

**SCLENDS “Fall” Retreat
Day Two – February 24, 2017 9:00pm
Executive Board Meeting Minutes - **DRAFT**
St. Helena Branch Library (Beaufort County, SC)**

Attendance: Rita Vogel, Alan Smith, Michael Kaltwang, Kristen Simensen, Faith Line, Chris Yates, Pinky Harriott, Charlotte Johnston, Eric Robinson, Ray McBride, Amber Conger, Reita Drinkwine, Leesa Aiken, Scott Strawn, Ben Loftis, Jason Hyatt, Elizabeth Snyder-Powell, Laurel Sharp, and Ben Hall.

Guests: Nancy Berry, Stuart Forrest, Barbara Coffin, Amanda Brewer, Kelly Baxter.

Faith Line made a motion to adopt the Circulation Policy Standardization Package (listed below) subject to ratification at a May/June board meeting. Testing would begin now and implementation would take place sometime after July 1, 2017. *Ray McBride* seconded the motion. There was some discussion about exploring the possibility of having an appeal policy/process – good relationships with our boards is important. *All in favor and none opposed.*

Circulation Policy Standardization Package - 2017

The following circulation policies were agreed upon:

- DVDs will check out for one week
- New books will check out for two weeks
 - Local systems may choose to catalog new books as regular (3 wk) books
- Books, audiobooks, music CDs, and paperbacks will check out for 3 weeks
- All items will have 2 renewals
- A maximum of 10 DVDs can be checked out per card
 - Local systems can choose to allow or disallow DVD checkouts on juvenile cards
- A maximum of 30 total items can be checked out per card
 - Systems with limits higher than 30 will be grandfathered in
- Rules for circulating special collections will be decided at the local level
- Barcodes will be placed at the top of the back cover, horizontally aligned, in the center or right-of-center

Fines and fees will be considered separately, after the actions above have been implemented and evaluated.

Approval of December 2016 Minutes: It was mentioned that Rita Vogel also attended the December meeting and her name needs to be added to the attendance list. *Jason Hyatt* made a motion that the minutes be accepted, with the addition of Rita Vogel to the attendance, and *Elizabeth Snyder-Powell* seconded the motion. *All were in favor and none opposed.*

Committee Reports

A. Cataloging

- Chris reported that Meg Stroup is working on a cataloging LibGuide for the State Library website. Chris also said that Meg can be the point person for the cataloging workgroup. One of the first things she will be working on is documentation and she is getting input from the catalogers through the e-mail listserv at this time. Meg is also in the process of doing some site visits to libraries.
- It was agreed that the Cataloging Workgroup will start having meetings again.

B. Circulation

- Faith reported that shelving locations is an ongoing issue. For example - Graphic Novels are listed in so many different locations including Teen Graphic, YA Graphic, Adult Non-Fiction, and so forth....Statistics may not always accurate because our shelving locations are not the same. Faith said that we need to work to standardize shelving locations. As of right now this is a project that both the Circulation and SysAdmin groups will work on.
- Faith led a discussion about the condition of books coming from one library to another. Some people are sending really “gross” copies through the ICLs. During the discussion the point was also raised that sometimes the DVDs that go out to other libraries are sent with discs that are badly scratched. Reminder that we all need to keep an eye on the condition of our items going out through ICLs – print and A/V.
- Was a discussion about consistency with the receipts printed when things are going through ICLs. Discussion points included the difference between words “Route” and “Return” and the suggestion that we should standardize the templates on everyone's workstations/receipt printers. It was agreed that it would be helpful if having the top of the receipt was standard/same for ALL SC Lends libraries. Stuart said that this is possible and that if we do this then everyone will have to manually enter their templates on their computers. Stuart will work with Lynn and come up with a template that they will then send to everyone.
- Was a discussion about holds. Some items come up on the holds list and then it won't catch/trap if the patron who requested it has overdue or fines. An issue with some items just not capturing correctly. Sys Admin might be able to keep an eye on this.
- There was a reminder that we need to be checking our Dusty Transit reports regularly.

C. Finance

- Eric handed out a finance report/spreadsheet.
- Current balance is \$170,418.58.
- Ray mentioned that we need to start talking about what our development issues/priorities are and decide how we would like to use some of money we have in that line item.
- There was some general discussion about Novelist/Ebsco and other 3rd party vendors.
- *Elizabeth Snyder-Powell* made a motion that the Financial Report be accepted and *Ray McBride* seconded the motion. All were in favor and none were opposed.

D. Governance

- Leesa has been taking notes during the retreat so as to update policies.
- Leesa will coordinate with Charlotte about any other notes/minutes needed for updating policies.

E. Systems Administration

- Alan said that this group will have another meeting soon - before the upgrade.
- Stuart and Alan have been talking about monthly reports/templates that everyone could use and working on those.

F. ICL

- Kristen acknowledged Chris and all his help and work with this committee. Kristen then suggested passing the leadership of this “committee” on to Chris Yates. The group was in agreement that Chris would be the best point person for ICL issues.
- Chris reported that Horrace Moore is the new point of contact at the agency and replaced Robin Holmes.
- Chris reported that Alan Parker is head of Fleet Management. Mr. Parker has let Chris know that they have lost one of their bigger customers and this loss may result in a rate increase for us in the future.
- Ray mentioned using the 2/3rd size blue bins – sometimes works better than using the large blue bins.

G. Migration

- Cherokee still on track for Fall 2017 Migration.

H. PR

- Scott reported that he will work on a survey to send out in April.

I. Website

- Chris reminded everyone to send any documents we want on the website to him and he will have them put on there.

Other Questions/Issues and Discussion

Dues Update

- Eric passed out four options for the FY2017/2018 dues structure. These options are numbered at the bottom of each page with a number one (1) through four (4).
- Eric reported that there are changes that have occurred that will affect our dues structure for the coming fiscal year:
 - a) We are no longer needing to budget for a position.
 - b) We carried over \$144,000 from last fiscal year.
 - c) Test server fees, which used to be separate, are now tied into the fee for the Sequoia subscription.
 - Option 1 includes still charging members for the test server as well as the updated cardholder numbers. Under this option we would collect \$24,876 for the test server - but as the test server is already included in our Sequoia subscription we would need to use those funds for something else. This option is the same spreadsheet that we used last year and charges 25 cents per card. Would bring in a total of \$273,746.15.
 - Option 2 removes charging members for the test server and still charges 25 cents per card. We would bring in \$248,870.15
 - Option 3 includes still charging members for the test server– like option 1 does – and charges 23 cents per card. Would bring in \$262,037.77. We could use the funds collected for the “test server” for something else.
 - Option 4 also still includes charging members for the test server but then lowers the base cost to

\$4,000 per library system instead of \$5,000 per library system. Under this option we would be charged 25 cents per card. Would bring in \$255,746.15.

- General discussion about dues included Kristen asking about an Inventory module and if anyone knows where Equinox is on that. No one seemed to know – but we could ask Equinox. During discussion Leesa recommended that we try to find out from IMS if the postage rates are going to go up – because this could affect which dues option people might be in favor of. Others felt a decision on dues needed to be made now because invoices are needed to begin being processed.
- *Michael Kaltwang* made a motion that Option 2 be accepted as the dues structure for FY2017/2018. *Amber Conger* seconded the motion. *The motion passed with 14 in favor and 3 opposed.*

Next Upgrade

- It was reported that we are on schedule for a late spring upgrade. Chris had submitted a ticket to Equinox and they said that the test server will be ready in late March and production will be ready in late April.
- Both versions available for the upgrade have web clients - but they are still in Beta and shouldn't be used in production yet.
- Stuart recommended to the group that we upgrade once a year and also said that a major upgrade has the major bug fixes. He said that we should go to 2.11 (3) because that is the stable version to upgrade too and that there are still too many bugs with 2.12.
- *Rita Vogel* made a motion that we upgrade to 2.11(3) in the spring. *Ben (Hall or Loftis???)* seconded the motion. *All were in favor and none opposed.* Chris said he could get with Equinox to have this loaded on the test server.

Development

- Group agreed to discuss this at the next meeting. Everyone was asked to send ideas to Alan and Ray – an example of an idea is to have an Evergreen app.

Shelving Location Standardization

- Discussion about needing to agree on spelling for “non-fiction”, “dvd”, and whether to use the term teen or young adult.
- Alan said he will send out a list, based on ALA guidelines, for the group to vote on electronically.
- *Scott Strawn* made a motion to keep the Young Adult prefix/shelving location as it currently is and not change it to Teen. *Ben (Hall or Loftis???)* seconded the motion. *One was opposed and everyone else was in favor – the motion passed.*

Next Meeting Date

- Next meeting will be held March 17th after APLA.

Rieta Drinkwine made a motion to adjourn at noon and *Eric Robinson* seconded the motion. *All were in favor and none opposed.*