Governing Council Meeting Minutes
8/21/15 – Oxford

Introductions – The group welcomed Billy Meredith, representing Walton, Jan Orzel representing Whitney Point.

Old Business – More discussion on the topic – is there a way to restrict holds to patrons of a particular library (ex. For new books)? Libraries are using a variety of methods to keep their new items. Jeff will take a closer look at Sirsi's capabilities in this area and report at the November GC meeting.

Buy it now has generated over $1600.

Blue Cloud Commerce – 4CLS is tweaking the system a tad in order to get information on lost items to the owning libraries a bit faster. Steve will e-mail info about lost or damaged items paid for online when the reports are generated at the beginning of each month.

Download Zone Update – Megan reporting from Digipalooza (the Overdrive conference): Overdrive is revamping the website. Early reports are that it will be more user-friendly. Tentative timeline is 1st quarter of next year. Megan will update training materials when the time comes and offer training to the libraries. Megan also distributed handouts with some ideas generated at the conference regarding ways to market digital content and encourage its use. Some ideas will be considered by ERAC at their next meeting.

Flipster – The online magazine product is live and working. Please link to it from your library's webpage. It went live August 1 and **so far has generated 139 sessions and 240 views.** Monthly stats will be available. Brian is available to do training.

Side notes concerning electronic resources –
        Endicott's & Afton's collections of digital newspapers have been added to the research center page (they are free to use).
        Geolocation links have been added for the NOVELny resources from Gale. The links authenticate based on location and should work for anyone in New York State.

Last Copy Collection – Some last copy items have circulated. Contact Megan to sign up for the last copy collection.

Platform Migration – Quick review of the process. The migration went fairly well, with only a few hiccups. 4CLS migrated to a new server with an upgraded database architecture (ISAM to Oracle). The previous database architecture was slower and more prone to errors.
Another benefit of the new server and database platform is the ability to implement Blue Cloud Analytics (the replacement for Director's Station). Blue Cloud Analytics is currently available with some limited functionality. 4CLS is looking to implement BC Analytics sometime in 1st quarter of 2016. 4CLS

will continue to run Directors Station through at least the 2nd quarter of 2016 to allow for its use for the NYS Annual Reports. Also coming are Blue Cloud Cataloging, ~~and~~ Blue Cloud PAC and Blue Cloud Circ.

User Registration – Required Fields – Discussion on whether some fields should be required during user registration. Many libraries use a brief registration at the circ desk and have staff complete the data entry later. There was group consensus to designate no required fields.

Onshelf Holds Wizard vs. Report – 4CLS's recommendation is that libraries use the Onshelf Holds Wizard instead of the List onshelf holds report. The information generated by the wizard is dynamic and a better representation of items to be pulled.
Brief overview of how holds are assigned:
Holds placed during the day are assigned to available copies at night (and matched to their home library's copy if available). However,
If an item with a hold is discharged during the day, the system will notice and tag it to fill the hold.
The holds list is shuffled each night, but it may tag the same library's item on consecutive days.
Jeff can turn off the onshelf hold report so that it doesn't display in your finished reports list. Submit a ticket to reports@4cls.org.
Jeff is looking into the possibility of creating a dead reserve report (holds where the only remaining item is lost or damaged and will not be filled).

Inventory – Megan is looking into the inventory function in workflows. It could be very useful. She will report to the group in November.

Mobile Circ – Mobile Circ is a module from Sirsi that enables some of the functions of workflows to run on tablets and smartphones (with a wifi or cellular connection). It can be used with a barcode scanner or the barcode reader apps available on some devices. It might be useful for doing weeding or inventory in the stacks and doing patron registration or circulation outside the library. The last quote from Sirsi was $5000. Some libraries are interested. Jeff will get an updated quote. Sirsi is also working on a browser based client (Blue Cloud Circ) where workflows runs as a browser based app, which would use IE, Chrome, Firefox, Safari, etc. This would allow machine-independent Workflows operation.

Unique Management – Unique Management is a company that helps libraries track down patrons with outstanding fines or bills.   It is currently used by several 4cls libraries. Unique has a new offering that could scan through the 4CLS patron database and provide updated address information (based on USPS information) for our patron. 4CLS could run the patron database through the checker and charge back a percentage to the libraries based on their number of patrons. 4cls will work on what the cost would be to each library and they can opt-in individually.

It looks like there may be a statute of limitations that applies to library fines (6 years).
Steve is looking for legal confirmation.

General Discussion

Discussion on how libraries treat shelter residents and other patrons without a permanent address

- Oneonta has an internet only card (no borrowing privileges)
- Walton limits to 2 checkouts at a time (with a note on the record)
- Endicott shortens the expiration period (with a note on the record)
- Cooperstown used a User Profile of Temporary (expires after 3 months, charge limits can be set)
- Greene shortens the expiration date and doesn't allow ILL
- Delhi is working on a Transition profile
- There currently is a New User profile (charge limit 2)

4CLS can fine tune a user profile for this purpose (send a ticket)

On suggestion, 4CLS will add a link to the catalog to the courtesy e-mail notice ("your item is due in two days"). We will also look into adding a similar link to the bill notices encouraging patrons to go online to pay.

Westchester Library System has found a company that will provide free toilet paper to libraries (TP contains advertisements). Contact Jeff for more information.

4CLS will document the steps required to unfreeze deep freeze, load updates, and re-freeze.

Delhi and Cooperstown are next on the list for e-notices. Training will be scheduled soon. If you would like to sign up to convert to e-notices, contact Jeff.

Springfield Library has signed the contract to go online. Contracts were also sent to Fenton.

The 4CLS Intranet has a new, easier to remember address: http://intranet.4cls.org

Next Governing Council Meeting is scheduled for November 20th @ Huntington Memorial Library, Oneonta, 10am

Attendance

Steve Bachman – 4CLS	Barb Potter – HART	David Kent – CO
Mary King – GR	Megan Biddle – 4CLS	Claire Ottman – CV
Nancy Wilcox – OX	Marcie Gifford – SI	Connie Dalrymple – NO
Jan Orzel – WP	Carol Boyce – VE	Ed Dunscombe – EN
Tina Winstead – ONA	Brian Lee – 4CLS	Donna Jo Cody – WO
Andrea Edwards – UN	Emily Creo – 4CLS	Nancy Simerl - SH
Billy Meredith – WA	Sherry Kowalski – BCPL	
Alice Mahardy – RS	Stacey Tromblee – DI	