

## SDLN Executive Committee Minutes

October 21, 2010

9:00am – 11:00am CT

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

**Also Present:** Nina Mentzel, Nichole Golinvaux

### Approval of Minutes:

**Sept. 9<sup>th</sup>** – Patty moved and David second. All present voted Aye. Minutes will be posted.

**Sept. 22<sup>nd</sup>** – Patty moved and Nancy second. All present voted Aye. Minutes will be posted.

**AC Meeting Minutes** - These minutes need to be reviewed by everyone and posted to the website. Nichole will put together a draft, email for review, and make any changes before they are posted.

### Executive Director Report:

Training Update:

Mentzel conducted a session at SDLA with Sean Crooks and Andy Erion. They reviewed ALEPH updates, ILL, Metalib/SFX information and AquaBrowser.

Training sessions scheduled via WebEx in October for Remote Library ILL Training and in November for AquaBrowser RSS Feeds Training.

### Budget Update:

Review of FY11 – It is still early in the fiscal year but we are on track.

Reserve Account – Lisa Elliot, Ex Libris inquired about SDLN's interest in having Ex Libris host SFX and Metalib for SDLN. It does not appear that much work would be offloaded. Total outsourcing solution would be a one-time cost of \$12,200 and ongoing cost of \$20,160/year for a 3-year contract. Sean Crooks' estimate of replacement of server & storage would be under \$25,000 for a one-time charge which includes three years of maintenance.

Review of October 14-15 – We started having disk failures on October 6-7. Numerous work orders were sent to Ex Libris and HP (hardware vendor) to isolate the problem. The morning of Thursday, October 14<sup>th</sup> one of the Ex Libris senior support people said we had corrupted tables in Oracle and if we didn't shut down immediately we risked having the entire database crash. A message was sent immediately and the system was shut down. We contacted Grupo Maya who stepped in immediately and found the problem. Access was shut down Thursday night and opened before staff had a chance to verify if everything was working. This created more issues.

Ronelle expressed concern with the level and amount of communication during the problem situation. More communication was needed including that SDLN was still using the back up system. Users did not understand that the system had been unstable for days so receiving an email to shut down was unnerving. Members did not know that Grupo Maya had been brought in. In a situation like this all libraries should know what is going on, not just those who call in directly. Sam Gingerich moved that a set of communication expectations be established. We need a communication strategy with SDLN so everyone knows what will be said and how it will be handled. Nancy second. All voted aye. **Motion carried.** A plan will be shared at the next meeting.

**Unfinished Business:**

Advisory Council Meeting – Working to get the Records Deletion Process distributed to the member libraries; will plan to start this process in December with Randy Parks coordinating. SDLN will contact member libraries.

Retreat Dates – EC members to send possible dates during January/February to Warren; he will see what works for all. Retreat: Chamberlain, starting between 10-11am, working lunch, finishing between 3-4pm.

**New Business:**

Ex Libris Visits – Is there any interest in having Ex Libris provide webinars or direct visits to discuss new products and services? EC members didn't see a need for this given we just heard a presentation at SDLA. Warren will convey that unless there is something new it is not necessary.

The next Executive Committee meeting is confirmed for November 18<sup>th</sup>. David will not be able to attend.

The December 16<sup>th</sup> meeting will be changed to December 9<sup>th</sup>.

Meeting adjourned at 9:59am CT