SCLENDS Executive Board Meeting
April 21, 2017 10:00am
South Carolina State Library

Attendance: Chris Yates, Stuart Forrest, Shana Smith, Ray McBride, Faith Line, Laurel Sharp, Ben Loftis, Alan Smith, Charlotte Johnston, Elizabeth Snyder-Powell, Rita Vogel, Eric Robinson, Meg Stroup, Amber Conger, Pinky Harriott, and Leesa Aiken,

Approval of March 2017 Minutes: *Faith Line* made a motion that the minutes from the March 2017 meeting be approved. *Chris Yates* seconded the motion and *all voted in favor*.

Committee Reports

A. Cataloging
– Meg Stroup reported that she is continuing with site visits to various libraries. She also reminded group about RDA Training scheduled for May and asked that directors make sure their cataloging staff are aware of this training.
– Meg said that one of her next projects will be to work on deduplication.
– Meg suggested that we implement some *Authority Control* and that this will require using a company. We need a collaborative approach to getting catalog coherently structured. Authority Control would hit all the major fields: title, author, subject. Backstage and MARCIVE are the two companies that Meg is looking at for this.
– Meg said that she will schedule a workgroup meeting in the future – after the RDA training has taken place.

B. Circulation - No Report.

C. Finance
– Eric Robinson passed out the financial report and pointed out that a new line item had been added – highlighted in yellow on the report - *Database Cleanup*. This line is five hours of work that we needed done – items that Rogan used to do in his position for us (an example is deduplication)
– Eric said that our current ending balance is $309,553.13.
– Group agreed that once we get figures on how much *Authority Control* work would cost, then we can decide what line item to put this work under in in the budget.
– Elizabeth Snyder-Powell made a motion that the Finance Report be accepted. Ray McBride seconded the motion and all approved.
– It was recommended that Eric change *Database Cleanup* wording to say *Equinox Support Hours* in the budget.

D. Governance – No Report

E. Systems Admininistration
– Alan Smith reported that the SysAdmin group had met recently and discussed development priorities.
– Stuart and Lynn are working on a generic consistent receipt template that can be used by all in SCLends.
– Stuart has volunteered to work on the monthly reports project that we have discussed in the

past.

F. ICL
- Chris Yates reported that he has emailed the IMS services staff twice for an update about the van accident and lost materials from that accident. He will follow up with them again today to try and get some information as to where they are in the insurance process.

G. Migration
- Ben Loftis reported that the Cherokee migration process will get started in late July.

H. Public Relations – No Report

I. Website
- Chris Yates reported that the minutes that Charlotte had sent to him have been loaded on the website.
- Chris asked if we'd like to have a contact list on the website for each library – as list that staff could refer to for who to contact with issues. Could have lists for Circulation, Sys Admin, and Cataloging. Group agreed that this is a good idea and Chris will work on this. Faith said that she can send him a list for circulation.

Other Questions/Issues and Discussion

Shelving Locations
- Alan Smith referred to the handout of standard shelving locations that he had e-mailed to the group prior to the meeting.
- It was mentioned implementation should not be a problem except for possibly for libraries with AMHs.
- *Charlotte Johnston* made a motion to approve the wording for the six items listed at the top of the handout: Adult, Young Adult, Juvenile, Fiction, Non-Fiction, and DVD. *Pinky Harriott* seconded the motion and *all were in favor*.
- Faith reminded the group that there will be other categories, like audiobooks, to look at in the future. Charlotte also mentioned the Grandfamily Resources as another category.
- Each library's systems administrator will need to make these changes and it was said that everyone needs to implement these changes by July 1, 2017.

Conference Update
- Chris Yates reported that the Evergreen Conference was a productive conference. Lynn from Anderson County did a presentation on receipt template editing at the conference. Stuart from Beaufort also attended the conference and was helpful in various conversations with Equinox. Both Lynn and Stuart represented their libraries and SCLends well! Chris said that he appreciated all the help that they provided and Stuart also mentioned that the networking opportunities at the conference are helpful.
- The Evergreen conference will be held in the St. Louis area next year.
- Evergreen 3.0 will be released in September and the web based client will be available with this version. The web based staff client uses a different technology and the introduction of the web based client means that the downloadable staff client will be phased out during the next year or so. Stuart recommended that we wait until things are a little more stable with the web-based client before we move to Evergreen 3.0 and using that client. This upgrade/change could take

place for us in spring 2018. Stuart recommended that in the meantime we update the test server to be on Evergeen 3.0 in the fall so that Sys Admin folks can start working with this new version.

− It was reported by Stuart that there are some different features on 3.0 - so whenever we go to this version all of our staff will need training. Perhaps we could get Equinox to handle training for us in January 2018. Stuart also pointed out that the new web based staff client is very fast.

− Chris said that at the conference he and Stuart talked to Equinox about having monthly reports generated and sent out to appropriate staff. Equinox said that they can do this– we just need to decide what reports we want. Stuart reminded the group that these reports will be the same for everyone and not customized – these would be a core set of reports. Alan said that we do have a list of things that we all said we wanted – and that we had worked on that list a few months ago. Alan said will resend that list to us everyone on the advisory listserv.

Development Priorities

− Ray McBride reported that *Catalog Searching* will not require development necessarily – but will instead need some hours of work by Equinox that can come from the development line item in the budget.

− Ray reported that the next top priority items based on the director survey responses were creation of an *Inventory Module* and *Enhanced Report Creation*.

− *Web Staff Client* was another development suggestion and priority for many – but this is coming next year anyway with the release of Evergreen 3.0 – so it does not need to stay on our list of development projects. Stuart offered some additional clarification and said that while the Web Staff Client has been made as part of Evergreen 3.0 - a lot of the information was copied over from forms from the old staff client. Stuart reminded the group that pages and forms will need to be updated to be more compatible with the new technology and that the Web Staff Client could still end up needing development money put towards it in the future.

− Ray shared with the group some information about Beaufort County and their recent experience with conducting and inventory. It took them a year to inventory approximately 375,000 items.

− Ray recommends that we start talking to Equinox about how much it would cost to do Inventory development. It was also mentioned that other states/groups might also be interested.

Upgrade

− Stuart Forrest reported that the test server for the upgrade is up and running.

− Stuart also reported that he has learned that that they have released 11.4, which includes more bug fixes, and he thinks we should go with that version for the upgrade instead of with 11.3 as originally planned.

− The upgrade will take place May 24, 2017 after 9:00pm. Staff at each library will need to upgrade the staff clients the morning of May 25th.

− The upgrade shouldn't effect patrons very much – maybe just a little bit late at night on May24th.

− Lynn is creating documentation for testing and each library has to do their own testing. Lynn is also making the checklist for testing and should have that ready and sent out to the Sys Admin list in a few days.

− While testing, Sys Admins need to email the list if they find any glitches.

− *Ray McBride* made a motion that we upgrade to 2.11.4, pending Equinox's approval. *Elizabeth Snyder-Powell* seconded the motion and *all approved.*

− There was some discussion about copy status and which ones should be displayed in the OPAC – as this can be adjusted with the update. Stuart and Lynn both think that the copy statuses that

should show in the OPAC are: Available, Reshelving, and Storage. Stuart will e-mail the list of copy status information to the group so that we can give our input before the upgrade. Everyone should send their responses to the list by May 10th and Stuart will compile the results. We can also always make changes afterwards.
– Chris shared that during the Evergreen conference he and Stuart spoke with Equinox extensively about our issues with searching in the card catalog. Chris and Stuart learned that SCLends is using the default search setting right now – and this default is based on the LOC standard. Equinox thinks that they can go in and narrow/streamline our searching a bit and change our settings. For example, certain MARC fields – such as the 245 field – could be given more weight in the search results. This work by Equinox doesn't necessarily mean that we need development done to improve searching in the card catalog but doing this work would use some of our support hours and have a cost associated with it in that way.
– Chris reported that NC Cardinal has done some of these catalog setting tweaks – and that they still have some issues with searching the catalog but not as bad as the SCLends issues seem to be. Meg also mentioned that academic libraries also use Evergreen and that these libraries have a very different set of needs – meaning that these default settings work differently for those libraries than they do for us.

Consortium Social Media
– Meg Stroup reported that the SCLends Facebook page could be shut down because it isn't being updated or used. She said that the Evergreen community uses Twitter and that using could be a way for SCLends to keep up with the Evergreen community and show them that we are "here".
– There was some general discussion about social media and usage and the group seemed to be in agreement that it was not necessary for SCLends to have any social media accounts at this time.
– *Faith Line* made a motion that the SCLends Facebook and Twitter accounts be deleted/closed. *Rita Vogel* seconded the motion and *all were in favor.*
– Chris said that Curtis can close the Facebook account and that he will contact Rogan about shutting down the Twitter account.

Duplicate/Multiple Cards
– There was a general discussion about issuing cards. Amber reported that Kershaw County had a policy that said a member of an SCLends library could get a free card at Kershaw County as well – but that this policy will be changing.
– There was an agreement and understanding by the group that free cards are only issued to those who are residents of a particular county per that county's policies. Residents of a different county within SCLends can purchase an out of county card at another library.
– There was a general discussion about permissions and barring cards of another county's patrons.
– Alan said that he will send out a summary of the clarification of what we have discussed today regarding cards.

Bylaws
– Alan Smith said that we haven't updated our bylaws since 2013. There are some outdated references pertaining to structures - such as SCLends Operations Director.
– A committee was formed that will look at the Bylaws and start the revision process. The committee members are Alan Smith, Charlotte Johnston, Rita Vogel, and Leesa Aiken. Discussion about areas for revision will continue at the next meeting in May.

Other
–   Alan Smith reminded the group that we need to start thinking about officers for FY 17/18. New officers will start in July. A nominating committee was formed and the members are Amber Conger, Laurel Sharp, Elizabeth Snyder-Powell, and Charlotte Johnston.

Next Meeting Date
–   Friday May 19th at 10:00am.

Faith Line made a motion to adjourn the meeting and *Elizabeth Snyder-Powell* seconded the motion. *All were in favor and the meeting adjourned.*