

Time: 2pm Meeting via WebEx

Attendees

1 George Strawley <i>present</i> Steering Committee Chair	9 Tara Guthrie <i>present</i> District 4 Representative
2 Tim Hunter <i>present</i> Reports Subcommittee Chair	10 Nathan Shepard <i>absent</i> District 5 Representative
3 Vacant Cataloging/Serials Subcommittee Chair	11 Rachel McLean <i>present</i> District 6 Representative
4 David Wright <i>absent</i> Lending Services Subcommittee Chair	12 Ali Norvell <i>present</i> Reference Services Representative
5 Julia Mielish <i>present</i> Training Subcommittee	13 Colleen Turnage <i>present</i> Director of Library Services
6 Melanie Gnau <i>present</i> District 1 Representative	14 John Wood* <i>present</i> System Administrator
7 Mark King <i>present</i> District 2 Representative	15 Wanda Barker* <i>present</i> Exec. Director of eLearning and Learning Technology Systems
8 Ernest Avery <i>present</i> District 3 Representative	<i>*Non-voting member</i>

I. Old Business

- a. SaaS Migration Update: The contract has gone through a series of reviews at the system office and should be heading to the vendor for approval of the edits recommended by us. It should then go to ITS legal. This is Wanda’s understanding of what will come next in the process.
- b. Batch Loading of NC LIVE ebook records: Discussion ensued on options to add the NCLIVE records to CCLINC. John has suggested that the best way to do this is change the NCCCS display to read NCLIVE and batch load the records in to that collection. We could also add the group search to search all the NCLIVE records. John strongly suggested that we add this to Thelma first. George requested a motion to change NCCCS to

NCLIVE, batch load the records with an item type of online and a location of NCLIVE in Thelma and the group search changed to reflect that. John and Colleen have two weeks to finish the work, then the steering committee will review it and it will be shown to the membership and the annual user group meeting at NCCCLRA. Motioned by Ali, seconded by Mark. Voted on by all.

- c. 856 fields: David sent some suggestions for 856 fields, but was decided to table until David is present with us.
- d. Cooperative Agreement 2014-15
 - i. Review outline
 - Review sections as needed
 - Steering Committee completed group work on the Cooperative Agreement, worked on various sections of the agreement to ensure accuracy. Various sections were corrected and will be reviewed by the membership at next month's user group meeting at NCCCLRA. Ernest moved to submit the draft as edited for approval by the membership, Tara seconded. Committee to vote by email and then sent to Ernest for final review.
 - ii. Vote on full document
- e. Equipment item types tabled until next meeting.

II. New Business

- a. NCCCLRA plans. We will have two events at NCCCLRA, the drop in training session and the User Group meeting on Tuesday morning.
- b. Correction to Jan 18 agenda. The committee needs to make an adjustment to the January meeting minutes indicating that Rockingham CC rather than Cleveland did not have EZProxy. This information was gathered in a 2012 survey when the customized work was done to the system. Motioned by Julia, seconded by Tara. Passed by all.

III. Subcommittee and District Reports

Tabled to the next meeting due to time constraints. However Julia advised all that if they wished to step down, they should find a replacement at NCCCLRA and notify George.

- a. Lending Services - David Wright
- b. Cataloging/Serials - Vacant
- c. Reports - Tim Hunter
- d. Training – Julia Mielish
- e. NCCCS Library Services Advisory Council – Julia Mielish

IV. Other News

- a. Feedback on Google Docs and WebEx

Adjourned at 4:25 pm

TABLED

1. Status of Profile Updates
2. Cataloging Subcommittee vacancy
3. Equipment item types