

## **SCLENDS Executive Board Meeting**

February 16, 2018

St. Helena Branch Library

St. Helena Island, SC 29920

**Attendance:** Ray McBride, Scott D. Strawn, Leesa Aiken, Amber Conger, Faith Line, Meg Stroup, Carl Coffin, Ben Loftis, Rita Vogel, Alan Smith, Jason Hyatt, Chris Yates, Benjamin Hall, Michael Kaltwang, Charlotte Johnston, Rieta Drinkwine, Kristen Simensen, Eric Robinson, and Robert Antill.

**Opening Remarks**--Ray McBride. Please thank Maria for breakfast.

**Approval of February Minutes:** **Motion** by Carl, seconded by Faith.  
Passed unanimously.

### **Committee Reports**

#### **A. Cataloging**

Meg Stroup

- There will be two identical RDA sessions in May, one on a Tuesday, the other a Thursday. Strongly encourages catalogers to attend because there is a significant number of changes in RDA.
- The authority upload is going very well. Catalogers have expressed an interest in more training using authorities, which is forthcoming.
- Duplicates from Cherokee Migration will be studied for future migrations.

#### **B. Circulation**

Faith Line

- In process of cleaning up the Bill Payment list for manual charges for greater ease of front line staff. Recommendation that we wait till next meeting to vote on final version.
- Remind staff not to hoard delivery bags
- Staff should not keep books beyond their renewal dates. Do not abuse privileges
- Cancelled transits are difficult to fix.
- Thoughts about having one library card for Consortium.
- State Library Card holders who do not live in our consortium area should not be allowed to place holds on SCLENDS items.  
Leesa will study the occurrences and report back on the implications.
- Updating cards--- Renewal of Non-Residents should not be done anywhere but in the home county. Be sure to classify patron as a Non-Resident. If necessary for checkout in non-home county, renew for *only* one month.
- **Motion** to accept update of Billing Fees in SCLENDS as put forth by the Circulation Committee—Rita; seconded by Ray.  
Discussion: Charlotte urged that we keep Deposit Fee in the categories.  
Voted unanimously to accept with Deposit Fee returned to list.
- Circulation Policy Manual—Barbara Coffin will work with the circulation committee to come back with a clean draft for us to review and discuss, with the 3.0 upgrade in mind.
- May we accept “replacements” for damaged/lost items? For the most part yes, as items degrade with time.
- Circulation Level Permission will be reviewed.
- Next Circulation meeting will occur in August.

### C. Finance

Eric Robinson

- Bowker Syndetics was a bit more than we had budgeted. We lost \$500 in one category to balance two other categories.
- Dues for next year: three scenarios presented.  
We will not have the cleanup expenses for the cataloging updates.  
We want to protect the amounts we keep for development.  
**Motion:** Charlotte moved that we adopt the same budget as last year. Ray seconded.  
Unanimously accepted.
- In regard to active patron records, it is perfectly acceptable to delete any records before 2009. Our membership fees are based on active cards within the last two years.

### D. Systems Administration

Alan Smith

The test server is doing well. A March meeting is scheduled at the State Library in Columbia. Please remind your Systems folks to attend the training.

### E. Retention of Sensitive information in Evergreen

Chris Yates

South Carolina is leaning toward full protection of individuals' information regarding Drivers' License numbers, Social Security numbers, and Credit Card numbers.

**Motion:** Rita moved that we purge all Drivers' License numbers from patron records, as well as the field itself from Evergreen registration.

Mike seconded. Discussion ensued. Decision made to further discuss at the next meeting what might be deemed "sensitive" in other fields in the registration.

Passed unanimously.

Leesa asked if we should have a standardized application. It was determined that this needs to be reviewed under circulation policies. We had gone through this earlier, but no decision was made.

We were each asked to send a copy of a blank registration to Faith/circulation committee.

Furthermore, it was agreed that every new employee should sign an SCLENDS Privacy Agreement. Ensure current employees have done so.

Informal discussion ensued regarding the use of VPN to access SCLENDS. Chris and Stuart will speak with Equinox for clarification.

### F. Election of Officers

Ray McBride

Asked for a nominating committee. Amber and Carl volunteered to serve.

### **Other Questions/Issues and Discussion**

Meg spoke about procedures she will provide for exchanging “weeded items” among branches, to be sent to her via IMS.

Carl has received questions from his county and board regarding the fact that he sends out 12000 items and takes in only 4000. Discussion regarding the targeting algorithm was delved into. Chris and Stuart will investigate and get back to us. Reports will be run. How can we help even out the costs of SCLENDS for smaller libraries?

Adjourned at 12:35 p.m.

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Submitted by  
Rita Vogel, Secretary.