

Governing Council – 5/15/15 – Hartwick

Attendance List: See bottom

Introductions – Welcome Justin Seitz, the new library director for Deposit

Old Business – After discussion, the group voted to re-codify the threshold for returning fine payments to the billing library:

- **All Damage & Lost payments should be returned to the owning library**
- **For other bill types, payments of \$10 or more should be sent to the billing library**
 - **Payments below \$10 can be kept by the library receiving the payment**
- **If User Status shows as “COLLECTION” indicating the patron has been referred to Unique-Management by one of the referring 4CLS libraries, then the patron should be sent to the Billing library to clear the referral.**

Blue Cloud Commerce - To search fine info in Director’s Station, use ‘All Bill Measures’. Use payment type = ProPay to view credit card payments. Disbursements of ProPay collected funds will begin soon. Checks will be issued for libraries that have accrued sufficient amounts.

eResource Central – Went live May 4. This module integrates download zone content into the general library catalog (Enterprise). 4CLS’s Download Zone training has been updated accordingly. If you find any e-book (or audio) titles that do not show up in enterprise, please forward the titles to Megan Biddle. Megan is looking into a potential glitch with the Kindle Fire.

Flipster – ERAC is considering adding Flipster (a digital magazine product from Ebsco) to the Research Center. Flipster does not charge a fee for the interface; individual titles must be selected. Prices vary from a few hundred to \$10K (Consumer Reports). To help committee choose the titles, please complete the survey that Brian Lee will send. The titles will be up for annual renewal.

Download Zone – as of 5/19 all WMA audiobooks have been converted or removed (MP3 is the primary digital audio format). We should be getting a credit for items purchased in WMA that cannot be converted to MP3.

Last Copy Collection – To take part in the Last Copy Collection (sending 4CLS last copies instead of discarding them) forms must be completed and signed. Forms will be updated to require a director signature rather than board president. Please contact Megan for forms & instructions. Information will be posted on the Intranet as well.

Platform Migration – 4CLS will be upgrading the operating system and Database structure of the main ILS server from June 23 through June 25 (Go Live on June 26). Circulation will act normal. Patron registration will be normal. You will not be able to add new titles. Jeff will look into whether ordering and barcoding will be affected.

To prepare for the platform migration, Jeff will be upgrading the 4CLS Production Server to Symphony 3.5 on May 31 after normal library operating hours. So, all workflows clients will need to be updated on the libraries next day of business. The Database migration on June 23 through June 25 should be transparent to staff. Workflows should continue to work the same as before.

Member Satisfaction Survey – The Steering Committee had developed a survey to help discover the perceived importance and quality of system services. To help in the completion of the survey, a glossary of terms has been created. The survey and the glossary can be found on the Intranet. The responses will be used to help form the next plan of service. Please take the survey by June 1.

General Discussion:

Homeschooling profile – Discussion on the suggestion to create a homeschooling patron profile with a higher maximum hold threshold. The Governing Council voted not to create the new profile and keep the Hold Threshold at 25. If Homeschoolers would like to place Holds on more items then it will require library staff intervention.

It was agreed upon by the Governing Council that it is okay to delete patrons that have died, however it may require that Bills, Fines, and Holds may need to be cleared before the Patron can be removed.

For next Governing Council meeting there will be a training session on the topic “tips & tricks in Workflows.

The next meeting will also feature a discussion on handling patron records barcode #'s, user library, etc.

Meeting adjourned @11:50am.

The Next Governing Council meeting is scheduled for Friday August 21st, 2015 at Oxford Memorial Library.

Attendance:

Steve Bachman, 4CLS
Jeff Henry, 4CLS
Alice Mahardy, Richfield Springs
Barb Potter, Hartwick
Megan Biddle, 4CLS
Brian Lee, 4CLS
Justin Seitz, Deposit
Sherry Kowalski, BCPL
Emily Creo, 4CLS
Stacey Tromblee, Delhi
Donna Jo Cody, Worcester
Nancy Wilcox, Oxford
Roz Conner, Sidney
Tina Winstead, Oneonta
Connie Dalrymple, Norwich
Nancy Simerl, Sherburne
Carol Boyce, Vestal
Gary Norman, Morris
Claire Ottman, Cherry Valley
Mary King, Greene
David Kent, Cooperstown
Dawn Rogers-Kroll, Walton