

Time: 2:00pm

Meeting via Zoom

Attendees

Libby Stone (Gaston College) Steering Committee Chair

Robert James (Nash CC) Vice-Chair

Mary Anne Caudle (Martin CC) Cataloging/Serials Subcommittee Chair

Cathy Campbell (Craven CC) Lending Services Subcommittee Chair

Paula Hopper (Beaufort CCC) Reference/Instruction Subcommittee Chair

Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair

Rich Garafolo (Lenoir CC) District 2 Representative

Sara Thynne (Alamance CC) District 3 Representative

vacant (Richmond CC) District 4 Representative

Joel Ferdon (Stanly CC) District 5 Representative

Staci Wilson (Catawba Valley CC) District 6 Representative

Colleen Turnage (NCCCS) Director of Library Services

John Wood* SirsiDynix System Administrator

**Non-voting member*

Vacancies: Steering Committee Past Chair

Unable to attend:

Helen Colevins (NCCCS) Community Engagement Librarian

Patricia Peterson (COA) District 1 Representative

Kathy Davis* (NCCCS) Director of Distance Learning and Change Management

Minutes for the 5/21/19 meeting were approved by e-mail and posted on the NCCCS website on 6/3/19.

Call to order at 2:10 p.m.

I. Old Business

a. Contract with SirsiDynix:

Our current contract is in place with SirsiDynix through December 31, 2019, with an option to renew for six months until June 30, 2020. We are in negotiations for our next contract and have asked for everything that was on the RFP.

b. Purge of DELETED Items Reminder – One purge will run as normal in July 2019, a second purge will NOT be run this year.

c. Joining the International Coalition of Library Consortia (ICOLC) -

<https://icolc.net/> **Action Item Libby will apply and report back at the next meeting.**

d. Text on check out email notice – Robert, Colleen, and Cathy – Change heading to “You checked out the following items from your college library.” There is not

an option to change setting to automatically send e-mail upon checkout at this time. Robert makes the motion, Colleen seconds, unanimously approved. John will make this change by the end of this week.

- e. **Request to dynamically update Onshelf Hold Items List from Joel Ferdon at Stanly CC** – Currently, holds only show up in Sirsi once a day in the morning, but John can change that to be dynamic and it will populate whenever anyone places a hold. John will check to see if the “unfill hold” feature will allow those items to automatically, dynamically appear on other libraries’ holds lists? Refer to Cathy and Lending Services. John will e-mail Libby, Libby will email Cathy. Libby did e-mail Cathy, who e-mailed her committee and the committee has approved to dynamically update and recommends. If approved, Cathy will e-mail the ILL Contacts, and backups to let them know of the change and let everyone know to check their holds more than once per day. Colleen will forward to the directors. Holds stay on your list until you fill them, or you choose to “unfill the hold.” Joel made the motion; Cathy seconded, unanimously approved and will be turned on by the end of the week.
- f. **Help sessions with John Wood** –Monthly sessions with emails sent out a week or so before each to get a list of topics to be discussed. John will ask for questions ahead of time and John will answer them during the session. July will be the first session. Helen suggests a helpful reports/tips every session. Q&A at the end. Best practices for each module. There will be formal trainings for new features. John and Colleen will have some practice sessions and will send information soon. Will sessions be recorded and archived?
- g. **BLUECloud Analytics webinar** – held on May 3. Another webinar will be held in the near future for those who missed it. John and Colleen recommend taking some of the self-paced (FREE) courses that are available on Mentor; if you do not have a Mentor login, contact John Wood. District Reps, please lead this charge so that all colleges can have at least one person familiar with Analytics. We need to provide a list of what we want to include in the “Dossier” that SirsiDynix will set up for us. After the next webinar, Steering Committee look at the self-paced trainings. Colleen will e-mail us. Ad-Hoc committee? Group trainings?
- h. **COSUGI** – Customers of SirsiDynix Users Group, Inc. - are we a part of this group? Colleen will check with Kathy. It would be good if we could participate.
Action Item: Colleen will find out if we are still a part of COSUGI and let us know through e-mail.
- i. **New Product** – CCLINC will be a test site for a new feature that is FREE - Margaret Pelfrey, Director of Consulting and Training, SirsiDynix has offered (at no cost) the new format-specific generic cover art that is on their demo sites. It is going to be a new product in the catalog and she thought we would be a great test site to provide feedback. Libraries currently using Enterprise will see it in the displays and are encouraged to contact John Wood with any feedback.
- j. **Enterprise and Summon** – Joel and Mary Anne – Joel reported at the last meeting that he was having some difficulty with getting Enterprise and Summon

up and running. Joel had some conversations with Alan Unsworth at Surry CC, Colleen, John and Mary Anne, and was able to work with Lindsay Leonard at Ex Libris. Stanly and Surry now have Enterprise working with Summon, and Alan at Surry plans to explore with John Wood tweaking the display so that it is a little more user friendly.

II. *New Business*

a. **Review SC procedures –**

https://www.nccommunitycolleges.edu/sites/default/files/library-services/cclinc_steering_committee_procedures_oct2018.pdf

Current Language: The SC Chair and the SC Vice-Chair will be chosen yearly at the annual Users Group meeting. To ensure continuity, the new SC Chair must be chosen from the existing SC and must be from an active CCLINC library. The SC Vice-Chair may be chosen from the current SC or may be a former member of the SC. Prior to the Users Group Meeting, the SC Chair will prepare the ballots.

Change wording regarding annual Users Group meeting – Robert made a motion to change wording to match the wording in the cooperative agreement to include voting electronically. Cathy seconded, unanimously approved.

New Language: The SC Chair and the SC Vice-Chair will be nominated from the existing SC and must be from an active CCLINC library. Elections will be held by an online election. The SC Vice-Chair may be chosen from the current SC or may be a former member of the SC. Prior to the annual meeting, the SC Chair will e-mail the membership for electronic voting.

b. **Mentor** – Free self-paced classes – for access contact John Wood.

c. **Reciprocal Lending Agreement** – Rich and Cathy – Directors’ Institute planning committee discussion – some libraries allow their community members to use ILL through CCLINC; some will allow students from other colleges to check out materials but others do not; we need to have a uniform agreement for students – page 5 of the cooperative agreement does address this. This needs to be clarified. It was suggested that we talk with some of the public librarians on Cardinal to see how they have addressed this, and talk with other directors at the Directors’ Institute to get their input. We need a reciprocal agreement with non-CCLINC libraries. Libby proposed creating an **ad-hoc committee** to investigate this further – Rich will chair this group, Joel, Robert, and Libby will serve on the committee; Charles Wiggins could give us a non-CCLINC perspective if he is willing to join the committee. **Action item: submit report at the August Steering Committee meeting.**

III. *Subcommittee and District Reports*

- a. District Reports – Robert reported that **District 1** will be meeting **July 23**; Rich reported that **District 2** has a meeting tentatively scheduled for **August 8**; Sara reported that **District 3** will meet on **July 16th** at Surry CC; District 4 – vacant – Libby reached out to Shannon Porter, current District Director, to ask for a volunteer to replace Leigha; **District 5** – Joel reported that a meeting has been set for Friday **September 27** at Stanly CC– Amanda and Lauren from the State Library will come to talk about LSTA grants; **District 6** – Staci reported that they will meet at Blue Ridge CC – date to be determined.
- b. Lending Services – Cathy Campbell – is leaving us – ILL contact person who might want to chair, please let Libby know - retirement PARTY June 27th at Craven
- c. Cataloging/Serials – Mary Anne Caudle – one agenda item – Colleen requested adding a sentence to best practices regarding the running of List Bib reports – the subcommittee voted to add the sentence, “Bibliography reports must be scheduled to run overnight to avoid tying up the server, which is used by all CCLINC schools.” Colleen will post the update.
- d. Reports—Jennifer Mincey – reports subcommittee will look over the CCLINC Reports Manual to see if anything needs to be updated. Blue Cloud Analytics is separate from our current Reports module and all reports are not in Blue Cloud Analytics. May need to add a section to the manual regarding Blue Cloud.
- e. Reference/Instruction Services – Paula Hopper – no report

IV. **Next meeting date and time (3rd Tuesday):** August 20th at 2:00 p.m.

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,
Libby Stone

Addendum: Mitchell CC requested through e-mail to add a new location. Mary Anne Caudle made a motion on behalf of the Cataloging Subcommittee for Mitchell Community College Library to add a hold-able home location of PROFDEV. We decided to have an e-mail vote since we are not meeting again until late August. Robert James seconded the motion. After some discussion via e-mail, a majority voted to approve the new location.