



ILS Operations & Technology Policy Joint Committee Meeting
SELCO Office – Avila Room SELCO Office
3:00 – 5:00 PM Regular Meeting
April 19, 2007

Present:

Allan Nilson
Graham Benoit
Sharon Grossardt
Don Regelman
Chris Henderson
Jeannie Johnson
Shirley Taylor
Lynne Young

Susan Hart
Ann Hutton
Barbara Misselt
Donovan Lambright
Craig Outcalt, Resource Staff
Aurora Jacobsen, Guest
Mary Beth Sancomb-Moran, Guest

Absent:

Don Overlie

Meeting Notes

Welcome by Allan and Jeannie

General Announcements – Barb and Donovan are traveling from Computers in Libraries and will arrive late. Jonya is attending MLA Leadership Institute, Ann and Mary Beth will take notes.

Unfinished Business

- 1) Items from Previous Meeting
 - a) Unique Management Systems Report
Have spoken with vendor. SELCO will need to decide whether this will be a service for everyone or a value-added service as Committee previously recommended. Aurora sent email to Online Libraries to ascertain interest. Finance Committee has said that we need to cover costs of products offered. Price is dependent on number of libraries interested and would probably be unaffordable for smaller libraries, unless purchased as a group. Staff will check whether the product has an ongoing fee, or is a one-time fee.
 - b) Recorded Books' DVD Downloads as System Wide Offering
Northfield Public Library is offering downloadable DVDs through Recorded Books. Lynne will report in three months to update the group on how it's working.
 - c) Live Meeting Service
Based on discussion with State Library, use of the online meeting service is permissible if the meeting is of statewide significance and/or is sponsored by one of the partners. Ann checked with Suzanne if SELCO can be an out-state trial site, or if we could pay a fee to be a partner. Nothing final and we will continue to talk with the State Library.
- 2) Value Added Services Update
Two services, Public PC Management (Pharos) and PC Support are up for contract renewal.
- 3) Special Projects Update
Both possible projects, Plainview PL's installation and configuration of PCs and Hokah PL's PC cleanup, did not occur. No other special projects at this time.

- 4) Review ILS Task Report – Discussed status of several tasks
- 5) Tech Plan FY 2008 – 2010, Review and Endorsement
Motion by Graham Benoit and second by Don Overlie to recommend the revised plan to SELCO/SELS Board of Directors for approval. Unanimous.
- 6) Review of issues for Database Standards Committee meeting
Committee will meet next week and items for discussion include: Multi-disk cataloging, serials cataloging, and book review webform. Indexing of the 730 field, addition of expanded keyword search to keyword search, and pull-list default columns, added to the discussion topics.

New Business

- 7) DayEnd Problems
Software has failed in fits and spurts. Occasional staff error involved, primarily in staff not trained to normally deal with the process. More often failure caused because library staff are manipulating notices during “closed” timeframe causing process to error-off. Jonya will send reminder to Online Libraries when they can review notices and when SELCO needs priority.
- 8) Reminder Notices
A number of the media centers run reminder notices for graduating students for books and materials they’ve not returned or owe a fine for throughout their school experience. (Otherwise the older notices drop off the queue.) Because the reminder notice is a block, blocks require stopping transactions and dealing with the block. A high number of the students have reminder notices for all lost or overdue books, so the number of students that this affects is sizable.

Would like to have the block purged from their account once there is no amount due. There is currently no function in Horizon to purge notices automatically. Would need to be a manual or scripted process. Craig has figured a way to automatically move the block into the block history. Block will not be purged, however. Shirley Taylor offered to be a test site for the process to make sure it doesn’t have unseen consequences.
- 9) MnLINK Brainstorming
Shirley would like additional discussion about gathering additional MnLINK statistics and Horizon generated reports. SELCO staff will craft a reminder on how to run a report identifying what has been received from MnLINK for collection development purposes, with the understanding that the online library has followed ILL receiving procedures and entered the title.

Shirley brought up general dissatisfaction about the ELM databases. Aurora reported that SELCO responded to a MINITEX survey that SELCO was not in agreement that MN should just renew the ELM contract without database review. Ann will contact Suzanne Miller asking her to request product evaluation before renewing the ELM contract.
- 10) Other
Chris Henderson asked why ILL data is not available the first of the month. Craig explained that the system must wait for stats based on hold notices and libraries have one week to run these.

Chris asked about the website change for those sites who are hosted by SELCO. Two weeks is a short amount of conversion time, especially for publicity materials. Craig explained that we cannot have an auto redirect since we cannot point one DNS address to two servers. Ann stated the launch date for the new website would be pushed back to one month to June 1.

Next Meeting is on May 17, 2007, at 3:00 – 5:00 p.m.