Montana Shared Catalog Spring Members Meeting
Friday, May 6, 2016 in Helena, Montana
Carroll College, Rice/Avila/DeSmet Room (in the lower Campus Center)

9:00 - 9:30 Welcome, New Libraries, Guests and Executive Board Introductions (Sinda Puryer)

Executive Board introductions: Jack Albrecht, Holly Harper, Wendy Campbell, Mark Wetherington, Kathy Robins, Sonja Woods, Lisa Mecklenberg Jackson, Diane Anderson, Sinda Puryer.

Welcome New Libraries: Livingston and Richey

Housekeeping

Roll Call

ACTION ITEM: Approval of MSC Membership October 1, 2015 Minutes. Correction of typographical error "Patrol" and clarification of discussion item by Sarah McHugh by addition of clarifying language were recommended for amended minutes. Motion by Jodi Oberweiser to adopt minutes as amended, seconded by Sonja Gavin. Motion passed.

9:30 – 9: 45 Content Management Committee Update (Stephan Licitra, Vice Chair)

Committee met March 24. Discussions centered on successful implementation of 33x fields, 007 field, and GMDs. Committee recommends using the 250 field for BluRays . Field 338 field allows the addition of a new column of information in Workflows. There are online tutorials to assist catalogers but anyone on the CMC can take a question. A hyperlinks subcommittee will generate ideas of how to manage hyperlinks in the catalog. Some of links are no longer viable and need to be addressed. Next meeting will cover updates to standard procedures and hyperlinks suggestions. No date set but it will be before the fall members meeting online.

Library Development Task Force Update (Sarah McHugh)

Library Development Task Force –Key recommendations include libraries as leaders in communities as learning spans a lifetime and upgraded infrastructure that encourages resource sharing. Significant interest in training and recruiting is underway for a Lifelong Learning position at the State Library. There will be a reduction in the MSL investment in the large suite of databases. The DiscoverIt product not renewed. The May 17 NAC meeting will focus on the recommendations. Materials will be posted online and interested members should get in touch with NAC representatives.

9:45 – 10:00 **Reorganization Update (Jessie Goodwin)**

MSC goals are staying the same will make reports easier to build. Final deadline is June 30 so we can use consulting hours available to us from SirsiDynix to remove/modify obsolete values. Jemma said MSC is nearly done with Item Category changes and has limited drop-downs for item categories. Open a ticket if you are not seeing the item categories that you wish to see. Home Location changes are due from libraries in the next few days. The completion of the home location API will take a little while but should be completed before the end of June at which time the drop-down menus will change. Reorganization has enabled an easier process for adding new libraries.

10:00 – 10: 15 **Courier Cost Sharing Proposal (Cara Orban)**

Proposal is to support the courier infrastructure for resource sharing by Drop-site libraries (hub libraries). Non-participating libraries are asked to contribute $25 for shipping within sharing group libraries. Hub libraries get a discount of about 10.5% to accommodate the increased workload. The goal of this proposal is to increase opportunities to join a sharing group which has limited some sites which are not currently eligible for courier service.

ACTION ITEM: Vote on Courier Cost Sharing Proposal. Denise Ard moved to accept the courier proposal – Jodi Oberweiser seconded – Discussion - Motion passed.

10:15– 10:30 **BREAK**

10:30 – 11:00 **Montana Shared Catalog Bylaws Changes (Sinda Puryer)**

Article 1 –add "including MSC Director" to Article I, Section 5. Marie Habener moved to approve the Article 1st ByLaws change - Rhonda Horner seconded – Motion passed to accept new language in Article I Section 5

Article V – add "whose members have staggered two-year terms. The term of office for board members begins July 1 after election. Strike "in a staggered rotation every two years from the formation of the Committee". Add "be comprised of nine members", strike "consist of one representative each from the following groups. - Section 2j – Strike "Administrator" and replace with "Director", add "as" before "a non-voting". Section 6 - – add "staggered" and" Individuals". Strike They in next sentence. Add "Executive Board", strike "Committee" in remainder of Article 6. Kate Vassar Geise –moved to accept – Online second by Rick Ball. Motion passed.

Article VI, section 4 –add "Chair of the" before Executive " Nancy Freburg moved to accept the amended section and Kate Vassar Geise seconded – no discussion – Motion passed.

Article VII – Add "Standing and replace acronym "AD HOC" with "Ad Hoc" in Article Heaer. Add "There shall be a Content Management Standing Committee. See Appendix B – Content Management Standing Committee Guidelines" and renumber sections in Article VII – Kate Vassar Geise moved to accept changes – Stephan Licitra seconded – no discussion – Motion passed.

Article VIII – Add "the" before MSC, add "Executive Board" and "Ad Hoc Committees" and strike "Catalog Committee" – Roberta moved to accept as amended – Ronda Horner seconded – no discussion – Motion passed.

ACTION ITEM: Vote on Bylaw changes: Kate Vassar Geise moved to approve the bylaws as amended. Stephan Licitra seconded – no discussion – Motion passed unanimously.

11:00 – 11:15 **Presentation of Executive Board Nominees**

ACTION ITEM: Vote to suspend Article V, Section I for purpose of a vote (Sinda Puryer)

Sinda explained the reason for suspending bylaws which will allow for a special vote that will allow 3 board members to be elected for a 1-year term. Libby Wolfe moved that Article V, Section I be suspended, Nancy Coultas seconded the motion. Motion passed.

ACTION ITEM: Vote for Executive Board Nominees (Sinda Puryer)

Executive Board Nominees introduced themselves to the membership. Online and conference attendees votes tallied by MSC staff and submitted to Chair for afternoon session.

11:15 – 11:30 **ENTERPRISE UPDATE (Jessie Goodwin)**

Trying to phase out eLibrary this summer. MSC is working with SirsiDynix on Enterprise's place hold button lag time issue. We are hoping that the clean-up from the reorganization will help speed up Enterprise. On-order items are not appearing for some libraries who use Acquisitions module. Two libraries are piloting Administrator logins and are making changes to their "home room" using the rooms manager login. MSC is hoping to add additional access later this summer. Training will be required first. Facets are being updated to match reorganization project. MSC continues to work on patron history implementation. The Classic catalog is still available for libraries that joined before 2015. If a search drops when using World Cat, it is because the link in World Cat is pointing to eLibrary, not Enterprise. Update the Worldcat link with the Enterprise URL to resolve.

11:30 – 12:00 **BUDGET CLOSE OUT (Jessie Goodwin)**

Jessie discussed significant items in FY16 budget. Travel costs increased significantly this year as did the cost of the membership meetings.

Jessie presented budget difference between FY16 and FY17.

Scarlett Sherman queried why cost of Shoutbomb increased per library. Jessie said it is dependent on the number of participating libraries and some had been prorated previously. Katie Callon asked about the cost of RDA toolkit. Jessie said cost remains $162.00. Kate Vassar Geise shared that the invoice date due problematic for schools as invoice is sent to school librarian and becomes past due. She asked if it was possible to send it directly to the school clerk for processing. Jessie said to contact her and she would contact Mike to change it per request.

March 1 is normally when the counts are done. This year was March 2. Invoices will come out as soon as possible after the meeting is over in May. Jessie will check on the processes for invoicing and due dates and get back with the membership.

ACTION ITEM: Vote on MSC FY2017 Budget - Kate Vassar Geise moved to accept the budget as presented – Rhonda Horner seconded – no discussion – motion passed unanimously.

12:00 -1:00 **LUNCH**

1:00 – 1:15 **RESULTS of Executive Board Vote (Sinda)**

Board members Jack Albrecht, Sinda Puryer, Mark Wetherington and Diane Anderson re-elected. Roberta Gebhart, Debra Westrom and Kelly Reisig will replace Sonja Woods, Holly Harper and Lisa Mecklenberg Jackson.

1:00 – 1:30 **SYSTEM UPDATE (MSC STAFF)**

Jessie reported that two libraries are withdrawing – Billings Clinic Medical Library and Miles City Community College. There are 177 libraries in total because 2 libraries were added.

MobileCirc is proving to be helpful for inventory. Carly Haluszka at the Harlem Public Library is a good resource for information about how they are using MobileCirc. The holds function will soon be available in MobileCirc with the new release.

Ticket system – There are 160 open tickets this morning which is more than double the number of open tickets last year. MSC Staff are aware that it is taking longer to respond and looking in to a help desk system that will bundle similar tickets and allow for multiple attachments in one response. The good news is that more libraries are opening tickets and using the ticket system than previously. MSC Admin is looking in to a more sophisticated system and would like to thank members for their patience.

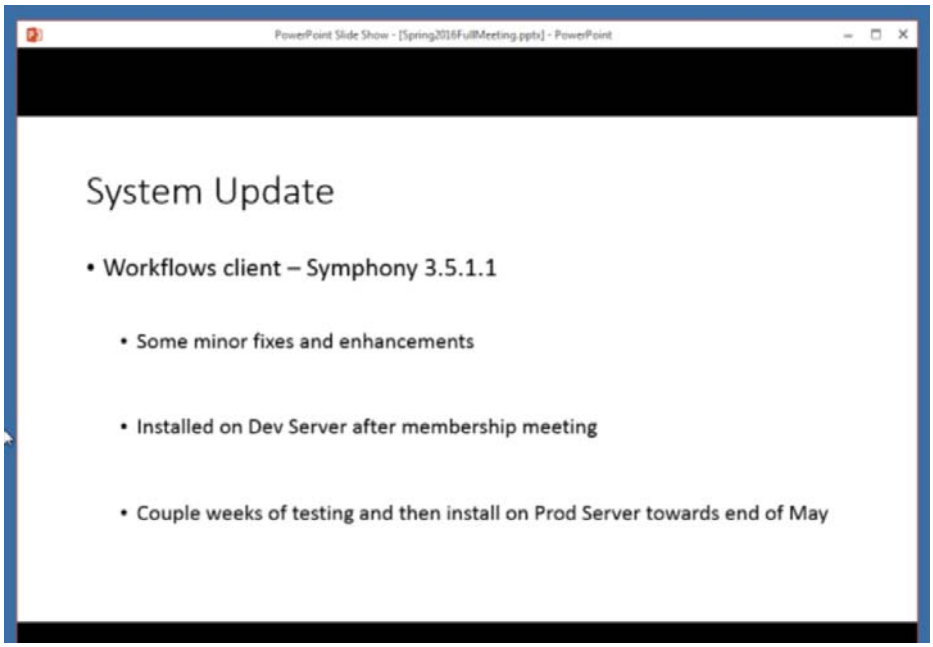
Regional trainings – Scheduled trainings for Billings on June 21 and Kalispell on July 20. Trainings are always in need of presenters. Contact Bobbi deMontigny if you have suggestions for topics, needs for your staff or a training proposal. MSC Staff will have a training for the go-live in Livingston. We hope people will volunteer to help Livingston when Bobbi puts out the request.

BLUE CLOUD Analytics – **Jemma** – Blue Cloud will eventually replace Director's Station. SirsiDynix will provide a free training probably in September. Peer training will roll out in the fall as well as videos and group training. Tiers are: Creator (administrator), Analysts are able to modify created reports – Viewers can get reports that someone else creates for you. Diane told the group about the value of the detail provided by BCA.

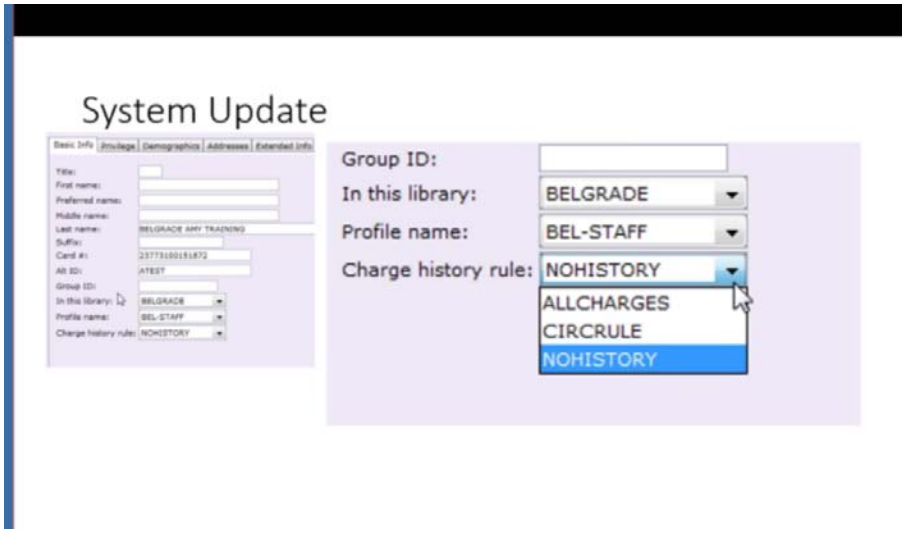
Retirement of Director of Statewide Library Resources (Jennie Stapp)

Sarah is retiring on June 24. Her position will be posted soon.

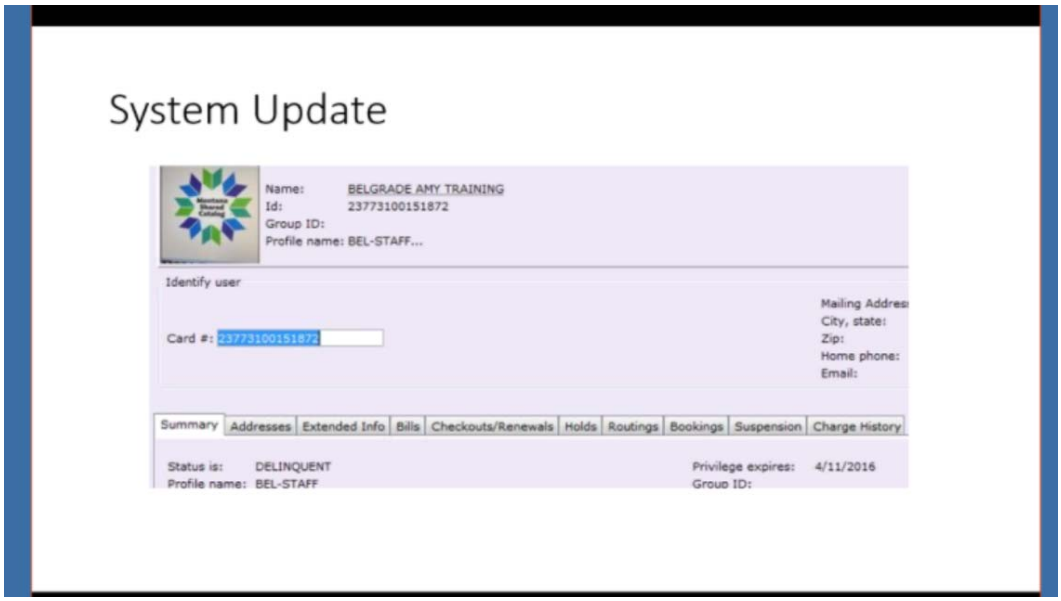
System Update Slideshow – Amy Marchwick



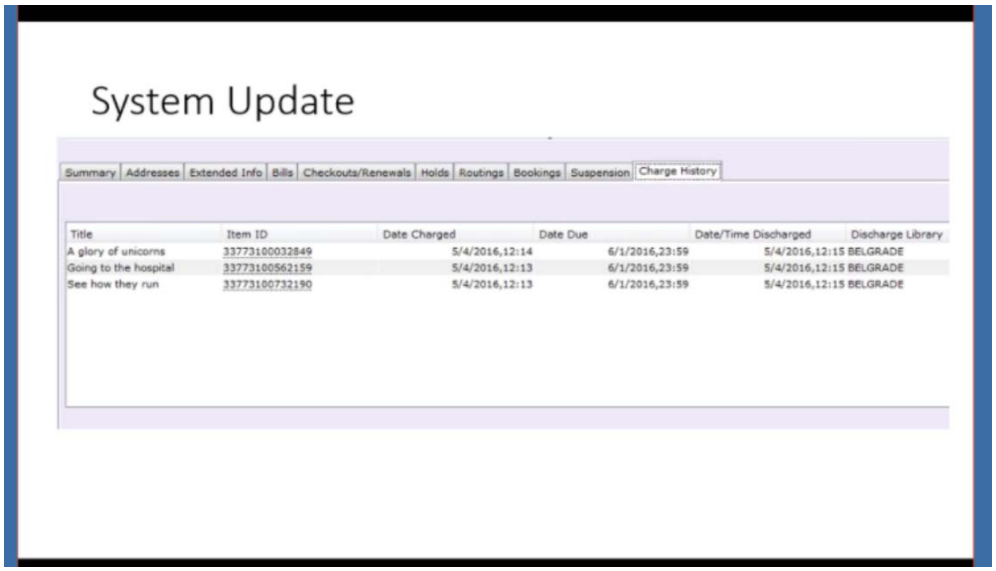
After the update, MSC will start implementation of the patron charge history.



View of Display User with the Charge History tab:



If you click on the Charge History tab, the following will display



Charge history shows up on Item record as well.

Several members shared stories about discussions with their boards about this option. Some boards were in favor and some were not.

Sites can have Charge History availability turned on for their sites but submitting a Helpdesk ticket but it will be up to each patron as to whether it is activated for their personal account. There will be a Charge History tab in Workflows.

Next Workflows release will not require user to have Administrator privileges for update. New feature will allow text size modification on left-side “directory”.

1:30 – 1:45 **TECHNICAL SERVICES SUMMIT** (Sarah McHugh)

Explore opportunities in the Technical Services arena. Initially launched a discussion among public libraries focused around cooperative cataloging and acquisitions which identified these three goals:

1. Mutual understanding of the role of MSL in helping libraries navigate changes
2. Create benchmarks that will guide changes
3. Share benchmarks with NAC on May 17 for their considerations

Keeping in line with Library Development Task Force in creating sustainable, scalable infrastructure

Members are encouraged to watch the recording and take the survey.

One idea is to create a subcommittee. Contact Kathy Robins if your site is interested in participating.

MSC Exec Board will use the survey and subcommittee work to help inform the work plan this year.

Dale Alger stressed the importance of the quality of the catalog record.

Sonja Woods and Jamie Greco encouraged people to watch video.

Jemma: 75% of records added to the MSC are added by 3 libraries. 112 libraries add 1%. OCLC states that 3,000 original records were added in 2015. Cataloging mentor program addresses some needs in the MSC. But these mentors are fitting time in during their regular FT job. Not talking about centralized selection.

ACQUISITIONS STANDARDIZATION – **Jemma**: A few libraries are using the module in various degrees and forms. MSC has built a work-arounds to accommodate different ways that libraries use acquisitions. MSC staff spend lots of time troubleshooting issues with Enterprise. We need to formalize best practices in using Acquisitions.

1:45 – 2:00 **SERVER LOCATION (Jessie Goodwin)**

Current servers, when replaced cannot be placed on-site at the State Library. They must be placed at the MT ITSD. Another option would be to outsource the server location to SirsiDynix as SAAS (Software As A Service) . MSC would need a large library and a small library to live test SD SAAS for workflows. It would be for a short time just to track information. Please think about this. It will be after the summer reading program. MSC is very interested in testing for different ISPs and workloads.

Current SirsiDynix contract is a 10-year contract signed in 2012.

2:00 – 2:05 **PUBLIC COMMENT, ANNOUNCEMENTS and ADJOURN**

- Celebration Sunday June 5 at Community Center for Dale Alger's retirement

ACTION ITEM: VOTE TO ADJOURN

Becky Mosbacher moved to adjourn, Kate Vassar Geise seconded the motion. Motion passed. Meeting adjourned at 2:05 pm.