

SC Lends Meeting Minutes
August 16, 2019
Sandhills Library
10:00 am

Present: Ben Loftis, Stuart Forest, Eric Robinson, Charlotte Johnston, Faith Line, Carl Coffin, Rieta Drinkwine, Kristen Simensen, Robert Antill, Scott Strawn, Chris Yates, Rita Vogel, Michael Kaltwang

Approval of Minutes - Motion Kristen, Second Faith - passed unanimously

Committee Reports

- I. Nominations – Vice President
 - A. Committee nominates Michael Kaltwang, passed unanimously
- II. Circulation
 - A. The list of billing types has never been updated – Faith presented the current list and marked out the ones slated to be removed. Everyone should review the billing types list and send Faith any recommendations for types to keep by Monday, 8/26.
 - B. Relating to billing types – under the admin server settings, the list of billing types is different than the list appearing when adding a billing to a patron account. Faith will investigate why there is a difference with the plan of making both lists the same.
 - C. Credit cards – the daily payment report has discrepancies for the billing type; Faith will look into getting an itemized report for reconciling.
 - D. Upgrade is scheduled for 10/16
 - E. Auto renewal option in planned upgrade
 - i. Motion by Faith and seconded by Carl that auto renewal policies be handled at the system level not the consortium level
 - F. Advisory committee would like to have the fields at the bottom of the OPAC item records rearranged. Stuart will investigate if this will require development.
- III. Cataloging
 - A. State Library had call with Equinox on 8/15 to discuss templates
 - i. 2 issues have been addressed as bug fixes and they are beginning work on the 3rd, which should be done in a couple of weeks
 - B. State Library is working with Equinox on holds policies to eliminate redundancies and issues relating from too many policies. When new systems joined SC Lends, their policies were layered on top of the consortium policies, which is part of the problem impacting holds
 - C. Equinox will host a webinar on circulation policies for directors and sys admins – Chris will send out more information
- IV. Financials
 - A. \$133896.27 in carryover funds from last year to this year

- B. Motion made by Rieta to accept the budget as presented with a reduced allocation to the development line item to balance the budgeted amount with the amount of funds available. Seconded by Faith. Passed by majority with Kristen voting opposed.
- V. Sys Admin – no update
- VI. Other Business
 - A. Courier Issues
 - i. Copy Jason (jason.hyatt@yclibrary.org) on all courier issue emails with “SC Lends Courier” included in the subject line
 - B. Calhoun sent out bags to all systems – please verify that bags have been received and let Kristen know if they have not
 - C. Fine Free question – items adopt the policies of the system/location where they are being checked out. For instance, someone checking out a Union County juvenile item in York will follow York’s policies for fines not Union’s.
 - D. Director qualifications clarification – new directors of SC Lends libraries do not need previous director-level experience
 - E. Digital Only Cards – no issues so far in Dorchester. The Digital Only Cards have a “D” punched out of them to distinguish them from a standard card
 - i. Kathy will send out the test account barcode for other systems to verify how the Digital Only Cards that Dorchester residents have will function in other systems
- VII. Adjourn – Motion Michael, Second Carl – passed unanimously at 12:11 pm.

Submitted by Rieta Drinkwine.