

SC Lends Executive Board Meeting

June 17, 2016 10:00am
South Carolina State Library

Attendance: Rita Vogel, Jennie Redman, Ray McBride, Carl Coffin, Charlotte Johnston, Faith Line, Chris Yates, Colleen Pappas, Elizabeth Snyder-Powell, Amber Conger, Leesa Aiken, Kristen Simenson, Eric Robinson, Alan Smith, and Scott Strawn.

Approval of April 2016 Minutes: *Ray McBride* made a motion that the minutes be approved and *Elizabeth Snyder-Powell* seconded the motion. *All approved.*

Committee Reports

A. Cataloging

- Colleen gave a quick update on York County's Acquisitions module progress and process. They are making some updates/adjustments and been working on getting the module up and running. Colleen will talk to Troy in York County to see what needs to be done so Beaufort and Anderson and can start using it.

B. Circulation

- Faith reported that this group is going to try and have a meeting in August.

C. Finance

- Eric passed around a handout/ financial report.
- Eric said that we balance with the State Library and that everyone has paid dues except State Library and Williamsburg.
- Eric reported that we have \$414,028.58 right now. He asked if there would be an increase with Equinox and Bowker and Chris and Leesa both said they didn't think so. Eric also said that the line item from Operations Manager (Rogan's old job) needs to be taken out since we don't have that position at this time.
- Group was reminded that the State Library will take care of salary/benefits for one position and that everyone has a share in Tier 1 support. Therefore we should remove any line items for positions/salaries/benefits (including the cataloging position) from the financial report. Leesa said that she will get with Eric and that together they will update the spreadsheet/report.
- It was reported that Stuart and Chris met with Shay at the Evergreen conference and Stuart will coordinate with Sys Admin people in SCLends to identify bugs and submit requests/AIM votes to Equinox. The process for this will be discussed and launched at the next Sys Admin meeting.
- The group had a discussion about Williamsburg County and dues/fees. *Ray McBride* made a motion that Leesa Aiken discuss dues with Ben Hall and that the dues/fee for FY 16/17 be waived for Williamsburg County. *Scott Strawn* seconded the motion and *all approved.*
- Eric asked how we plan to run the card numbers next year for dues – Chris said that he will make sure that a ticket is made to ESI about this item.

D. Governance – No Report

E. Systems Administration

- Alan said that he is planning a meeting for this group for later in the summer.

- Chris said that he is working with Stuart in Beaufort County to maybe get a “development” server set up at the State Library so that Stuart and others could practice and play around with development without worrying about causing problems on the production server. People could practice doing SQL reports.

F. ICL

- Chris reported that Alan Parker from Fleet Management wants to meet with him this afternoon.
- Colleen said she wants to add Fort Mill branch as an additional stop – she had already mentioned this to Chris Yates and said she will also follow up with Fleet Management.

G. Migration

- Ben Loftis/Cherokee County has expressed an interest in joining- and everyone attending this meeting seem comfortable with this possibility. Chris said that Cardinal migrates one library a quarter and that they will share their checklists and such....Chris has started working on this.
- Charlotte will work on getting a “migration packet” together and locate all the migration materials.
- *Faith Line* made a motion that we move forward with discussions between Cherokee County and SCLends for possible migration in FY 16/17. *Scott Strawn* seconded the motion and *all approved*.

H. Public Relations – No Report

I. Website

- Chris reported that the SCSL took old SCLends website down because it was on Wordpress and was a security risk. Put a new site up but it doesn't have much content. Chris said he can get content added to the website as long as we send it to him.

Other Questions/Issues and Discussion

Staffing

- Leesa reported that Tom has accepted the cataloging position with the State Library. He originally said he could start first week in July after ALA however he has since said he wants to start at the end of August. Leesa said she spoke with him on the phone and they have agreed on a date for mid-August.
- Group agreed that they were comfortable with the start date being as late as August 25th.

Catalog Search Problem

- Search results have been coming back a bit “off” and this has to do with algorithm used for search function. The more specific a person can be in their request the better.
- We might be able to work with Equinox and tweak the algorithm. Ray and Stuart are working on the right questions to ask Equinox as well as gathering examples and they will get with Chris to look into this issue further.

Beaufort/Dorchester SIP Issues

- Both counties have been having problems with AMH and with self-checkouts. They have seen SIP dropping the connection and giving error messages. Ray reported that it took three weeks of tracking the issue and working with Equinox to get them to see that the issue was with their SIP server. Equinox kept saying it was a network issue on Beaufort's end – but Ray and his staff

knew that couldn't be true because Dorchester was having an issue too. Group agreed that it was unfortunate that Equinox was not listening. A similar problem apparently happened four or five years ago as well and it also ended up being a SIP server issue on Equinox's end. Ray reported that Galen is the person at Equinox that understands SIP the best – at this time they don't have many others on staff who do.

Officers for FY 17

- Slate of officers: Alan Smith as Chair, Ray McBride as Vice Chair, and Charlotte Johnston as Secretary.
- *Colleen Pappas* made a motion that we accept the proposed slate of officers and *Faith Line* seconded the motion. *All approved.*

Miscellaneous

- Chris reported that the SCSL can send us the files that we need so that we can run additional reports in Gale AOD.
- Ray said that Beaufort will be adding a Bookmobile and that he needs to know what they need to do with Equinox to get that location added.

Next Meeting Date

- August 19th at 10:00am at the State Library

Elizabeth Snyder-Powell made a motion to go into Executive Session and *Jennie Redmond* seconded the motion. *All approved.*

Jennie Redmond made a motion to come out of Executive Session and *Elizabeth Snyder-Powell* seconded the motion. *All approved.*

Elizabeth Snyder-Powell made a motion to adjourn the meeting and *Jennie Redmond* seconded the motion. *All approved.*