

## **SDLN Executive Committee Minutes**

April 21, 2011

9:00am – 11:00am CT

**Members Present:** Dan Siebersma, Warren Wilson, Ethelle Bean, Nancy Sabbe, Patty Anderson, Sam Gingerich, Ronelle Thompson, David Gleim

**Also Present:** Nina Mentzel, Andy Erion

### **Approval of Minutes**

**February 17th** – Thompson moved, Sabbe seconded. All present voted Aye. Minutes will be posted.

### **Executive Director Report**

**General Update** – We are current on all service packs/patches for ALEPH v20, SFX, and MetaLib. We have no open support tickets for SFX or MetaLib. AquaBrowser issue on 8 April was due to space issues on the server. Serials Solutions has doubled the size of SDLN space to resolve the problem.

**Training Update** – 4 AquaBrowser update demos were conducted via WebEx, with 29 attendees. Site visits are scheduled for May and Inventory sessions will be conducted. A training survey will be sent to membership for spring/summer training topics. Follow up with SDA regarding inventory process.

**Budget update: FY11 YTD** – Updated revenue/expenses. All anticipated revenue is currently on payment plans. There is a new line for digitization reimbursements; this includes reimbursements for SDLN staff time and bandwidth. At the end of the year it will roll into reserves. UPS/Maintenance more because a larger UPS was installed, so maintenance is higher. Hardware Maintenance is less due to switch from SUN to HP. ALEPH software support/SFX/MetaLib maintenance cost did not increase as much as budgeted. WebEx cost is anticipated to be a little less. There is no Firewall/IDS expenditure this year. In SDLN Administration, there was no salary policy this year and we did not readjust budget. There will be some salary salvage from the vacant position and some leftover travel. Telecommunications is billed the month after service so there still could be some variance. Printing/postage much less than previously, will review next year for FactBook. The bottom line is that almost \$300,000 will move to reserves this fiscal year.

### **Unfinished Business**

**ALEPH Indexing Task Force Update** – Indexing task force members: Cathy Paltz/USD, Cathy Enlow/SBR, Cindy Meinen/MIT, Lisa Lindell/SDB, Colleen Kirby & Stacia McGourty/SDS, Nina Mentzel/SDLN. The purpose of the project is to improve search and retrieval of materials via ALEPH GUI and OPAC. This process will not clean up underlying data problems. The processing time involved may be over an entire week. In discussing the project with ND and MN, they re-index annually and it takes approximately 24-48 hours. The present timeline is as follows: all work to be done on test server, group will meet next week with ExLibris support personnel to review all table edits, tables will be edited on test server, process of re-indexing will be run on test server to determine length of time involved and results of fixes in place. Once time frame is determined and results of fixes are satisfactory, process will be run on production server. Note that while project is being run on test server, there will be no impact to daily operations of libraries. Goal is to be done before fall semester begins.

**Grupo Maya Contract for Reindexing project** – Due to complexity of project, Grupo Maya has been contacted to provide assistance. Estimated time is 40 hours at a cost of \$6500 for work on test server only. Motion to contract with Grupo Maya by Bean, seconded by Andersen, motion carried.

**Advanced Reporting Update and Demo** – Andy Erion picked up project from Sean Roberts. Previous tool worked in ALEPH v18, no longer worked in ALEPH v20. Previous tool met needs of many member libraries without need to contact SDLN for custom reports. Demo conducted by Andy Erion. Testing will commence shortly with testers from several member libraries. Feedback from testers will be used to enhance functionality. A demo will be conducted at the May Advisory Council meeting.

**Hiring Options** – issue raised by membership is inadequate level of service and what to do about it. Member libraries not happy with time it takes to address issues and time on task while addressing issues. Need to determine what critical tasks are, and who is assigned to them. While SDLN has implemented new procedures, staffing is a primary issue. FY12 budget has Sean Roberts position fully funded. A long-term solution is to fill the position and a short-term solution is to hire a consultant with previous experience. Could proceed with hiring which may take 3 months, after which another 6-12 months for new hire to get up to speed. Recommendation to advertise and hire, as well as hire consultant, Brandon Harms, between now and when we would hire. Gingerich moved to fill vacant programmer/analyst position, Thompson seconded, motion carried. Consultant will be hired from FY11 excess budget funds.

**Advisory Council Meeting** - Tuesday, May 10th at Cedar Shore, Chamberlain, 10 a.m. – 3 p.m. CT Thompson sent draft agenda previously, User Group reports, other business of the meeting will be conducted first, main portion of meeting will be similar to EC Retreat conversation: What is working/not working in SDLN?, Where are we with regard to ExLibris?, Where are we with regard to the future? We will be receiving “RSVP” regarding lunch so will have an idea of attendance prior to the meeting. On-site meeting should encourage car-pooling and discussion between member library staff during travel.

### **New Business**

**Revised FY12 Budget and Fees** – An effort was conducted to analyze the FY12 budget with the goal to reduce member fees. AquaBrowser was originally funded in the FY12 Operating Budget and could be moved to Reserves. Since no salary policy was adopted for FY12, this amount could also be removed from the FY12 budget. These two actions would allow a reduction in member fees by 10%, or a total amount cut of approximately \$90,000. Thompson moved to approve, Gleim seconded. Motion carried.

**David Gleim EC replacement** – David pointed out that he would be leaving the State after June 22. After discussion, it was agreed to leave the position vacant until the fall’s election.

Confirm May 19<sup>th</sup> meeting, 9 a.m. – 11 a.m. CT Gingerich unavailable, meeting changed to 18 May. Additional meeting dates set: 15 June, 21 July, 18 August and 15 September

Meeting adjourned at 10:50 a.m. CT