

Governing Council Meeting Minutes

Sidney & Online

Welcome & Introductions – A welcome was extended to Heather Johnson, new director of the William B Ogden Library in Walton.

Old Business –

Annual Report- The state encourages libraries to complete the last question with comments related to how well the software works. Also, you can use the notes to record info for reference and later use (just remember that the state can see them and they become part of the official public report)

3-Part Mailers (paper overdue & lost notices) are getting low. 4CLS would like to convert the remaining libraries over to self-printing their overdue & lost notices. If your library still uses them, we will be in touch about converting.

Items Stuck in Discard- Discards with fines or holds do not clear. We have also learned that discarded items that relate to an open order record in the acquisitions module also do not clear. Sirsi has a report that can remove the open orders allowing us to clear these discarded items (for a fee). Jeff is confirming that it will fix the problem before spending.

New-Book & New-DVD Item Types – These item types were set up some time ago. Materials need to be manually changed to this Item Type and then need to be manually changed to normal Item Types when they are no longer considered NEW. Items have been overlooked, some have been in there since 2008. Jeff will work to move these Item to their normal Item Types and will work on an automated report which will move Items that have been assigned to a Home Location of NEWDISPLAY to a Home Location of STACKS.

SMS Text Messaging - This option is functioning for the 9 libraries that opted in. By the end of March, the system will start sending overdue notices in addition to hold pickup notices. Down the line, we may be able to add courtesy notices too.

Auto Renewal – Auto Renewal is turned on for the 13 libraries that opted in. The renewal notifications (e-mail only) are sent before the courtesy notices to avoid confusion. As a result some patrons are upset that they lose 2 days off the end of the loan renewal period.

DVDs have not been renewing due to a previous Governing Council decision to require “seen” renewals for DVDs. **By consensus of the group, DVDs will be set to allow 1 unseen renewal.** This means they will be eligible for auto renewal (if there are no holds) and patrons will be able to renew them once through the online catalog (if there are no holds).

Juvenile Fine Free- Jeff displayed a schedule (attached) for libraries to have their items moved over to the J fine free item types. Notify Jeff if you would like to add your library to the list. Jeff is moving the items over at night in batches of 20,000.

If you are going (or have gone) fine free for juvenile materials, use the new items types (all starting with J) when barcoding new materials.

E-Rate – 4CLS is working on setting up a fiber connection to BCPL. Goal for upcoming year is increasing bandwidth and fiber connections for those that have fiber available in their area.

Shared Storage & Disaster Recovery – A connection has been established between 4CLS and Southern Tier Library System. This connection is being used to replicate (and back up) each system on the other’s server on a nightly basis.

Online Progress- All but four libraries have signed automation contracts. Harris Library in Otego is going to the voters to secure the funds needed to automate.

General Discussion-

Feb. 27 is Library Day in Albany. If you can’t go on the bus, take a moment to call or send a message to your state elected officials to ask them to support libraries and reverse the Governor’s cuts.

BCPL has a subscription to Hoopla (a service with digital books, music, and video). Access is open to all library patrons in Broome County. They are interested in expanding it. We will look to have a Hoopla rep attend the next Governing Council meeting to explain the product and pricing.

Some libraries are also interested in Kanopy (a video streaming service).

Libraries are reporting good results from advertising job openings on Indeed and through Facebook.

JC is now lending hot spots and sewing machines. They are also partnering with Meals on Wheels to deliver books to homebound persons in Broome County.

From Automation: Windows Home Edition has limited networking functionality. If you are buying a computer for the library, avoid Windows Home Edition.

Attendance (In Person)

Jeff Henry (4CLS)

Steve Bachman (4CLS)

Deb Stever (Deposit)

Heather Johnson (Walton)

Susan Frisbee (Delhi)

Barb Potter (Hartwick)

Stephanie Champney (Whitney Point)

Sarah Reid (4CLS)

Colleen Law-Tefft (Sherburne)

Jennifer Keysor (BCPL)

Michelle Priola (New Berlin)

Susan Rowe (Gilbertsville)

Kaitlyn Forbes (Richfield Springs)

Nancy Wilcox (Oxford)

Bath Paine (Sidney)

Pat Parks (Stamford)

Jacalyn Spoon (BCPL)

Carol Boyce (Vestal)

Tina Winstead (Oneonta)

Attendance (Online)

Megan Biddle (4CLS)

Ben Lainhart (JC)

Brian Lee (4CLS)

Claire Ottman (Cherry Valley)

Connie Dalrymple (Norwich)

David Kent (Cooperstown)

Korin Spencer (Fenton)

Ramona Bogart (Afton)

Seth Jacobus (Endicott)

Xina Sheehan (Franklin)

Robin Avolio (South New Berlin)

Clara Lantz (Smyrna)

Cheridan Douglas (Lisle)

Gary Quarella (Greene)