

Time: 2pm

***I. Attendees***

Present

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| 1 <b>Julia Mielish</b> , present<br>Steering Committee Chair                 | 8 <b>Ernest Avery</b> , absent<br>District 3 Representative                    |
| 2 <b>Libby Stone</b> , present<br>Past Chair                                 | 9 <b>Renee Dusenbury</b> , present<br>District 4 Representative                |
| 3 <b>Lisa Shores</b> , present<br>Reports Subcommittee Chair                 | 10 <b>Erin Allen</b> , present<br>District 5 Representative                    |
| 4 <b>Sharon Hedgepeth</b> , present<br>Cataloging/Serials Subcommittee Chair | 11 <b>Linda Kressel</b> , present<br>District 6 Representative                 |
| 5 <b>David Wright</b> , present<br>Lending Services Subcommittee Chair       | 12 <b>Dave Trudeau</b> , absent<br>CCCLA Representative                        |
| 6 <b>Carrie Moran</b> , present<br>Training Subcommittee                     | 13 <b>Colleen Turnage</b> , present<br>Director of Learning Service Technology |
| 6 <b>George Strawley</b> , present<br>District 1 Representative              | 14 <b>John Wood</b> , present<br>System Administrator                          |
| 7 <b>Mark King</b> , present<br>District 2 Representative                    |  |

Meeting was started at 2:05pm.

***Agenda***

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

***III. Old Business***

1. Unfilled Holds. Continuing to work on the issue, see subcommittee report.
2. Update on the issues with Sirsi Dynix. / Ad Hoc update. Minutes of the most recent meeting are attached.
3. Intellectual Property Ad Hoc Group. Attached to email. The group discussed the previously submitted
4. New libraries update. Libraries are doing fine.
5. Cooperative Agreement. No news, Colleen is waiting for completed agreements from Dr. Williams secretary.

6. Upgrade. The upgrade should be done the first week of August. It will require a half day of down time. Committee members indicated they like the new tabbed browsing and the new holds looks good. Colleen has been doing some work with the Global Call no. This could present some potential problems, so she will be looking at making this wizard one that will require training beforehand.
7. Survey Results. The director's survey was successful, with 35 of 49 directors responding. The results will be used to correct errors in the OPAC.
8. Locations. Julia has been working on finding unused locations. Upon checking with library directors, eight of the locations will be removed by John next week.

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

1. Level of Rights in Workflows. A director questioned the steering committee about if there is a standard list for permissions within Workflows. This library has some new staff and would like to make sure that all staff have the same access. Colleen and John were able to create a list of toolbar wizards that are most used by staff members. If there are other directors interested in looking at their staff login access, the following is excerpted from Colleen's email to the director,

A staff member's access is determined by his/her library director and the job responsibilities that staff member has. No more; no less. It is (literally) a toolbar and/or wizard-by-wizard selection process.

Using the help SIRSI help screens, I copy/pasted the toolbars and wizards that are used by most CCLINC members. A copy is attached. I would advise you to take the list to your *current* staff members and ask them to check off which toolbars and wizards they *now* have access to, and then write down what their primary job responsibilities are. Hopefully, a pattern will emerge from this process, and it will help you know which toolbars and/or wizards *new* employees should receive when filling certain positions. Some wizards require training before access to the wizard is granted. SmartPort is a good example of this.

Libby recommended that the list be placed on the CCLINC pages and as such it will be placed on the procedures page.

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

Lending Services- David Wright. David and his team are continuing to work on the email list and contacts for ILL. Starting next month, they are going to look at processes and policies.

Cataloging/Serials-Sharon Hedgepeth. No news

Reports-Lisa Shores. Continuing to work on the reports training.

Training -Carrie Moran. Carrie has created a Libguide to hold all the training documents created. They will be meeting next Thursday, June 28<sup>th</sup>.

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

Next meeting July 17th at 2pm  
Meeting adjourned at 3:04pm.