



CCLINC Steering Committee Minutes

11/12/2008

1:30 – ca. 2:35 p.m.

Attendees:

Facilitator:

Libby Stone, Chair

Note taker:

Roxanne Davenport

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Gerry O'Neill - present Wilson Technical Community College, District I	Vacant Acquisitions
Roxanne Davenport - present Pitt Community College, District II	Julia Mielish - present Craven Community College, Cataloging
Ernest Avery – present Piedmont Community College, District III	Vacant Media Booking
Renee Dusenbury - absent Central Carolina Community College, District IV	Deborah Foster – absent Fayetteville Technical Community College, Lending Services
Karen MacMurray - absent South Piedmont Community College, District V	Linda Leighty - present Pitt Community College, Reports
Linda Kressal - absent Tri-County Community College, District VI	Allen Mosteller - present Cleveland Community College, Serials

Bill Randall, NCCCS LTS representative - absent

Resource Persons:

NCCCS Director of Learning Services Technology **Ruth Bryan** - present

NCCCS Director of Learning Services **Colleen Turnage** -present

CCLINC System Administrator **John Wood** - present

----- Agenda Topic Summary -----

Old Business:

Training Update	Ruth Bryan
Upgrade for Thelma	John Wood
Overdue notice headers	Deborah Foster

New Business:

OCLC vs. CCLINC?	Deborah Foster
CCLINC orientation checklist	Roxanne Davenport

Ad-hoc and Subcommittee Reports

Old Business:**Training Update****Ruth Bryan**

Ruth reported that there was good attendance at all the workshops, and that the training cycle was complete for the fall.

Upgrade for Thelma**John Wood**

After some discussion, it was concluded that there were no new features in the upgrade that we wanted to “turn on,” and some dates for upgrading Louise were considered. Ernest moved that Louise should be upgraded as discussed, with the upgrade scheduled for Jan. 22, 2009. Gerry seconded and the motion carried.

REMINDERS (these will appear perpetually until problems cease to arise):

- it is possible to have both the C and the Java clients loaded and active on the same PC;
- Java client users have to request wizard authorizations from John for EACH wizard needed (don't just say “all!”);
- wizard properties have to be set in the Java client, they do not carry over from the C client;
- both clients work with the same database (assuming one is logged in to the same server with both clients);
- it is possible to log both clients in at the same time on the same computer with the same user name and password

Overdue Notice headers**Deborah Foster**

Since Deborah was not in attendance, the item was tabled until next meeting.

Note: After the meeting, Libby contacted Deborah, who said that she would have the new notices ready for final approval in the next few weeks. Libby will e-mail the Steering Committee for a vote and submit to John upon approval.

New Business:**OCLC vs. CCLINC?****Deborah Foster**

Since Deborah was not in attendance, the item is deferred to the next SC meeting.

Note: Libby spoke with Deborah after the meeting, who indicated that an issue had come up with a staff member who was using OCLC to request titles that were available through CCLINC. There have been no further complaints, so Deborah asked that the item be removed from the agenda for our next meeting.

The next meeting will be Jan. 28th at 1:30 pm.

CCLINC Orientation checklist**Roxanne Davenport**

Roxanne proposed that a CCLINC orientation checklist be created, something that newly joining libraries would have to at least initial, if not sign off on. This would be in addition to the director signing the cooperative agreement. It should involve the staff who are responsible for the various items on the list. It could include things like verifying that they are aware of the need to abide by existing CCLINC policies, and that they know where those policies & procedures can be accessed. Another example would be the circ people checking off that they know they're supposed to check the holds report every morning. Linda Kressal had emailed that a system where new libraries could be assigned a mentoring library would be a good thing, too.

It was decided that an ad hoc committee should study this issue. Roxanne agreed to chair the ad hoc group, and suggested that it would be good to have the subcommittee chairs as members, along with representation from Ruth and/or Colleen.

Subcommittee Reports:**Ad-hoc Committee Report****Julia Mielish**

The ad hoc team submitted its recommendations regarding a federated searching product via a letter to be sent out to the CCLINC directors. The letter essentially states that buy-in from all 58 NCCCS libraries would be preferable, and therefore the ad hoc team requests that the Steering Committee refer the matter to CCCLA. Roxanne made the motion, Allen seconded, and the Steering Committee accepted the recommendations. Julia is to send the letter out to the CCLINC directors, and Libby will convey the recommendations to the CCCLA chair. The ad hoc team is dissolved.

Acquisitions Subcommittee Report**Vacant**

The Acquisitions Subcommittee is inactive until such time as renewed interest is expressed.

Cataloging Subcommittee Report**Julia Mielish**

Julia described the subcommittee's response to a situation where some Label Designer templates had been created in Louise, in noncompliance with the approved policy. The situation has been resolved.

Lending Services Subcommittee Report**Deborah Foster**

No report.

Media Booking Subcommittee Report**Vacant**

The Media Booking subcommittee is inactive until such time as renewed interest is expressed.

Reports Subcommittee Report**Linda Leighty**

No report. Libby noted that the CCLINC procedures need to be reviewed by each subcommittee and updated early next year.

Serials Subcommittee Report**Allen Mosteller**

Allen reported that he had a good group for the Serials training session.