

SC LENDS Executive Board Meeting - **DRAFT**

February 19, 2016 10:00am
South Carolina State Library

Attendance: Carl Coffin, Faith Line, Chris Yates, Leesa Aiken, Charlotte Johnston, Jennie Redmond, Michael Kaltwang, Kristen Simenson, Stuart Forrest, Ben Hall, Colleen Pappas, Laurel Sharp, Scott Strawn, Sarah McMaster, Rita Vogel, Melissa McCloud, Amber Conger, and Alan Smith.

Carl Coffin called the meeting to order at 10:10 am and opened with introductions. Laurel Sharp is the new director for Chester County.

Faith Line made a motion that because Melissa McCloud and Chris Yates both are able to vote for their library/agency when their director is not present that they each be allowed to stay in Executive Sessions. *Carl Coffin* seconded the motion and *all approved*.

Faith Line made a motion that the group enters into Executive Session. *Jennie Redmond* seconded the motion and *all approved*.

Rita Vogel made a motion that the group exit Executive Session. *Carl Coffin* seconded the motion and *all approved*.

Jennie Redmond made a motion that the SCLends Advisory Board empower Leesa Aiken to negotiate with Rogan Hamby based on the SCLends Executive Director position document distributed by Leesa during Executive Session. *Rita Vogel* seconded the motion. *Charlotte Johnston* voted no, *Laurel Sharp* abstained, and *all others* voted yes. Kristen commented that she'd also like to see a one year plan that includes our most immediate needs and sustainability question. Leesa also commented that we will need a 30 day plan.

Approval of January 2016 Minutes: *Ben Hall* made a motion that the minutes be approved and *Scott Strawn* seconded the motion. *All approved*.

Committee Reports

A. Cataloging

- Colleen reported that she has not called a meeting recently and reminded the group that Shasta had been out the month of January with the TERI program. Colleen said that with the new cataloging position that this person could lead the next meeting for this workgroup.

- Colleen reported that Acquisitions has not been going well and that they are experiencing a bottleneck because some of their orders are going through and some are not. York will file a Helpdesk ticket for this issue.

B. Circulation

- Faith reported that all the patron profiles are consolidated for now. She also reported that she hopes to hold a meeting for the workgroup in the spring.

C. Finance

- Sarah distributed a financial report. Faith Line made a motion that we accept the financial report and Colleen Pappas seconded the motion. All approved.

- Sarah reported that we have not spent any development or reserve money.

- Sarah said that we need to have Rogan run a report on the card holder numbers and look at that spreadsheet to make decisions about dues.

D. Governance - No report

E. Systems Administration

- Alan reported that the workgroup is scheduled to have a meeting in Beaufort next Friday. There is not much on the agenda at this time.

F. ICL

- Kristen and Chris reported that the State Library is staying in the loop on the weight slips. Melissa McCloud will also update the online ICL issues reporting form to include an option for libraries to report weight slips not being dropped off.

- IMS told Chris that they are currently updating their invoicing software.

G. Migration – No report

H. Public Relations – No report

I. Website

- The State Library is ready for the next step in the handing off of the website from Kathy at DCL to the State Library. State Library needs the list of content items from Kathy at DCL.

Other Questions/Issues and Discussion

Operations Report from Rogan Hamby

- Rogan e-mailed his report to the group.

- ESI said that April 12th or 13th would be good dates for them for an upgrade. Group said that the 12th would be fine. Sarah commented that she would like for us to get a timeline for the specifics of the upgrade process. Carl Coffin made a motion that we move forward with the update on April 12th and Colleen Pappas seconded the motion. All approved.

- Reported that volume consolidation is done with Dorchester and Beaufort is next.

- Reported that the visit with NC Cardinal was good.

Staffing(Update on Cataloging Position)

- Leesa reported that she will have a Skype session with Tom on Monday. (Tom is the candidate for the cataloging position selected by the interview committee). Leesa is not sure when he will be able to start

the job. Tom also had some questions about the dynamics/protocols within SCLends and Colleen said she will be following up with him on these questions.

- Leesa distributed copies of Tom's resume and Colleen reviewed the key points from the resume. Jennie commented that Tom has a lot of project management experience and also appreciates the user experience.

- *Sarah McMaster* made a motion that we support the recommendation of the Cataloging Position Hiring/Interview Committee. *Kristen Simenson* seconded the motion and *all approved*.

Miscellaneous

- Carl will send out an email with some suggested dates for the next meeting and a Doodle poll.

- At 12:30 pm *Colleen Pappas* made a motion to adjourn and *Jennie Redmond* seconded the motion. *All*