

SC Lends Executive Board Meeting

May 19, 2017 10:00am

South Carolina State Library

Attendance: Faith Line, (Janet – Faith's Deputy Director), Ray McBride, Pinky Harriott, Carl Coffin, Ben Loftis, Laurel Sharp, Chris Yates, Leesa Aiken, Meg Stroup, Robert Antill, Ben Hall, Rieta Drinkwine

Approval of April 2017 Minutes: *Faith Line* made a motion to approve the minutes from the April 2017 meeting. *Carl Coffin* seconded the motion. All were in favor and none were opposed.

Committee Reports

A. Cataloging

- Meg Stroup reported that she had two RDA trainings in the past week and felt that the trainings went well.
- Meg reported that she is still talking to Marchive and Backstage about Authority Control. She doesn't have cost projections on this project yet because deduplication actually needs to take place first. The group was reminded that deduplication would also take some development hours/have a cost associated with it.
- The Cataloging Workgroup will most likely meet at some point in October.
- Chris Yates and Meg have a conference call with Equinox scheduled for next Thursday. This call will concern the feasibility of the search configuration work that we need done.

B. Circulation

- Faith Line reported that she would like for this group to have a meeting in August – most likely towards the end of month after the Eclipse.

C. Finance

- No report – Eric was absent.

D. Governance

- Leesa Aiken distributed notated copies of the Bylaws. The notes refer to possible changes and/or areas for standardization. There was some discussion about the spelling of the organization's name – group agreed on SCLENDS.
- Leesa pointed out that most of the possible changes noted are located in the section that talks about Staff – section 5. This section had originally been written to address the role of Rogan Hamby and his position – and is now a section that we could rewrite or remove. There was also the mention that we could just have a statement that says the Board has the authority to employ staff at their discretion of the Board. This statement could be placed in the Board section and the Staff section could then be deleted.
- It was recommended that the updated Bylaws just list the officer positions and the specific names of those filling those positions.
- The Mission Statement will need to be updated in the Bylaws to reflect what the Board had approved in 2014.
- It was recommended that with regards to minutes, the Bylaws include a simple statement that says the meeting minutes will be sent out before the next meeting – with no other specific timetable.
- Leesa reported that she has also revised the confidentiality form, as it is old and outdated, and

that she would like for us to talk about this item at the next meeting.

- There was a mention about the Prospective Library Packet – and that we can all double check our files and see what we have to be included in that packet. Chris also said that he has copies of Cardinal documents that we can refer to.
- It was agreed that the revised Bylaws only list the committees that we actually use and have active – which would be A, B, C, D, and K in the current Bylaws.

E. Systems Administration

- No report – Alan was absent.

F. ICL

- Chris provided the group with an update and the van accident/fire materials reimbursement. He said that the Dept. of Admin.(which IMS is a part of) is going to send each library a check to pay for the materials lost. In order to receive this check payment, each library needs to create a generic invoice and send the invoice to IMS. IMS will then send payment to those libraries that have sent in invoices. Chris shared a copy of a list of the amount that each library should invoice to IMS and said he would send this list out on the e-mail list as well.
- Chris also reported that he will have some information next week about the shipping rate going up with IMS. He said that he'll have information for us by the next meeting and that the change will most likely be minor for us.

G. Migration

- Ben Loftis reported that the “kick off” conference call with Equinox is scheduled for June 30th and that the “go live” date for Cherokee County is November 9th. Ben will let us know if, and when, he needs assistance with the migration process.

H. Public Relations

- No report – Scott was absent.

I. Website

- Chris reported that the meeting minutes being posted as they are approved. These minutes on the SCLENDS website are searchable PDFs.
- Chris also announced that AHJ, Calhoun, Chester, Williamsburg, and York are the counties that haven't yet sent their contact information to Chris for the website.

Other Questions/Issues and Discussion

Recurring Reports from ESI

- Ray McBride led a discussion about Recurring Reports and referred to list that had been emailed to the group earlier in the week. Group was in agreement that they were happy with the list as presented.
- Faith asked about end of year report(s) and it was recommended that these still be handled separately with ESI.
- Chris said that he will make the ticket for these recurring reports and that then we will have to send Chris the e-mail address of the people at our libraries that will get the reports. There will be a limit of two e-mail addresses per system to help make things manageable for ESI. Chris would prefer that reports be e-mailed to the library Director and/or Sys Admin staff for each library. The reports can then be distributed to the appropriate staff from there.

- Chris reported that he isn't sure how long it will take to get everything for the recurring reports in place.

Changes in Copy Status Visibility for Upgrade

- Faith asked if there is a difference between copy status “On Order-Not Holdable” and “On Order” (which is allowed to be holdable). Faith mentioned that there seems to be some confusion about how “On Order” works with a skeleton record being in the catalog and when the record would apply and things would be visible and holdable. No one attending the meeting was quite sure how everything works with York with the Acquisitions module.
- Chris said that will follow up with Equinox regarding “On Order” statuses and also “Storage” and the OPAC visibility and holdability of these. Faith recommended Chris ask about “Reserves” too.
- The group was comfortable with the other choices as presented in the handout.
- Ray suggested that we go ahead and use the chart made for the upgrade and then we can adjust those three areas of concern (On Order, Storage, Reserves) as needed. For now, “Storage” will be made OPAC visible and holdable and active.

Nominating Committee Report

- The Slate of Officers was presented: Chair – Ray McBride
Vice Chair/Chair Elect - Ben Loftis
Secretary - Rita Vogel
Finance – Eric Robinson
- There were no additional nominations from the floor.
- *All were in favor of the slate as presented and none were opposed.*

Bylaws Committee Report

- There were no additional points or report as everything had already been discussed during the Governance Committee report.

Ray reviewed and read aloud the Circulation Standardization Policies, which had been agreed upon at the retreat this past winter, for ratification. Laurel Sharp reminded the group that we can implement these changes for a year and if we find they aren't working for the majority then we can look at changing the circulation policies again. It was mentioned that, up to this point, there has been no negative feedback from the testing of these changes.

Ray McBride made a motion that SCLENDS move forward with the standardization of the Circulation Policies as approved at the retreat this past winter and presented again at this meeting. **Carl Coffin** seconded the motion. *All were in favor and none were opposed.*

Next Meeting Date

- Group agreed that there would be no need to meet in June – especially with summer reading.
- Meet July 21st after APLA – over at the Richland 2/Sandhills facility. Meeting will start at 1:30 so as to give those attending both meetings an opportunity to each lunch.

Chris quickly mentioned that Twitter will not close the SCLENDS account at the request of the State Library – Chris is going to reach out to Rogan and see if he can assist with closing the Twitter account. **Rieta Drinkwine** made a motion to adjourn and **Charlotte Johnston** seconded the motion. *All were in favor and none were opposed.*