

Governing Council Minutes

2/16/2018 - Moore Memorial Library – GoToMeeting

Welcome and Introductions

We were joined in person by new director Kaitlyn Forbes – Richfield Springs, online with Franklin new co-director – Xina Sheehan, as well as Clara Lantz from Smyrna who is new to the Governing Council.

Old Business / Action Items

Recurring problems with Workflows- Whitney Point is still having trouble discharging items. WF not taking discharged items off Whitney Point's patron accounts. Oneonta reported that they have noticed this on one occasion. This has been discussed with SirsiDynix and we need to collect more information to troubleshoot.

Endicott has noticed that when an item is taken off hold WF is not sending it to the next library to fill a hold but instead sending it back to the owning library. This is a known issue with SirsiDynix and they are working on a patch to fix.

SMS Text Messaging

4CLS signed up in 2012 for a trial of SMS Text Messaging. The trial cost was \$250 which included setup of our system and 5,000 text messages to start. As of February 15th, 2018 we had used 895 of our 5,000 text messages. If a library is interested in using this service send in a ticket to automation. 4CLS will check on the cost to us after the remaining ~ 4,000 texts are exhausted.

A question was asked by the Richfield Springs director on how to set up her library for email notices. Automation will work on setting up Richfield Springs for email notices. Any other members interested in email notices, please submit a ticket to automation@4cls.org requesting email notices. Please note: The more patrons with email addresses registered in the system the more effective email notices will be.

A general discussion followed culminating in a change of time for the emails, after Jeff makes the change on March 4th they will be sent around 11am, 3pm (it was previously 5pm), and 10pm. The earlier afternoon time will hopefully allow commuters to have time to receive the notice before they set off from work.

Automatic Renewal of Items

SirsiDynix has a custom report which has the ability to automatically renew items on a library by library basis. The cost to purchase the report is \$700. 4CLS will look into how the report operates and its options. Items would be automatically renewed if renewal doesn't exceed the seen and unseen renewal count and if there are no other Holds on the item. This service might be hampered by patrons without email addresses.

BlueCloud Visibility

Is active. The more it is used the higher up on the results list 4CLS libraries will appear. Member libraries are encouraged to register a Domain Name for their library which will make it easier for search engines to find them.

New On-line Library Progress

Gilbersville, Unadilla, and Andes have started barcoding items. Andes, Bright Hill Press, and Edmeston have signed contracts to begin the process.

NYLA Library Day

February 28 in Albany. Buses

e-Rate Update

First Light (Formerly Finger Lakes Technology Group) has opened offices in Chenango County and will be providing Fiber Internet connections. This year's e-Rate will install Fiber Internet connection into Norwich, Greene, Oxford, and Sherburne will be update this year. We will also be installing a Fiber Connection to BCPL in Broome County. 4CLS is working with TDS which is the sole provider for Deposit and Nineveh.

4CLS is hoping to continue working with First Light to connect Fiber to all our member library's.

Shared Storage Installation

4CLS's backup generator has been installed and tested. 4CLS and the Southern Tier Library System (STLS) are working together to setup shared storage at both locations to enable remote backups of each others systems.

New 4CLS Website

4CLS is redesigning its [website](#) making it more user friendly and with more pleasing colors. The members present preferred the old website due to its distinctiveness. They also would like to have a choice of several templates before the final website design goes live.

General Discussion

New Item Holds – Several libraries would like the option of keeping their new items from being placed on hold by patrons from other 4CLS libraries. 4CLS will look into whether the local card holder can place a hold on a new item or is a new item hold restricted for the entire system.

Items with Five Holds – Members would like to be able to run a report on titles though out 4CLS with 5 or more holds. Brian is looking into whether or not BCA can run such a report.

Those Present:

Jeff Henry (4CLS)
Megan Biddle (4CLS)
Sarah Reid (4CLS)
Brian Lee (4CLS)
Clara Lants (SM)
Carol Boyce (VE)
Tina Winstead (ON)
Colleen Law-Tefft (SH)
Robin Avolio (SNB)
Deb Stever (DE)
Stacy Tromblee (DI)
Kaitlyn Forbes (RS)
Echo Weller (SP)
Barb Potter (HART)
Stephanie Champney (WP)
Susan Frisbee (WA)
Ed Dunscombe (EN)
Cheridan Douglas (LI)
Connie Dalrymple (NO)
Gary Quarella (GR)

Those Online

Ben Lainhart (JC)
Sherry Kowalski (BCPL)
Lisa Wise (BCPL)
Xina Sheehan (FR)
Chris Curch (WO)
Claire Ottman (CV)
David Kent (CO)
Emily Creo (4CLS)
Marcie (SI)
Michelle Priola (NB)