Time: 2pm Number 919-854-2244

I. Attendees

Present

1 **George Strawley** *present* Steering Committee Chair	10 **Tara Guthrie** *present* District 4 Representative
2 **Julia Mielish** *present* Past Chair	11 **Nathan Shephard** *absent* District 5 Representative
3 **Tim Hunter** *absent* Reports Subcommittee Chair	12 **Rachel McLean** *present* District 6 Representative
4 **Sharon Hedgepeth** *absent* Cataloging/Serials Subcommittee Chair	13 **Ali Norvell** *present* Reference Services Representative
5 **David Wright** *present* Lending Services Subcommittee Chair	14 **Colleen Turnage** *present* Director of Library Services
6 **Julia Mielish** *present* Training Subcommittee	15 **John Wood*** *present* System Administrator
7 **Vacant** District 1 Representative	16 **Wanda Barker*** *present* Exec. Director of eLearning and Learning Technology Systems
8 **Mark King** *absent* District 2 Representative	In attendance: Helen Colevins, NCCCS technical services librarian.
9 **Ernest Avery** *present* District 3 Representative	*Non-voting member*

Meeting convened at 2:03 p.m.

II. Old Business

1. **SAS Migration Update:** No change in status of the contract. SirsiDynix has been patient with the situation.

2. **Batch Loading of NC LIVE ebook Records** George had a brief conversation with Tim Rogers of NC Live during the NCLA conference last week regarding the difficulties involved in batch-loading the e-book records. He will follow up with NC LIVE this week. Tim referred to a possible solution through a discovery service or some other means, but there was not enough time to explore the details. David asked that it be made clear to Tim that fulfilling the requirement for e-book records in the catalog is extremely difficult for a consortium the size of CCLINC. George noted that the number of item

records that would be required to get the e-books into the system is more than the print records at some of the larger institutions in the UNC system such as ECU and UNCG.

3. **District I Subcommittee Vacancy:** George said that he discussed the vacancy with Melanie Gnau, the District I chairwoman for NCCCLRA, and would follow up this week. George asked Julia if a new person needed to be selected for the Training Subcommittee chair. Julia said she was willing to stay on as Training Subcommittee chairwoman on a more-permanent basis after finishing service as past steering committee chair.

III. New Business

1. **NCLA Conference Take-aways: Thoughts, Comments, Ideas?**

One idea presented was to have either CCLINC or SirsiDynix conduct training at the NCCCLRA meeting this spring in either a presentation session or a pre-conference. Colleen and Helen indicated that there had been some requests for training sessions on the cataloging and reports modules. Helen maintains a list of catalog training requests. Julia asked that she as training subcommittee chair be kept informed of training requests. Blue Ridge CC will need circulation training soon, according to Ali.

George asked about other types of training requests such as for components like BookMyne that the committee had tried to address through last summer's workshop on the day after the CCLA Directors Institute. David said it would be possible to organize a session on a specific topic, but a preconference might not be feasible because LRA starts on a Monday. Julia said a CCLINC training session organized at the 2011 NCLA meeting in Hickory was not well attended. However, the 2011 conference did not draw a lot of community college participants overall, David said. Any training session would require a location with computers that would not be blocked by firewalls from accessing CCLINC. Ali said that she could arrange with the IT department at Blue Ridge, where next year's LRA meeting will be held, to install SirsiDynix Symphony on a set of computers and exempt access to CCLINC from firewall protections. Julia will discuss training needs further with George and determine if a training session would be worthwhile. Someone will let Ali know if a Symphony installation will be needed.

George attended two migration-related presentations for informational purposes, one that featured comments from library directors and another that included people on the front lines of library operations. The two presentations gave very different perspectives on what happens during a migration. In terms of a general philosophy regarding system migrations, George said he thought that institutions like UNCG are far better positioned than CCLINC ever would be to take on "early adapter" roles with new products like OCLC's WorldShare Management Services. A consortium like CCLINC needs to be more conservative in its practices. David noted that some vendors do not have a strong track record when it comes to creating products that work with large consortia. They

might have the resources in place to provide large amounts of catalog information, but their experience and ability in supporting library operations – especially circulation functions – might be lacking.

2. **2014 Cooperative Agreement:** While sending out the revised 2013 Cooperative Agreement for college presidents' signatures, Colleen learned that next year's agreement will need to include language covering CCLINC's obligations under the federal Family Educational Rights and Privacy Act. CCLINC libraries already comply with the act, which restricts how private information may be used. For instance, CCLINC libraries purged Social Security numbers from the system a few years ago. Colleen said that the committee would have to create language that would detail exactly what CCLINC participants are required to do in connection with FERPA. David asked if the legal office could provide more guidance on what it wants. Julia expressed concern that requiring the committee to draft the language for further revision by legal counsel would waste valuable time. George asked if the legal office could provide a template from other institutions or agencies that CCLINC could adapt for its purposes. Wanda said that any template would not address the specific ways in which the libraries use private student information. George volunteered to gather information on possible templates. There is plenty of time to work on the issue since the agreement normally goes before the committee in February. David said a pro-active approach to getting the necessary language would be a good idea in order to prevent delays.

IV. Subcommittee and District Reports

Lending Services-David Wright : The ILL essential info and contacts lists went out to directors on Sept. 26 and were posted to the CCLINC website.

Cataloging/Serials Sharon Hedgepeth: No report

Reports-Tim Hunter: No report

Training –Julia Mielish: No report

V. Other News

None

Meeting adjourned at 2:32 p.m.

TABLED

1. Status of Profile Updates