

SDLN Executive Committee Minutes

June 15, 2011

9:00am – 11:00am CT

Members Present: Ethelle Bean, Ronelle Thompson, David Gleim, Nancy Sabbe, Sam Gingerich, Patty Andersen, and Warren Wilson

Absent: Dan Siebersma

Also Present: Nichole Golinvaux

Approval of Minutes

May 18, 2011 – Minutes approved

Executive Director Report

General Update – BHSU continues to struggle with the machine room remodel. Wednesday morning, June 8, Sean Crooks discovered that the air conditioners were not running. Service people were called. Alerts were set to send messages to Sean before the temperature got to the point of shutting down equipment but failed. Equipment issues were discovered (some from the factory) and repaired to avoid future shut downs. Grupo Maya and Ex Libris were contacted about ORACLE problems when the servers were brought back up. There are still some issues with two of the older servers, Advanced Reporting tool and authentication servers.

Thompson noted that users were frustrated with lack of communication from SDLN regarding the shut down earlier in the week and then again for the planned outage on Friday. Planned outage was for 3-4 hours but ended up being an entire day and no one knew why. SDLN staff did not have access to the phone system and servers (i.e. email system) in order to update the users. In this event the State Library needs to be notified in order for them to send out notification to everyone. Those libraries that rely on SDLN for email should have a backup email for notification in the event the SDLN email is down.

Gingerich raised the question of who is responsible to get the word out when communication is down at SDLN. Thompson suggested that the first call be to the State Library and the second call to Augustana. Wilson will follow up with Dan Siebersma to get a specific person at the State Library.

Wilson has been talking with Bill DeJohn at Minitex and Siebersma regarding Minitex and ILL delivery contract. Bill is proposing that they bill us in July and January. Wilson will be meeting with Siebersma to finalize this later that morning.

Training Update - Nina is visiting Mitchell and Southeast Tech and trying to get out a little more this week.

Budget Update - Member fees are on track and payment plans are in place for the remaining. Expenses are pretty much final. Personnel budget has a surplus due to vacancies. There are 5 applications for Sean Roberts' position and those will be reviewed this week.

ALEPH Indexing Task Force - Grupo Maya contract is signed and approved. Nina is working with the South Dakota group to resolve some of the issues. Looking to get tables updated around end of June or early July.

Record Deletion Process - Our goal is to delete all of the member libraries' old records—deleted patron and item records, by the end of June to allow for clean data when taking a snapshot of the statistics. There is no anticipation of big shifts in the billing for FY13.

Public Library ILS Investigations - Cindy Meinen from Mitchell Public arranged a webinar demo for Innovative Interface. Bean and Andersen were on the call and felt it was more a sales pitch than demo.

Thompson followed up with OCLC after the last meeting. She shared with OCLC's Mark Morey that Anne Moore from USD will be at ALA. He will meet with Anne at ALA.

FY13 Proposed Budget - The increase in budget is based on a 2.5% increase in member fees. In July we will look at what this translates to in terms of member fees.

SDLA Fall Conference - Spearfish in October. The Advisory Council meeting will be Wednesday afternoon, October 5th. There was discussion about continuation of user group meetings. Nina Mentzel typically likes to take that opportunity to do training. Thompson will visit with Mentzel in order to get back to SDLA conference organizers with times.

July 21st meeting confirmed

Need to do a call for volunteers to run for the Executive Committee.

Meeting adjourned at 9:05am MT