

Governing Board Minutes  
Thursday, December 2, 2004  
Rolling Prairie Library System

Joan Rhoades called the meeting to order at 9:40 a.m.

A motion was made to approve the November 4<sup>th</sup> minutes; motion carried.

Database Standards – Karla Johnson:

- Committee met 11/17; discussed several things, but main project was the revision of the Database Standards Manual; 99.99% finished; would like to take it to the January User's Group meeting for approval. Questions on finding OCLC records and reporting errors were discussed. Special thanks to Amy Matzke/Hanson Professional Services, Nancy Simpson/IL EPA and Jo McLain/RPLS for their help/input in completing the manual. Joan thanked the committee for a job well done. Motion was made to approve the manual as a work-in-progress, adding and making changes as needed; motion carried. Karla will send the link out after Christmas for everyone to view. If approved by the full membership, Paul noted the manual will automatically be incorporated into the LLSAP contract.
- Serials: *predictions* (very complex) are the first step in the process for using this module; Lincoln Library and Decatur Public are setting these up in the test database; progress is being made.
- Effingham patron noticed when she accessed her account, her place on a request list was no longer available; based on the HIP Design Committee's recommendation, Jo was able to remove that feature from HIP; feature was misleading anyway – not completely accurate.
- Next meeting is Thursday, January 27<sup>th</sup> at 9:30 a.m. at RPLS.

Finance – Diane Yeoman:

- No report

Policies – Linda Meyer:

- Last meeting cancelled; not enough on the agenda.
- Next meeting is Wednesday, January 12<sup>th</sup> from 1:00 – 3:00 p.m. at RPLS.

Technology – Shelley Koehler:

- Committee met on 11/04; Paul updated the committee on the different modules; Jo reported on the CODI Conference
- Will be meeting later today with Jo to gather specific information on the *wish list* the committee has been working on; information will go out over the listserv as soon as possible.
- Next meeting is Tuesday, January 11<sup>th</sup> at 9:30 a.m. at RPLS.

RPLS – Paul Johnson:

- Bills went out in the amount of \$242,950; as of 11/24 \$45,450 still not received; not unusual for this time of year; Mike sends out standard monthly updates; January's reminder will be more strongly worded.
- IDOT library may be disbanded; Gisela meets Friday to discuss the mechanics and has requested information on any charges for withdrawing holdings from the database. Paul quoted the section of the LLSAP contract that deals with leaving the LLSAP. Question arose if there should be an *exit charge* or a formula for determining what types of charges are appropriate. Withdrawing records is an easy process; profiling issues are more complicated and time-consuming; hard to put a figure on the work that needs to be done. Bev will be talking to Gisela about this and will explain the contract, the orphaned bibs that will need to be deleted, OCLC pulls, the process for deleting holdings, and that the cost depends on the man-hours needed to complete each phase. Any future/further action(s) will be turned over to the Finance Committee to work up.
- Future upgrades –
  1. Horizon v.7.4 (to be released 12/15), Horizon v.8.0 (to be released fall of '05) and HIP v.4.0 (to be released 12/15).
  2. Horizon v.7.4 considered a minor release, but provides the framework for HIP v.4.0, which will be installed at the same time.
  3. HIP v.4.0 and Horizon v.8.0 considered major releases.
    - Option A for proceeding:
      1. wait until fall of '05 and do all at once.
      2. disadvantage to this is everything is new at the same time and there would be more downtime.
    - Option B for proceeding:
      1. upgrade to Horizon v.7.4 and HIP v.4.0 late winter '04, early spring '05.
      2. upgrade to Horizon v.8.0 in fall of '05.
      3. recommended by Dynix, Technology Committee, Paul and Jo.
    - Motion was made to go with option B, the two-step upgrade; question on if anything would be affected by one option over the other; Jo said better to take baby steps to work on any tweaking as we go; motion was voted on and passed.

RPLS – Jo McLain:

- Reported on the differences the upgrades would make to the database, including how the database will be re-structured; Com Res (NewsDex) and Closed Stack Access will not be affected by the upgrades.
- Reported on the CODI Conference held November 3<sup>rd</sup> – 5<sup>th</sup>, with training sessions before and after; 700 attendees, 200 of those were new; Dynix has 3400 contracts in 42 countries – more than SIRSI and Innovative combined; Illinois systems represented at the conference were DuPage, Lincoln Trail, Rolling Prairie and Shawnee; gave a summary of the sessions she was able to attend. Next year's conference will be in Minneapolis in early November; Early Bird registration is

- best offer; would like Terry to attend also; encouraged anyone who could, to attend; excellent opportunity to network with contacts from all over the world.
- Discovered the *HIP Statistical Use Report*, a HIP activity report from inside the administration module of HIP; includes counts sorted by various index searches, borrower types and statistic type; can be run by location and for a specified period of time. Motion was made to generate the report going back to when we went live through the end of December '04, then generate quarterly beginning in January '05; motion carried.

Nancy Huntley – Third Party Software:

- The Unique Collection Management Module software was originally purchased by Lincoln Library for \$1,200; recommend any additional library interested in using the software to pay a flat fee of \$400; the first two libraries would pay Lincoln Library directly, bringing their cost down to the \$400 fee, the third and all subsequent libraries would pay the Computer Development Fund; a motion was made to accept the recommended fee/payment schedule; motion carried.
- Lincoln Library paid \$3,000 for the SIP2 software and it resides on their server; if the software is moved to RPLS, Lincoln Library will be responsible for a one-time \$1,000 licensing fee; recommend moving the software to RPLS and Lincoln Library's Computer Development Fund bill be credited \$1,000 for each of the next three years to recoup their costs, and any library interested in using the software pay their own one-time \$1,000 licensing fee. There are no annual or on-going costs involved other than those associated with any upgrades, which everyone using the software could share in. If moved to RPLS, server hardware should not be a problem, but there were concerns regarding on-going maintenance, etc. Prior to voting on the recommendation, the Finance Committee will look at all costs involved.

Meeting adjourned at 11:10 a.m.

In attendance: Joan Rhoades, Shelley Koehler, Karla Johnson, Libby Letterly, Diane Yeoman, Mary Ann Pohl, Lee Ann Fisher, Nancy Huntley, Lois Morse, Linda Meyer, Jo McLain, Paul Johnson and Terry Moreland

Submitted by Terry Moreland, Secretary