

Governing Council Minutes
11/20/15 – Oneonta

Welcome & Intros

Susan Frisbee, new director at Walton and Melinda Supp, interim director at Worcester were welcomed.

Meeting Dates & Locations for 2016

February 19 – Sidney

May 20 – Whitney Point 10 AM for all

August 19 – Hartwick

November 18 – Oneonta

Calendars – Information distributed on how to set up the closing calendar in workflows (the calendar tracks dates the library is closed so that due dates can be calculated correctly). Accessing & changing the calendar requires use of the supervisor account. If you do not remember your login info for the supervisor account, check with Jeff. You must delete earlier entries before new ones can be added.

Mobile Circ – Mobile Circ is a module from Sirsi that allows workflows to run on mobile phones & tablets. Can give staff more flexibility. Currently, Workflows will not work on iPads. It may work on a windows tablet. Sirsi is also working on a web-based Workflows application (BlueCloud Circulation) that runs in a browser (is free) and should work on tablets & smartphones. It is unclear when that will be available (beta testing should be starting early 2016). **Group requests tiered pricing proposal. 4CLS will work on that for February meeting.**

Linked Data – A company called Zepheira has an application that can harvest catalog records, add geotagging, and render them visible to Google. So, if a patron in our area searched Google for a title or author, links into the 4cls catalog will appear in their search results. It could be a great way to reach non-library users. Ideally, this would be a statewide initiative. Cost 4cls was quoted at \$17,000 (yearly). **Members interested in seeing a tiered pricing structure for discussion at February meeting.**

Unique Management Address Checker Service – For 1.5 cents each, Unique Management will run our patron database through their national database of address changes and track down patrons that have moved. They advertise typically a 10% success rate. We can limit address submitted by library, by date, and profile. Database currently has 137,000 public profile patron records.

4CLS will send a patron count to each online library showing the number of patron accounts and the price. Members can individually say yea or nay. Unique has a minimum limit of 50,000 records or \$750 for this service.

FYI – Patron database is purged quarterly. Every three months, patrons with no activity in 3 years (with no outstanding fines or holds). Access to Download Zone, Research Center, or Envisionware (PC management) is counted as activity.

Bandwidth – The Governor has raised the suggested minimum bandwidth. E-rate changes have raised the rebate percentage for 4cls. We will be working to raise the bandwidth for 4cls libraries. Effect of the changes will be reflected in 2017 automation fees.

New Item Holds – Suggestion was to make it possible to set up new book so that only a library's patrons could place holds on its new books. To make it work, a separate user profile would have to be set up for each library. Group consensus not to pursue it.

Fine Payments & Waiving – There has been confusion about the policy for collecting fines belonging to other libraries. Current policy is:

1. All payments for lost or damaged items should be returned to the owning library
2. Libraries can collect overdue fines owed to other libraries provided they are under \$10.00.
3. Overdue fines of \$10 or more should be returned to the billing library.

Discussion followed on the topic- if a library can collect small overdue fines due to another library, can they choose to waive those fines instead? **4CLS will assemble policy options for the February meeting.**

Patron Profile Changes – There are many different patron profiles. 4CLS will add a patron policy change form to the Intranet. A list of the various patron profiles will be distributed for discussion at the February meeting.

Inventory – Megan has been exploring the Inventory function in Workflows To use the inventory function you will need to have your libraries xx_SUPR account enabled to run the necessary reports. The Inventory feature will allow you to scan all the items in your library and then run a report to see what is missing. It will help in showing an accurate depiction of what is on a library's shelves. Megan is planning on having Inventory available (with documentation) in January. If you have any questions please contact Megan at mbiddle@4cls.org.

General Discussion

Lucie Squiers & Beth Golden are retiring at the end of December.

Tompkins County Community College (TC3) has been awarded the BARC (out of system ILL) contract from the South Central Regional Library Council (SCRLC). TC3 will look to do some training in early January. The general procedures should be similar.

Attendance:

Stephanie Champney (WP)

Megan Biddle (4CLS)

Emily Creo (4CLS)

Brian Lee (4CLS)

Susan Frisbee (WA)

Ed Dunscombe (EN)

Joann Haberli (HANC)

Tina Winstead (ON)

Andrea Tillinghast (JC)

Mary King (GR)

Nany Wilcox (OX)

Nancy Simerl (SH)

Claire Ottman (CV)

Melinda Supp (WO)

Gary Norman (MO)

Connie Dalrymple (NO)

Erin Larucci (ST)

Steve Bachman (4CLS)

Barb Potter (HART)

Carol Boyce (VE)

Roz Conner (SI)

Lisa Wise (BCPL)