Minutes

Mountain Library Network

South Charleston Public Library

April 11, 2016

1. Meeting was called to order at 10:30 a.m. by President Judy Gunsaulis. Present were Judy Gunsaulis, Brian Raitz, Emilee Seese, Tammy Richards, Vicky Terry, Sarah Palfrey, Eva McGuire, Joanna Thompson, Paulette Kirby, Morgan Paul, and Kristina Ferguson.
2. Minutes from the January meeting were reviewed. Brian made the motion to approve the Minutes as read, Eva seconded, and the motion carried unanimously.
3. Committee Reports

 a. Circulation Committee:

* + MLN will ask the Circulation Committee to draft a notice to send out to patrons whose records are near expiration.
	+ Eva has set up “fake patron records” in Sierra for WV Reads, WVDeli, and Overdrive. These records are needed for regular maintenance and are under names such as “Overdrive, Overdues NMN”.
	+ 3. There was discussion on the possibility of creating specific subject headings for e-mails to patrons such as for overdues, materials available for pickup, etc.

 b. Catalog Committee:

* + Serials training has not been completed. Raleigh County will need to contact Eva to set up a time for this session.
	+ b. Some libraries have asked if it would be possible to have some staff trained only on deleting materials. Ability to catalog would be limited and this would help all libraries with their weeding process. The Catalog Committee will review this request for a “Terminator” level of cataloging.

 OPAC Committee:

* Brian received a notice stating that Syndetics will be up for renewal on July 1st. The renewal fee for Syndetics (shows book jackets and series info) is $3,210; renewal fee for LibraryThing (shows suggested reads and series info) is $3,040; unsure of renewal fee for NoveList. Brian creates a circulation list of check-outs and pro-rates based on that list. Each library is charged based on that information, affiliates area charged through the WV Library Commission.
1. Old Business

 WVU-P & BSC Record Loads

 WVU-P requested to load an additional 150,000 records. There is concern that uploading mass quantities of records will bog down our system. For the time being, Tammy will continue to load records as requested. However, the Catalog Committee will work on creating guidelines for this process for the future.

 Sierra update

* There has been one reported issue with holds “falling off” the shelf. Tammy has contacted Innovative regarding this issue, e-mail response is attached. In effort to resolve this issue, Tammy will begin clearing our entire holdshelf on a weekly basis. Innovative also recommended that we move from the Automatic Status Holdshelf to the Multiple Location Holdshelf model. Eva made the motion to switch models, Emilee seconded, and the motion carried unanimously.
* To use the portable Sierra function, you must have a VPN connection. There are currently only five licenses available. Sierra 2.2 will include options to check-out and create new patron records. This will be helpful if we want to visit schools, or other locations. The discussion to upgrade to 2.2 will be discussed in the future.

 New Member Requirements

* Sarah and Ann are working on a report for this topic.

 Weeding e-materials

* Catalog Committee will discuss procedures for cleaning up authority records. WVU-P will need assistance with their part.

 Removal of Patron Records

* This process has been successful – most libraries have completed, or near complete. At the General Meeting, we will suggest patron removal as an annual procedure.
1. New Business

 General Meeting

* Judy will request to have a guest speaker from Sephora provide information on data linking to Google. This would be a great way to advertise our local collection. There was concern on whether or not this topic would qualify for continuing education credits. Judy will contact Karen about credits, though it is assumed that the majority have acquired needed credits through Spring Fling and other conferences.
* MLN will remind libraries to complete an annual inventory as this process will help clean up our catalog.
* Ann and Paulette will handle refreshments for the meeting. We will plan to charge approximately $10 per person and any leftover funds will be deposited into next year’s meal budget.
1. Announcements
* The General Meeting be held on Friday, May 20th at the Raleigh County main branch.
1. Meeting was adjourned at 12:30 p.m.