

Governing Council Meeting Minutes
5/20/216 – Whitney Point

Welcome – The group welcomed Echo Weller from Springfield and Sarah Reid from 4CLS as well as Colleen Law-Tefft who will be taking over in Sherburne.

New Online Libraries – Fenton and Springfield are currently barcoding. We have signed contracts from Lisle who is currently weeding.

Buy it Now Update – Buy it Now is still accumulating. However, Sirsi has not provided an update in some time.

BC Analytics - Blue Cloud Analytics is the replacement for Director's Station. 4CLS have begun training on its use and are working on the best way to present it to the membership. Director's Station will remain available for some time. Brian Lee will be the main point-person.

Unique Management Database Cleanup – So far, not enough libraries have signed up to do the automatic patron address update from Unique Management. Jeff will send around the information again. Cost to the libraries that sign on in 1.5 cents per patron record submitted. The address update will check patron addresses against the postal services database of address changes and update any changes it finds.

Bandwidth & E-Rate – 4CLS has submitted for e-rate rebates on the standard Internet connections as well as hardware improvements (access points, security appliances, and switches). We are receiving bids and must wait until July 1 to sign contracts with vendors.

Long term, 4CLS is talking with vendors and funders on ways to increase the broadband capacity in the four counties. It looks like fiber optic connections will be possible, but there are many hoops that must be jumped through. Stay tuned.

Windows 10 Upgrade – It is ok to start upgrading to Windows 10. Jeff distributed guidelines (attached). The upgrade can take hours. Old printers might not work with Windows 10. Older versions of Deep Freeze and WinSelect will not work. Contact Automation if you would like help with the upgrade.

Symphony & Enterprise Updates – It has been some time since upgrades to Symphony (the ILS) and Enterprise (the online catalog). Several upgrades are coming this summer. The updates will fix bugs and install new features. Jeff will provide more information as the upgrades near.

Circ Map & DVD/BluRay series – Jeff has set up 2 new Item Types – **DVD-SERIES** and **BR-SERIES**. These types circulate for 14 days and accrue fines at \$1/day. These were created to facilitate libraries circulating multidisc sets. Some libraries use the 14DayLoan item type for books which was causing some DVD's that were ILL's to accrue fines at 25 cents a day instead of \$1.

***Cataloging Combo Packs** – More libraries are purchasing movies that come with both a DVD and a BluRay disc in the same case. Libraries are making local decisions about whether to circulate these together or separately. When those items arrive at 4CLS, they are cataloged on the same records. If you wish to have the discs cataloged separately, add info to the special instructions section of the cataloging slip.

Draft Automation Contract - Steve circulated a 3-year draft automation contract loosely based on the Pioneer Library System contract. Robust discussion ensued. Implementation is planned for 2017 so there is ample time to fine-tune. Among the comments & concerns:

- Is there a way to put some teeth into the contract? Especially in terms of absence from Governing Council meetings. Perhaps a financial penalty with unexcused absences.
- Loosen the language regarding payments within 30 days as some libraries have worked out agreements with 4CLS for a more flexible payment schedule due to cash flow concerns.
- More specification in what the system will do in terms of support and the ticketing system

If you have more comments and/or concerns, contact Steve or send the info to the Governing Council e-mail list.

General Discussion

- 4CLS will look into a 'Rent A Tech' model as a potential way to increase staffing in automation
- On staffing, Jesse is no longer with 4CLS. The plan is to move Matt to full time and then advertise for another part time automation assistant
- Symphony has the ability to add a photo to patron records. Jeff is looking into the specifics.
- Construction Aid applications are still being reviewed by DASNY. There is a Construction Aid Program workshop scheduled for Monday, June 13 in Sidney at 10 AM. Register by contacting Sherry Gorman.
- The Annual Dinner is Monday, June 6 at the Silo Restaurant. Deadline for registration in May 25.

The next Governing Council meeting is scheduled for August 19 in Hartwick.

Attendance

Stephanie Champney –WP
Nancy Simerl – SH
Colleen Law-Tefft – SH
Tina Winstead – ON
Echo Weller – SP
Barb Potter – HART
Nancy Wilcox – OX
Steve Bachman – 4CLS
Ed Dunscombe – EN
Lisa Wise – BCPL
Connie Dalrymple – NO
Sherry Kowalski – BCPL
Stacey Tromblee – DI
Carol Boyce – VE

Susan Frisbee – WA
Melinda Supp – WO
Alice Mahardy – RS
Mary King – GR
Brian Lee – 4CLS
Emily Creo – 4CLS
Sarah Reid – 4CLS
Megan Biddle – 4CLS
David Kent – CO
Claire Ottman – CV
Wendy Barkhaus – FR
Roz Conner – SI
Andrea Tillinghast - JC