



ILS Operations & Technology Policy Joint Committee Meeting
SELCO Office – Avila Room SELCO Office
3:00 – 5:00 PM Regular Meeting
February 21, 2008

SELCO/SELS Technology Vision Statement

SELCO/SELS will champion equitable access to quality service in southeastern Minnesota libraries through acquisition, management, and support of technology solutions.

Present:

Don Regalman
Shirley Taylor
Jill Holmes
Chris Henderson
Lynne Young
Dianne Plager
Ann Hokanson
LaVonne Beach

Sharon Grossardt
Renee P. Lowery
Ann Hutton
Michael Scott
Donovan Lambright
Mick Reese, Resource Staff
Jonya Pacey, Resource Staff

Absent:

Susan Hart
Fran Johnson
Don Overlie

Meeting Notes

1. Welcome & General Announcements

- a. Introductions and Welcome by Lynne
- b. Ann announced the annual counting of net lending of ILL and referred to the SELCO Librarian Blog's post highlighting net lenders in our region.

2. Unfinished Business

- a. **Review ILS Operations Committee and Technology Policy Committee Responsibilities including discussion of relationship and communication flow with ILS Operations sub-committees**
 - i. ILS OC Charge examined. Tech Policy Committee charge tabled.
 - ii. Discussion of scope of advisement responsibilities, how decisions are made, how voting members are selected, what role those members have in seeking input from their respective groups, the history of the new locations are brought online and how funding is developed to assist those sites, balance of public libraries and school libraries in relation to financial support of information services.
 - iii. Next summer, SELCO staff is requested to report on new locations being considered for the LSTA grant requests.
 - iv. Bring to the next meeting a comparison of SELCO and SELS financial support, public library revenue and school revenue and how that compares to the proportion of voting membership on the ILS Ops Committee
 - v. Suggestion to have distribution lists for each type of representative for elected representative discussion.
 - vi. Discussion about the relationships between the committees. It is determined that if a topic is in Data Standards, they can just move forward to ILS Ops for a vote on an issue. Online poll is in consideration.
- b. **Review Rider C: Policies and Responsibilities Statement from SELCO-Online Library Agreement – Due to lack of time, delayed for next meeting.**

All

c. Database Committee Recommendations

i. Purchase Order Program

1. Mick showed the "Can't Find It?" button he suggests putting on the Catalog to allow people to request materials. By barcode, it will send the request to the patron's home library or to the profile of the library being searched. Email to library staff can have phone number, email address and other contact information. Other text, such as reference type questions, is also possible. Two boxes, one for purchases and one for reference/ please find assistance, was discussed. There could be a link that links them back around to MnLINK and also to share a local library phone number. Email will go to director unless a location asks for another contact.
2. Final decision
 - a. "Suggestion for Purchase" is the in-link
 - b. Title is "Suggestion for Purchase"
 - c. Borrower Barcode box
 - d. Box titled "Suggestion for Purchase or Comments"
 - e. Populate library contact information under the suggestion box.
3. Although the box can be customized by location, this is more time consuming and may make continuity difficult.
4. Since barcode is necessary, school catalog will also contain this option.

ii. Re-labeling of Catalog Keyword Searches

1. Donovan reported this is done.

iii. Work on 730 Field

1. Jonya reported this is still in progress.

iv. Cataloging TV series to inform the public

1. Dianne said it was done but cannot find the email where it was sent out to the catalogers. We will look for a message sent out by Barbara Misselt.

d. Review ILS Task List –

- i. Due to lack of time, Donovan will send out an ILS summary.

e. Local Request Exception for Cannon Falls

- i. Jonya gave an update on attempts to contact Cannon Falls Public Library director. She will continue trying to set up meeting as requested last month by committee.

f. Review SDH

- i. Dianne will take this to the committee, initiate online review of topic and report back with a recommendation.

3. New Business

a. Business Continuity Management/Disaster Recovery Plan

- i. Due to lack of time, Donovan will send out via email.

b. Initiate review of Technology Plan Goals

- i. Tabled due to lack of time.

c. Request for New Collection Code

- i. Sharon moved that we adopt the new collection code for newsletters. Ann Hokanson seconded. Unanimous with one abstention.

Next meeting is March 20, 2008.