



**ILS Operations & Technology Policy Joint Committee Meeting
SELCO Office – Avila Room SELCO Office
3:00 – 5:00 PM Regular Meeting
May 17, 2007**

Participants

Present:

Allan Nilson
Sharon Grossardt
Don Regelman
Chris Henderson
Jeannie Johnson
Shirley Taylor
Susan Hart
Dianne Plager

Renée P. Lowery
Don Overlie
Lynne Young
Ann Hutton
Barbara Misselt
Donovan Lambright
Craig Outcalt, Resource Staff

Meeting Notes

Welcome by Allan.

General Announcements

Graham Benoit is now the Assistant City Director for Owatonna and stepped down from the library directorship. SELCO appreciates his long-standing contribution to this committee and to library automation since 1981. Graham initiated the region's participation in our first ILS. The region owes Graham a great deal of gratitude for his dedication to technology.

Unfinished Business

1) Items from Previous Meeting

a) Unique Management Systems Report

- i) From the survey, the libraries responded: 2 said yes, 10 no, and 2 maybe. Discussion: Lynne said she had staff that are opposed due to public relations issues. Austin PL may be going forward if the region does not but SELCO staff would have to be involved at some level, perhaps treating this as a Special Project. Donovan said he will discuss this with Austin PL in the near future. Ann said she is not comfortable with SELCO picking the costs up.

b) Notices Printing Reminder

- i) Not sent out yet and carried over until next month.

c) Reminder Notices

- i) ILS Bulletin is drafted and about to go out. This is working well, according to Shirley.

d) ELM Database Review

- i) Ann explained this was actually done last month but Aurora has found there are some new advances to optimize searching strategies which she is analyzing and will incorporate into training. Ann will contact Suzanne Miller and share the ILS Operations Committee's concerns about funding this selection of statewide databases with LSTA funds.

e) SELCO Website Update

- i) Ann says this is ready to go. Final document updates are being added. Previewing by boards and other committees have been favorable.

2) Value Added Services Update

- i) July – June contracts are going out shortly. Vendor uploads, student data loads, public PC management/Pharos.

3) Special Projects Update

- i) There are none at this time.

4) Review ILS Task Report

- i) Plainview Elgin-Mantorville Name Change is finished on the public side and the internal, staff-side will be reviewed. Discussion about the political need of the PEM school system balanced against the staff time necessary to do this work. Consensus is that the code isn't as important as what the public sees but if possible and not terribly time consuming it would be a nice gesture. Will also set a precedent. There may be grant dollars for this work.
- ii) The installation of the Spring PC Purchases are proceeding as planned, done this week and the next PC Purchase goes out next week.

5) Database Standards Committee Update

Dianne said they met April 26th and sent out five recommendations.

Discussion:

Item 4a. Keyword searching and strategies were discussed. Basic keyword searches a lesser number of indexes, thus the desire to add an Expanded Keyword.

4.b. Expanded Title will search titles from 500 fields, letting people find song titles or short stories.

4. Using the word 'anywhere' or 'any' may be more understandable than 'expanded'

Motion made to change the word "search:" to say "keyword search:" and the dropdown word 'keyword' changes to say 'basic' and add 'anywhere'. Jeannie moved, Dianne seconded. Motion carried.

Discussion:

- 1. Lynne questioned the annual serials, clarifying that yearbooks and world almanacs are not to be treated as serials and have copy records created.
- 2. This information will go to automation contacts.

Allan moved to accept the remaining recommendations. Don seconded. Motion carried.

6) Other - None

New Business

7) Committee meetings

- i) Jeannie said she'd had complaints about the number of SELCO staff at the data standards committee meeting, primarily regarding the DVD/Television series cataloging. Ann explained that two people were there to share professional experience as well as a follow up to the time they had spent investigating options and concerns. Others were there as resource people. Jeannie said it is a member committee, not a staff committee, and discussion should be primarily by members. That certain people were intimidated by the SELCO staff's contributions and participation. Ann reviewed the number of SELCO staff who need to attend or who are asked to attend, and agrees to be aware of who is attending a meeting, explain why people are there, and consider a seating arrangement.

8) Audio and video 2007 Annual report change

- i) Renee discussed a concern that only items on the catalog count into circulation for state library's annual report, and that it was a considered decision not to put ebooks and downloadable audiobooks in the iPAC, and whether they need to be put into the iPAC or send a note to the State asking why the distinction. Renee will ask Bruce Pommerantz what led to that decision and for more guidance.

9) Summer Meeting Schedule

- i) Ann asked if this committee would like to move to bi-monthly meetings for the summer or at least drop the June meeting? The group agreed to go month to month, we will skip the June meeting and review August's meeting in July.

10) Other

- i) Susan asked about the finance committee's discussion of common rules for circulation, adding items, ILL rules and more to make it possible to use a less robust system that would cost less. Don pointed out that he has heard that this complexity of our system's federated independence has created problems in several areas. Allan said the region is too complex to make complete 'one-sized fits all' but that it should be possible to simplify a core group of things that would make the biggest difference. Lynne says that it is OK to look at cost but some decisions made were made to fit the way a director runs her library, and the way Horizon works has supported that. Renee said it was the nature of who we are to appreciate that ability to fit the ILS to the local policies and decisions. Ann says we may be able to examine this, and Donovan is starting a list of things that could possibly be changed to simplify things. Jeannie said that some things that may seem trivial may actually be huge, such as fine rates between a library that does not charge a fine compared to a library that charges a larger fine and will lose revenue. Ann agreed and said it would have to be a stepped number of choices to any simplification.

Meeting Date: Next meeting is July 19th, 3 pm.