the actual week of 7/5-7/9. Everything needs to be done before July 23.
  - Reports are best run in the evening when fewer people are on the system. The server performs a halt/initialize/run (HIR) sequence at 3:55 am every morning to address all of the work from the day before.

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Running reports before this time could exclude work that had been performed during the day as that work may not be written to the logs yet. Drew suggests individuals consider running statistical reports the day after the date they want to capture. They should still consider scheduling these reports to run after the library has closed.

- BJ asks that Drew send out a system-wide email clarifying for all libraries.
- Touger asks for clarification on what types of reports Drew is referring to. BJ clarifies by stating that statistical reports for the year are being referred to.
- Colleen recommends new Directors get logins for the OpenNCCC so that they can receive information about processes for new Directors as it relates to CCLINC and SirsiDynix. Easier to search for questions and topics in OpenNCCC.
- Jennifer Mincey offers for Reports Subcommittee to answer any reports-related questions that anyone has.
- Update as of 7/21/21: Drew, his team and Colleen are working on the process. Drew will be sending out an email with more information next week.
- Loren asked about items being added to DELETEME during the process. Drew will add information regarding this to the email he sends. Drew will run July statistics before the purge.
- Drew is working with his team to fix the issues in the catalog. Once the issues are identified and corrected, the items will be removed.
- Working on one last piece. Drew will send out a notice before deleting items.
- **Email went out on November 11, process complete.**

c. Consortia issue reported by Libby Stone (former Gaston CC Public Services Librarian).

- The User, Missing Items, now has over 4500 items associated with it [4524 as of 7/8/2021]. Currently, we ask that schools utilize Missing Reports to keep the list clean.  
{From the cataloging committee's document, "Best Practices for Dealing with Missing Items:"  
Missing Reports. List Bibliography works best for running reports of missing items. (List Bibliography reports must be scheduled to run overnight to avoid tying up the server, which is used by all CCLINC schools.) You can set the report up for items set to missing during a specific date range, or just in one collection, or whatever you want. Running the report by collections gives you smaller lists to work with. Once the reports have been run, you can examine them for items that you would want to replace. Sometimes an item is

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“missing” because it was already weeded and was not deleted during that process. Some items may have already been replaced. Some items may be out of print. You will need to analyze this data to know how to proceed.

Best Practice for Missing Reports: Establish a regular schedule for running missing reports. The more often you do this, the fewer items you will have to deal with at one time. The System Office can help you set up this report if you don't know how.}

- This might be a simple matter of Colleen sending out a system-wide email asking/reminding schools to run a missing report and check for missing items. It's not really something the cataloging committee can oversee or enforce, but we all need reminders from time to time.
  - Drew has been looking at long overdue reports. It may be that one final notice could go out to the location that marked it missing.
  - Mary Anne asked if Drew or Colleen would send out the instructions of how to run the report of items in that Missing record. Drew will send that out.
  - **Sites who need help identifying their items or help with other specific reports should contact Drew.**
  - **Jennifer has a template for “missing” items and “missing” user that she will share as well.**
  - **Mary Anne clarified that there is a difference between the “missing” location and the User record of “missing.”**
  - **Drew will create a document before next meeting that explains the value of Missing and Lost User.**
- d. **Sirsi – Drew McNaughton:** I recommend that we limit loading MobileStaff to library-owned devices rather than personal devices since there is no easy way to manage the connection to the system after staff members may separate from the library. The current solution is to cancel the Activation Key and issue a new key. This would affect every device that MobileStaff is currently loaded on. My recommendation is to use a library device for MobileStaff so that other members won't be impacted by staff separation from the library.
- Drew received a request for an activation key to add this to their personal device. He recommended this only be added to institution-owned devices. If there is a separation from the institution, there won't be a negative impact on the consortium.
  - Colleen asked if the problem would be cleared by just uninstalling from their device. Drew explained that this is speaking to a rare instance. We wouldn't have a way to enforce the removal from a personal device. This would help limit the occurrence of an unwanted outcome.

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- Mary Anne mentioned the URL for Symphony Web would still be available, no matter what we do about Mobile Staff so any disgruntled staff member could go into Symphony Web using the generic library login and do damage. This recommendation doesn't address this issue. Drew stated that we may need to look at updating passwords. Generic logins do not have a lot of system access points and abilities. We may need to lower the access we have for those.
  - Colleen asked if there is a way to limit SymphonyWeb to staff logins only. Drew says that would go into the limited license issue. Colleen added that we haven't surpassed our 61 logins.
  - Drew added that we would need to move away from shared logins if we are going to limit to staff logins only.
  - Jennifer suggested we address it as a Best Practice and let the District Reps reach out to their districts to see what the current practice is before writing the Best Practice or Policy. District Reps will reach out with questions pertaining to the uses of MobileStaff and report back for addressing a policy.
  - **Mary Anne had 4 schools respond: one school used on library owned iPads only and the other 3 do not use it.**
  - **Stephanie heard back from 9: only one uses it and it is on an institution owned tablet. One person on staff uses it.**
  - **Loren: Heard back from 3 or 4. One person uses it. Received a suggestion that if security is the issue, we should mandate a periodic password change.**
  - **Of the two schools represented in District 5, they do not use it.**
  - **Alicia: Heard from 3 schools and they do not use it.**
  - **Staci thinks it's a good idea to have a policy stating that Mobile Staff be added to institutional owned devices.**
  - **Teresa makes the motion that we create a policy stating that sites using Mobile Staff only install it on institution owned devices. Colleen seconds. Motion passed.**
  - **Joel says this should live in the procedures. Colleen mentions this should go in CCLINC group on openNCCC.**
- e. **Sirsi – Drew McNaughton:** Discussion of System upgrade: I'd like to begin discussing an upgrade to the latest version of Symphony. The latest version is currently Symphony 3.7.1. We are on Symphony 3.6.2 now. SirsiDynix will be rolling out Symphony 4.0 in early 2022. I'd like to discuss an upgrade during the Summer of 2022 and begin preparing for that even with the Steering Committee.
- Upcoming 4.0 is currently being tested. It will probably be released in the early part of 2022. We will be at least 3 versions behind at that

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point. Ideally, we would move to the newest version but not as soon as it is available. We would give it about 4 months to let others use and work through it before moving forward.

- Drew would like to get a timeline in place according to the libraries and their semesters.
- Loren asked about any interruptions and expectations for the upgrade.
- Drew's understanding is that it would probably be done overnight. Identifying a date in July would allow for minimal interruptions. The version we move to may affect the timeline.
- It would fall to Drew and to the libraries to get all locations updated. Libraries would need to coordinate with their IT team for the upgrade.
- Loren asked about District Reps also adding this to their communications with their districts. District Reps will address this as well. Drew asked that they add another date or plan B to their feedback, such as Holidays.
- **Mary Anne: District 1 likes July**
- **Stephanie: District 2 seemed fine with July**
- **Loren: District 4, no feedback about timing**
- **Alicia: District 6: July is fine**
- **Drew will put out a notice with notes so that people can give feedback in March. He will put in an upgrade request for the last week of July. We can adjust as we move forward.**

## **II. New Business**

- a. **Request from Mary Anne Caudle at Martin CC:** We have talked in Steering Committee about the uploads Drew does of the CCLINC catalog to Summon. Recently, Summon added the filter option of "Physical Books in Library Catalog" that everyone had been clamoring for so they could separate physical books from ebooks in results. But it looks to me as if that results list is almost the same as the filter "NC Community Colleges Shared Book Catalog." Can we discuss if Drew has any insight into this and if there is anything the Steering Committee can do about this filter. I think what people were hoping was that this would provide a list of physical books in your own particular library, not the whole consortium. So I don't know if Drew can do anything with the upload, but I think any change in the filter would have to be a joint effort between Drew and Summon – if it's even possible.
  - **Due to time constraints this item was not addressed and will be added to January 2022 meeting agenda.**
- b. **The Lending Services Subcommittee:** The Lending Services Subcommittee received a request from WTCC to add a new reserve loan period of 21 days and having a \$10/day overdue fee. The Lending Services Subcommittee would like to request that such a new reserve loan period be added.
  - **Due to the lack of time, this item was addressed in an asynchronous meeting.**

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- **Lisa Dees confirmed that this would simply be adding another circulation rule option for reserve items. No one would be required to use it unless they choose to do so.**
  - **It was discussed and decided upon that this circ rule would not have a grace period.**
  - **Teresa made the motion that we add a new reserve loan period of 21 days and having a \$10/day overdue fee with no grace period. Lisa Shores seconded. The motion passed.**
  - **Drew has added the new circ rule with the renewal limit set at 0. Staff can override and renew if so desired.**
- c. **The Cataloging Subcommittee:** The Cataloging Sub-committee recommends:
- I. That Item Category 4 retain its current list of categories to which is added the following:  
AFRICAN-AM, ASIAN-AM, INCLUSIVITY, LATINX, LGBTQ, LOCAUTHORS, NCAROLINA, AND NATIVE-AM. In addition, we recommend that the category PULITPRIZE be deleted from Item Category 4; and
  - II. That Item Category 5 be assigned to Literary Prizes and include the following initial categories: BATCHELDER, BELPRE, BOOKER, CALDECOTT, CSKING (Coretta Scott King Award), EDGAR, GEISEL, HUGO, NATBK (National Book Award), NCAWARDS, NEWBERY, NEBULA, NOBEL, PULITZER, RITA (Romance Writers).

**Background:** Two different libraries (Halifax and Rowan-Cabarrus) have requested additional descriptors be added to Item Categories 4 and/or 5. Deborah Wray (Halifax) requested the following new categories: AFRICAN-AM, LGBTQ, , NCAROLINA, and NATIVE-AM. Lisa Shores (Rowan Cabarrus) requested adding literary prizes to the categories. After some discussion, the cataloging sub-committee decided to add INCLUSIVITY, LATINX, and LOCAUTHORS to Deborah Wray's suggestions for Item Category 4 and utilize Item Category 5 solely for literary prizes.

Lisa Shores requested to sit in on the meeting in case anyone had any questions for her, and she was included in all the emails regarding proposed changes. The chair ran a report in BCA to see how many schools utilized PULITPRIZE in Item Category 4, and the only school using that category is Rowan-Cabarrus. Since Lisa was involved with the committee, we asked and received her approval to delete PULITPRIZE from Item Category 4, and she will change her items' settings to reflect the new descriptor (PULITZER) in Item Category.

- **Due to the lack of time, this item was addressed in an asynchronous meeting.**

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- **Mary Anne made the motion that we accept the Cataloging Subcommittee's recommendation as stated in the request. Alicia seconded. The motion passed.**
  - **The Cataloging Subcommittee will create a list of descriptions for the additions and send them to Drew.**
- d. **Sirsi – Drew McNaughton:** I would like to discuss user categories 3, 4, and 5 with the goal of identifying User\_Cat3 as the appropriate category for use. I'd also like to discuss removing gender as a defining category since a m/f dichotomy does not adequately cover the various gender identities.
- **This item was not addressed and will be added to January 2022 meeting agenda.**

## II. *Subcommittee and District Reports*

### a. **District Reports :**

**District 1—Mary Anne Caudle: No additional report**

**District 2—Stephanie Bowers: No additional report**

**District 3—Lisa Shores: No additional report**

**District 4—Loren Mindell: No additional report**

**District 5—Beverly Rufty: No report**

**District 6—Alicia Hartley: No additional report**

### b. **Lending Services – Lisa Dees – See above**

### c. **Cataloging/Serials – Teresa Frohock – See above**

### d. **Reports—Jennifer Mincey – Reminder: If you run bibliography reports, please set them to run after 9pm.**

### e. **Reference/Instruction Services – Savvy DeHart – No report**

### f. **Training—Paula Hopper – No report**

## III. **Next meeting will be January 18, 2022**

## IV. Meeting adjourned: 3:05