

SC Lends Executive Board Meeting

October 25, 2016 10:00am

South Carolina State Library

Attendance: Rita Vogel, Jennie Redman, Ray McBride, Carl Coffin, Charlotte Johnston, Faith Line, Chris Yates, Elizabeth Snyder-Powell, Kristen Simenson, Alan Smith, Michael Kaltwang, Laurel Sharp, Jason Hyatt, Troy Beckham, Amber Conger, Eric Robinson and Ben Hall.

Approval of August 2016 Minutes: *Faith Line* made a motion for the August 2016 minutes to be approved and *Jennie Redmond* seconded the motion. All approved.

Committee Reports

A. Cataloging

- No one is in charge of this committee at this time.
- Chris reported that the State Library Cataloging (SCLends) position is still open and they have had two qualified candidates apply. Chris said that he will look into where it is currently posted and see about getting the post shared in other places (including ALA listservs and Library Journal).

B. Circulation – No report.

C. Finance

- Eric shared a handout with the most current financial report.
- Current Balance - \$182,933.58.
- Eric reported that Williamsburg County's dues were reimbursed to Williamsburg County Library per the board's earlier decision regarding dues.

D. Governance - No report.

E. Systems Administration

- Alan reported that this work group recently had a meeting. At the meeting they had a presentation from TBS (makes print management software). TBS will be at SCLA as a vendor.
- Stuart has made a Survey Monkey survey for Sys Admins to use to report bugs.
- Alan reported that everyone at Sys Admin group meeting agreed to keep the same upgrade schedule – and to stay one “version” behind. This means that we would upgrade to 2.10 in the spring. Some folks at the Sys Admin meeting volunteered to help with documenting what will change in upgrade.
- Sys Admin group also discussed development needs. They agreed that an inventory module is the most important issue and is something that everyone needs and would use. Noted that an inventory module is currently not in development at this time. Ray said that Stuart can reach out to Equinox and get started on the discussion about the parameters and costs for an inventory module development.
- Equinox has asked if we are interested in helping fund Acquisitions development. Troy reported that York is using it - but that there are still some bugs/kinks.
- At their meeting, the Sys Admin group talked about “Forgot Password” emails and concluded that patrons not receiving an e-mail, or experiencing a long delay between the request and receiving an email, is probably a blocked IP issue. Troy mentioned that when he tested the

- “Forgot Password” request that it took close to an hour for him to get the e-mail/link.
- The Sys Admin group talked about some standard reports that need to be run for everyone and concluded that there is no need to have Equinox do this - but instead that Sys Admin staff can do this. The Sys Admins will have a shared folder. Alan will also send out a poll to directors to get the specifications/reports needed.
 - At their meeting, the Sys Admin group also talked about standardizing shelving locations. There are currently 2,106 shelving locations and 960 begin with adult, 695 with juvenile, 163 with young adult, 76 with teen, and 212 with none of those words.....Alan said that he wants to send out a poll to Sys Admin for consolidation and then send those suggestions to the board for approval.

F. ICL

- Kristen reported that things seem to be running smoothly.

G. Migration

- Alan reported that he has been in contact with Ben Loftis and that the Cherokee board is eager for their library to join SCLends. Alan sent Ben Loftis a rough time line of what to expect during migration and also the list pertaining to migration from the SCLends website.
- Chris said that Equinox probably needs to take Ben Loftis through the migration/extraction process. Chris says that he can get with Galen at Equinox and ask him to contact Ben Loftis.

H. Public Relations

- No official report.
- Jennie mentioned that she can work on some PR for the SCLends app.

I. Website

- Chris reported that the circulation policies and code of ethics have been added to the website.

Other Questions/Issues and Discussion

Circulation Policies

- Alan passed out a handout that he had been preparing for the retreat – thinks we can have a retreat after the holidays.

Next Meeting Date

- December 2, 2016 at 10:00am.
- Looking at early February for the retreat - Alan will send out a poll.

Elizabeth Synder- Powell made a motion that the meeting be adjourned and *Ben Hall* seconded that motion. All approved.

