

Governing Council Minutes
2-19-2016 – 10 AM - Sidney

Meeting Format

Good discussion about the format of governing council meetings. Suggestions included adding more educational content from a variety of 4cls staff, limiting discussions that become circular, attaching a maximum time per agenda topic, and adding open discussion after the agenda is completed.

4cls has the ability to record screencasts and can push out workflows tips & tricks in that manner. These workflows tips & tricks can be added to the regional meetings too so that RAPAS libraries can be included.

Old Business

Beth Golden retired in December. An offer has been extended to a new automation assistant. Hopefully the new person will start in a week or so. Update: Jesse Rittenhouse has been hired to fill the open position. Jesse will start on March 14th.

Buy It Now

\$2,300 has been raised through the Buy it Now program since its inception. Some has been used for automation upgrades. Using the Buy it Now program brings 4% of the purchase price on Amazon (on most items) to 4CLS. Free bookmarks are available to help advertise the program.

Mobile Circ

Mobile Circ is a program from Sirsi that allows workflows to be used on a tablet or a smartphone. Previously, the Governing Council decided not to add the function universally. Some libraries requested that a tiered pricing structure be developed in case a smaller group of libraries wished to proceed. After reviewing the pricing implications, the group decided not to pursue Mobile Circ at this time. It is still too expensive right now. (\$5K a year for three years) There is interest in reviewing Mobile Circ again in a year.

Also, Sirsi is working on something called Blue Cloud Circ which will enable workflows to be used in a browser, which may replace Mobile Circ. There is no known calendar for when that will be available.

Unique Management Address Checker

From a discussion at a previous Governing Council, Unique Management has a service that can be used to update addresses on patrons in the database. The cost is based on the number of records submitted. At the meeting a count of patrons created prior to July 1, 2015 was distributed (see attached). The service is **Opt-in**.

If you wish to participate, contact Jeff Henry by **Friday March 4. (Update: March 18)**

This service is likely something we will look at to update the patron database every 5 years or so.

*Reminder – Jeff runs a purge of inactive patrons every quarter.

Linked Data

Also known as Blue Cloud Visibility, this service from Sirsi adds geotagging to records in the catalog. As a result, when patrons in the region search for authors and titles, records from the 4CLS catalog will appear in their search results.

General consensus is that the cost is high (\$15K over three years) and should be considered as a use for central library funds. The matter will be referred to the Central Library Advisory Committee.

Bandwidth Update

The Governor has set aside \$500 Million for Broadband expansion. Most of that will end up with telecommunications companies, but there are incentives for partnerships with libraries. 4CLS is working on upgrading bandwidth to libraries. At some libraries, hardware may need to be upgraded to increase bandwidth.

There is a potential merger between TimeWarner and Charter Communications.

Circ Map – 14 Day Loan

There have been issues with the use of the 14DayLoan Item type that has resulted in fines being assessed in an undesired fashion. To improve, Jeff will create two new item types specifically for DVD/BluRay that can be used for DVD/BluRay sets.

Fine Payment Policy

Options were distributed for clarifying the policy for libraries accepting payment for fines owed to other libraries.

Unanimous vote for option 4:

- Collect & forward lost & damage payment to owning library
- Collect & forward referral payments to billing library
- Collect & keep all other fines of any time or amount

The newly approved policy will be written up, distributed to via delivery, and posted on the Intranet

Overdrive Update

The app is being updated. Some patrons have had difficulty with the update. Usually, re-loading the update fixes things. Notify Megan if you have a patron with an issue. Megan will distribute info about the fixes.

Inventory

Whitney Point has agreed to help test out the inventory module. After the kinks are worked out, information will be distributed to the membership. Notify Megan if you are interested.

General Discussion

Windows 10 seems to be working well with Workflows. Deep Freeze may need to be updated to work properly.

CyberSieve works ok with Windows 10 if you use Firefox, but not Internet Explorer. For filtering, libraries can use 4CLS's proxy server. However, there will not be an ability to turn off the filter quickly for a patron. Authorized sites can be added to a white list- the turnaround would be about 24 hours.

Tech Soup - a discount site for software for non-profits (www.techsoup.org) – has MicroSoft Office Suite for \$29.

The new automation assistant's first task will be updating libraries to e-notices.

There have been many security issues with wordpress lately. Dan is working to raise the security level. If you continue to have issues, contact Dan Dofton.

There is interest in adding a home location for Classic Literature

Next Meeting – Friday, May 20 at 10 AM at Whitney Point

Attendance:

Claire Ottman – Cherry Valley
David Kent – Cooperstown
Melinda Supp – Worcester
Patricia Coyle – Franklin
Emily Creo – 4CLS
Brian Lee – 4CLS
Megan Biddle – 4CLS
Stephanie Champney – Whitney Point
Gary Norman – Morris
Mary King – Greene
Carol Boyce – Vestal
Lisa Wise – BCPL
Susan Frisbee – Walton
Ed Dunscombe – Endicott
Stacey Tromblee – Delhi
Marcie Gifford – Sidney
Roz Conner – Sidney
Joann Haberli – Hancock
Connie Dalrymple – Norwich
Jeff Henry – 4CLS
Steve Bachman – 4CLS