

SC Lends Executive Board Meeting

March 11, 2016 10:00am
South Carolina State Library

Attendance: Rita Vogel, Jennie Redman, Rogan Hamby, Ray McBride, Carl Coffin, Charlotte Johnston, Faith Line, Sarah McMaster, Rieta Drinkwine, Chris Yates, Colleen Pappas, Elizabeth Snyder-Powell, Amber Konger, Leesa Aiken, Kristen Simenson, Eric Robertson, Ben Hall.

Carl called meeting to order at 10:06am and opened with introductions. Eric Robertson will be the new director for Fairfield County. Sarah McMaster is retiring and her last day is April 29th, 2016. Sarah said she will make sure Eric gets added to the advisory listserv.

Approval of February 2016 Minutes: *Ray McBride* made a motion that the minutes be approved and *Faith Line* seconded the motion. *All approved.*

Committee Reports

A. Cataloging

- Colleen reported that they may add Aquisitions as part of this workgroup in the future. She also reported that York has resolved all their internal issues/problems with Aquisitions except one issue which Equinox is helping them with.

B. Circulation – no report

C. Finance

- Sarah passed out the financial report.
- Sarah said that we need to figure out what we are going to do with dues. Rogan had run two sets of numbers for Sarah and there are two formulas for calculating cardholders. Need to decide on one way to count cardholders whether it be three year count or one year count.
- Sarah has reduced base card fee by \$1,000 to \$6,000 now. Also reduced cardholder fee to 25 cents. Using this formula we would bring in \$10,000 less in dues and also each library would see a reduction from last year's fee OR a small increase. Sarah reported that we are going to carryover \$100,000 – so she isn't worried about us not bringing in the extra \$10,000.
- Amber asks what we feel is comfortable/healthy amount to have in reserves.
- Colleen asks if we can get to a formula where no one has an increase – especially so that the smaller libraries don't have to pay an increase.
- *Leesa Aiken* made a motion that SCSL continues to pay their portion of dues and *Carl Coffin* seconded the motion. *All approved.*
- *Sarah McMaster* made a motion that we adjust formula to \$5,000 in base cost and 25 cents per cardholder for 2016-2017 dues that are due by June 1, 2016. *Charlotte Johnston* seconded this motion. There was clarification during discussion that we will also use 3 year cardholder count. *All approved.*
- Rogan clarified that the number is active cardholder from 3 years back from the DATE that Rogan ran the report. Rogan ran this report on March 10, 2016.
- Sarah will have Paula send out invoices.
- Kristen wants us to discuss our carryover amounts at a future date and maybe explore budgeting/earmarking it for a specific project/development/need/training.

D. Governance – no report

E. Systems Administration

- The February Sys Admin meeting was canceled.

F. ICL

- Chris is keeping track of things to assist Kristen
- Kristen said she would make sure that the item of whether or not slip was delivered has been added get added to the survey.
- Kristen reviewed general information about slips and survey for the new directors.
- IMS will move to new software for billing on July 1st.

G. Migration

- Carl mentioned that we will need to think about (in the future) of having some of designated to be the ones to go talk to prospective libraries. Such as would it be SCLends Chair and someone from State Library?

H. Public Relations

- Sarah says that useful stuff like bookmarks should be put on the website.
- Chris says that SCSL has hired a communications/PR person and he might be able to come to one of our meetings and assist us.

I. Website

- Matt and Katie from SCSL have started looking at the website and will add governance forms to the website.

Other Questions/Issues and Discussion

Operations Report from Rogan Hamby

- Carl sent out Rogan's report via e-mail.
- Rogan says there are three open tickets on SCLends Helpdesk and no tickets on Equinox Helpdesk.
- Rogan will do volume consolidation for Beaufort on Sunday.

SC Lends Upgrade/Equinox Tier 1 Support

- Leesa says that Equinox is still available for April 12th upgrade to 2.9.
- Rogan says this is a new feature that has to do with voiding of overdue fines and the circulation group will need to make some decisions about this.
- Equinox can do Tier 1 support starting March 15th.

Staffing (Cataloging Position) – No Report

Miscellaneous

- Carl gave Rogan a plaque for his service to SC Lends.
- Rogan will be working with Equinox and will be a project manager and will be handling migrations with NC libraries.
- Kristen says she will organize a social gathering to say goodbye/thanks to Rogan.

Executive Session

- *Faith Line* made a motion that Eric Robertson be allowed to attend any Executive Session as he will be the new director/decision maker for Fairfield County. *Colleen Pappas* seconded this motion and *all approved*.
- *Kristen Simenson* made a motion to enter into Executive Session and *Jennie Redmond* seconded the motion. *All approved*.
- *Carl Coffin* made a motion to come out of Executive Session and *Ray McBride* seconded that motion. *All approved*.
- Chris passed out some Equinox paperwork. There is a number that someone can call if the system goes down.

Next Meeting Date

- April 22nd 10:00am
- *Elizabeth Snyder-Powell* made a motion to adjourn and *Ray McBride* seconded the motion. *All approved*.