

Governing Council Minutes

8/19/2016 – Hartwick & GoTo Meeting

Web conferencing software GoTo Meeting was used during this meeting as a test.

Buy It Now Update – Jeff will send an updated report. Usage of Buy It Now has slowed.

Flipster – The Electronic Resources Advisory Committee (ERAC) reviewed the usage of Flipster (digital magazine) and adjusted the range of titles accordingly. 17 titles that were not being used were replaced with new titles. For a full list of current available titles, contact Brian Lee.

Blue Cloud Analytics – Training has begun. Contact Brian Lee to sign up. Due to the complexity of Blue Cloud Analytics, Brian is training people individually or in very small groups. Director's Station will still be around for the time-being.

Novelist Select – Content from the reader's advisory tool Novelist Select has been integrated into the catalog. For many titles, patrons will be able to see book reviews and star ratings (from GoodReads) and links to similar titles.

Research Center – Links to the NOVELny databases have updated. The databases can be accessed for free from anywhere in New York State.

E-Rate Update – All forms have been submitted to USAC. The hardware has been ordered and will be installed in libraries by the end of the year. 4CLS will be installing firewalls, wireless access points, and switches. 4CLS will retain ownership of the equipment. The access points will be able to count WiFi users (needed for the annual report). Bandwidth upgrades will also be executed, hopefully by the end of the year.

The ultimate bandwidth goal is to bring all libraries to 100/100 in 3 to 4 years.

Windows 10 Upgrades – Matt & Dan assisted many libraries with the windows 10 upgrade. 4CLS can still assist libraries that have not made the switch. Some older printers and sound cards do not have drivers in Windows 10.

Office 2016 is available through 4CLS.

Patron Pictures – Workflows has the ability to add photos to a patron's record. The photo could be taken at registration by a web cam and would display during checkout, patron registration/modification tasks. It is a way to ensure that a patron's library card is only used by the patron. It is an opt-in feature for libraries and for patrons. If you would like to turn on this feature for your library, contact Jeff. If you plan to add the feature, we suggest adding a patron opt-in check box to your registration form.

Symphony/Enterprise Updates – Jeff will upgrade Symphony on Sunday, August 28 when all libraries are closed. Staff clients will need to be updated beginning the following Monday. An Enterprise update will occur at a later date.

Item Cat 1's - Item Category 1's are used to help sort circulation and holding figures. There are many Item Category 1's that are outdated. These outdated categories can be trimmed down. Jeff distributed a breakdown of Item Category 1's and the number of items associated with each (See attached). Several have less than 10.

Customized Policy Lists – There are now many user profiles. Staff have to sift through a large list when registering patrons. Jeff can use a customized policy list to limit the number of user profiles that appear in the drop-down box in the circ accounts. Jeff will set up a draft list of profiles to display and seek feedback (See attached). The list of current user profiles will be posted to the intranet.

Other Discussion

For libraries using Unique Management there is proposal to adjust the reporting window on privilege fines/fees to 60 days. In certain cases, libraries are adding non-resident fees as a PRIVILEGE charge so that patrons can pay it with a credit card.

Some RAPAS libraries are using their circ accounts to place holds for patrons. They each have a barcode they can use. 4CLS will reach out and offer training.

4CLS will be filling the open part time position in Automation.

Save the date October 26 (Wednesday). There will be a full-day multi-topic set of workshops we are calling the Day of Learning. More information to follow.

General reaction to the Go To Meeting experience was positive. Several online attendees reported problems with the audio which will need to be addressed. The general consensus is that the model is worth pursuing.

Attendees (in person)

Steve Bachman (4CLS)

Sarah Reid (4CLS)

Brian Lee (4CLS)

Barb Potter (HR)

David Kent (CO)

Claire Ottman (CV)

Carol Niedzialkowski (HR)

Carol Boyce (VE)

Jennifer Keysor (BCPL)

Sherry Kowalski (BCPL)

Becky Hochuli (DE)

Patricia Coyle (FR)

Melinda Supp (WO)

Roz Conner (SI)

Mary King (GR)

Megan Biddle (4CLS)

Emily Creo (4CLS)

Sarah Livingston (ON)

Connie Dalrymple (NO)

Susan Frisbee (WA)

Remote

Erin Larucci (ST)

Ed Dunscombe (EN)

Andrea Tillinghast (JC)

Nancy Wilcox (OX)

Michelle Priola (NB)

Gary Norman (MO)

Lisa Wise (BCPL)