

Governing Council Minutes 8-17-2018

Your Home Public Library (JC) & GoToMeeting

Welcome & Intros – Welcome Seth Jacobus, the new director at Endicott.

Beth Paine will be taking over in Sidney in October, but first will serve as interim director in Delhi.

Old Business – Nancy Wilcox (OX) reminded the group to try to limit the amount of patron information on date due slips and hold pickup slips. Patrons don't always remove them from materials before they are returned and there is a chance they will be discovered by another patron. If you would like help editing your library's date due slips, contact automation.

4CLS's patron card vendor is changing the type of plastic they use. Jeff passed around samples. The cards are thinner, but still feel sturdy. The group consensus was to continue adding a signature line on the cards.

The vendor does have the capability of printing barcodes directly on the cards. 4CLS will get cost estimates and options for members.

Text Messaging - Currently only Greene and Endicott are using text messages to send hold pickup notices. Walton, Norwich, Oneonta, Whitney Point, Sherburne, and JC have expressed interest in joining. 4CLS still has messages left over from the initial trial. When those run out, we will have to purchase more (\$600 for 5,000 messages; \$1,100 for 10,000 messages). We can't tell how many patrons are signed up for text messages.

To add a phone number for a patron, go to the SMS Tab in the patron record, enter the cell phone # and specify the messages to be sent. Make sure USA is selected as the country (it is the default).

Automatic Renewals - The auto-renewal report is being tested on the test server. The report will adhere to each library's circulation policy- it will not renew items with holds, items that have reached their renewal limit, or items checked out to a blocked or barred patron. The report will renew for the following patron types: PUBLIC and STAFF.

The report will e-mail patrons to let them know their items have been renewed. If the patron does not have an e-mail address in their record, will still have their items renewed (if they meet the criteria listed above), however they will not receive a notice of any kind. Other options can be configured at a later date, but will need acceptance from all participating members.

The text of the e-mail can be edited, but will be the same for all participating. See the handout for the wording borrowed from another system.

*Circuit items- when creating circuit item records, use the circuit item types to ensure they won't be renewed.

Autorenewal is an opt-in by library. If interested, contact Automation.

Juvenile Fine Free – JC is ready to move ahead and will be the first test case. After deliberation we have determined that the best way to proceed is to create a new set of item types: J Book, J DVD, etc. Jeff will move JC's J items over to the new item types in bulk (based on the item category 2). When that is complete, other interested libraries will have their items moved over.

To ensure proper circulation of ILL items it is necessary to eventually move each library's juvenile items over to the new item types. Jeff will create circ rules for libraries not wishing to go fine free for juvenile materials. In this way, it can remain a local policy.

Ben (JC) will share the resolution JC's board passed.

Steve will e-mail the Governing Council list to find out where libraries are on the question: going fine free, thinking about it, not going. The list will be provided to the membership for informational purposes.

Libraries who want to be added to the list of libraries going fine free for juvenile materials should contact automation. There is no deadline. Libraries are free to opt in at any time.

Automation/Barcoding Update – Unadilla goes online August 28. Smyrna goes live on September 5. Andes is barcoding. Edmeston will be barcoding soon. Bovina and Roxbury are weeding and will be barcoding soon. Steve will be in contact with the others soon.

E-Library (AKA classic catalog or old catalog) – E-Library is going away. Functionality has been slowly eroding for a while. The link has been removed from the 4cls web page. Some patrons may have bookmarked the old catalog. Jeff will look into placing an auto forward at that url to redirect users to the Enterprise (new) catalog. Usage of e-Library will be halted by September 4th, 2018.

E-Rate – We have almost completed this year's work. We still need to get fiber into BCPL. Sherburne, Norwich, Oxford, and Greene have fiber installed. Speed is 100 mbps upload and download. The next round of e-rate will include more fiber installation.

Shared Storage – The shared storage is up and going. Jeff is in the process of moving servers over to the new equipment, this includes the Wordpress server, which hosts the 4cls-member library's webpages. At the time of these minutes all servers have been moved to the new equipment.

One of the benefits of this project is reducing the hardware in the server room. 4CLS will also be able to eliminate some outdated servers with expensive yearly maintenance.

One of the long term benefits will be a link with the Southern Tier Library System that will allow both systems to back up each other's data. In an emergency each system will be able to run on the others' equipment.

General Discussion

Questions about the status of the effort to redo the 4cls webpage:

The effort is still underway. Higher priority items received precedence. Member feedback was very helpful in determining what items need more prominence. The redesign won't be too dramatic as we have to stay within the framework of the Sirsi catalog. Now 4cls must determine whether to employ a web designer for updated graphics or try another route.

Question about the Sirsi mobile app:

Sirsi used a third party vendor to create an app version of the catalog. It is quite pricy. The recently loaded update of Enterprise (our current web catalog) is more mobile friendly. The next update, scheduled for 1st quarter 2019 is said to be even friendlier for mobile devices.

Updates: JC is now loaning museum passes (Bundy Museum, Roberson, and Phelps Mansion). For now they will be available via ILL.

Beth Paine will be taking over as director for Sidney on October 15. Roz retires on the 30th.

Beth will also be serving as interim director in Delhi until October.

The contact list for members needs to be updated.

Attendance (In Person)

Steve Bachman – 4CLS
Megan Biddle – 4CLS
Stephanie Champney – Whitney Point
Echo Weller – Springfield
Barb Potter – Hartwick
Deb Stever – Deposit
Nancy Wilcox – Oxford
Pat Parks – Stamford
Seth Jacobus – Endicott
Sarah Reid – 4CLS
Emily Creo – JC
Colleen Law-Tefft – Sherburne
Korin Spencer – Fenton
Trudy Fisher – Fenton
Ben Lainhart – Johnson City
Sherry Kowalski – BCPL
Carol Boyce – Vestal
Cheridan Douglas – Lisle
Roz Conner – Sidney

Next Meeting: Friday, November
16 in Oneonta at 10 AM.

Attendance (Online)

Claire Ottman – Cherry Valley
Clara Lantz - Smyrna
Connie Dalrymple - Norwich
David Kent – Cooperstown
Kate Lee – Morris
Lisa Wise – BCPL
Michelle Priola – New Berlin
Ramona Bogart – Afton
Susan Frisbee – Walton
Susan Rowe – Gilbertsville
Wendy Barckhaus - Franklin