

## SDLN Executive Committee Minutes

January 19, 2012

9:00am – 11:00am CT

**Attendance:** Ethelle Bean, Warren Wilson, Elvita Landau, Patty Anderson, Ronelle Thompson

**Not present:** Nancy Sabbe, Sam Gingerich, Dan Siebersma

**Also in attendance:** Nina Mentzel, Nichole Golinvaux, Jodie Barker, Sean Crooks

**Approval of December 15 Minutes:** Ethelle moved approval. Elvita second. Minutes approved; will be posted.

### Executive Director's Report

**General Update** - Machine room is running fine. There are no other notable items at this time.

**Training Update** - Training has been limited to a few remote members with Nina's focus on the re-indexing project.

### **Budget Update**

**FY12 YTD** - There are some variances with revenue for ongoing member fees. After making the budget a year and a half ago we have had some members drop or switch to remote, accounting for this variance. The remote member fees are higher than expected. All other expenses are in order.

### Unfinished Business

**Re-Indexing Update** - After review of everything that we did and identifying that there were still problems ExLibris discovered an additional table that required editing; something we were unaware of in previous testing. Two services did not complete successfully. After discussion with ExLibris and consultant, Luis Lucayo with Grupo Maya, it was determined that we need to start over and re-run everything from the beginning. We have 6 services that must run in sequence to get the indexes set up properly. 5 of those 6 services lock database searching. When searching is not available members can only work on existing information and cannot create any new searches. The original estimate of time was approximately 10 hours per service to run. We have no reason to believe this will change. Sean Crooks asked the consultant to let SDLN know when each service is complete in order to view the log files and make sure everything ran correctly before moving to the next service. When we begin running the services again it will be monitored 24/7 in order to make sure everything is run correctly. This is scheduled to begin at 6:30am CT Friday morning (1/20/12) which will impact the libraries over the weekend. It was discussed that the libraries should manage to function as long as circulation is up and running. Notices and updates will be sent out to let member libraries know we are starting the re-indexing process again and that we will be updating via the listserv as each step is completed.

**RFP Update** - Jodie Barker is working on getting the last couple sessions transcribed and correlating the data. The task force will be meeting next week to review the information. Jodie also met with the SDLN staff for a couple of hours to get information regarding the technical side of things. There was general consensus that the sessions have been successful and productive.

- EC Tasks – The Executive Committee needs to continue to look at the task list that was created to make sure they are doing their part with the RFP. We will need to review these items as we move along in this process.

- Consultant - An email was sent to the public library listserv by Greta regarding consultant Rod McGee. Anne Moore will meet with him during the ALA Midwinter conference.
- Survey Question - Jodie is working on a survey/questionnaire to get a deeper understanding of what libraries want. Thus far, we have a very broad idea and want to gather more specific information. The question was raised whether the Executive Committee task list should be included in that questionnaire. It was determined that those items will not be included.

**SDLN Website Redesign** – The consulting contract was approved through the state auditor's office right before Christmas. Nina, Sean, and Warren met with the consultant after the first of the year regarding what things we need and want to see with our website. When we get a draft layout back we will share it with the Executive Committee to get feedback. Currently the contract extends through the end of January. She is working on a very fast track to complete work on time.

### **New Business**

SDLA Reception - Warren attended this event and reported that it was well attended and well put together. Governor Daugaard and his wife were there, as well as many legislators.

Next meeting February 7th for RFP Review and regular meeting on February 16th confirmed.

Meeting adjourned at 9:46 am CT