

SC Lends Meeting Minutes
December 16, 2016

Attendance: Rieta Drinkwine, Carl Coffin, Jennie Redmond, Pinky Harriott, Faith Line, Ray McBride, Laurel Sharp, Alan Smith, Scott Strawn, Amber Conger, Leesa Aiken, **and Rita Vogel.**

Minutes: Motion by Leesa to approve minutes from October 25, 2016 second by Faith. Motion passed unanimously.

Committee updates

- Cataloging- none
- Circulation- none
- Finance- none (Eric was absent)
- Governance- none
- System Admin- not all systems use system level volume holdings – other systems are using branch level holds. Before any other systems move forward, they need to discuss how system level holds will impact processes. There is no need to change volume holding settings before changing shelf locations. Systems will also need to prepare and train staff.
- ICL- State Library is working with IMS to resolve items lost in van fire
- Migration- Ben in Cherokee has been given the timeline to migrate, which will happen in fall 2017. We are working with Equinox and Ben will start attending meetings at the retreat.
- PR- Scott from AHJ will put together a survey to get info about what people expect in terms of PR.
- Website- Need content. There was discussion about establishing a subcommittee but no decision was made.

Other Business

- Staffing- first round of interviews have been completed and the State Library will proceed with the second round. It was determined that an SC Lends hiring committee would not be needed. Ray made a motion to allow the State Library to handle the hiring decision. The motion was seconded by Faith and it passed unanimously.
- Discussion about monthly reports to be auto generated by Equinox – requests were made to have the following reports:
 - Items added and withdrawn by branch and shelving location
 - ICLs
 - Transit reports including item titles
 - Additionally, a request was made to get prior monthly circ stats
- David with the Citadel, on behalf of PASCAL, requested SC Lends governance documents, and those will be provided to him.
- Retreat- the best dates are 2/16-2/17 and 2/23-2/24. A decision has not been made yet.
- Next meeting will be the same day as APLA.