

## 4CLS Steering Committee meeting at Oneonta (3/31/15)

Connie, Norwich  
Barb, Hartwick  
Donna Jo, Worchester  
Andrea, JC  
Nancy, Oxford  
Gary, Morris  
Cathy, Smyrna  
Nancy, Sherburne  
Steve, 4CLS

### Charge/Scope of Steering Committee:

1. System services – understand how services are perceived & valued by members
2. Based in part on above, develop goals for new plan of service (5-year plan)

### Current Plan of Service

Readable of current plan distributed. Committee members please read for discussion at next meeting.

### New ideas for inclusion:

- 4CLS Policy Manual Online on Intranet
- Creation of Sirsi User's Group to discuss problems with Workflows, Circ & ILL, discussion will take place here, make recommendations to Governing Council, then Gov Council will vote on the recommendation, training also held at this meeting
- Creation of IT troubleshooting/FAQ info on intranet - make printable
- Gov Council minutes must be made available in timely fashion
- Jeff & Brian create webinars which will be archived for training purposes
- County director meetings -quarterly

### Timeline for the process

The tight draft framework can be loosened somewhat. The completed Plan is due to Albany in October 2016. However, let's try to retain the momentum.

Steve's plan is to set up several regional meeting to capture member library input and suggestions about the needs/desires for the next five years. Aiming for early May. These meetings may be able to roll into the quarterly regional meeting idea.

After review of other systems' surveys, there is a consensus to use the format from the North Country Library System. Steve will create a draft and send it to the committee for review before distribution.

Next mtg Tuesday, May 5 1-3pm, Sidney Library