

SDLN Executive Committee Minutes

November 17, 2011

9:00am – 11:00am CT

Members Present: Warren Wilson, Ronelle Thompson, Ethelle Bean, Nancy Sabbe, Elvita Landau, Patty Anderson, Sam Gingerich

Also Present: Nichole Golinvaux, Nina Mentzel

Members not present: Dan Siebersma

Approval of Minutes: Ethelle moved to approve, Patty Second. All in favor voted aye. **Motion Carried.** Minutes will be posted

Executive Director's Report:

General Update - We experienced issues with the A/C unit again. The sensors that turn the A/C off when there is a possibility of freezing temperatures triggered them to turn off. This, however is not a concern as our A/C units use Freon not water so the temperatures have to be much colder in order to freeze. The technicians have switched out the sensors. It appears that issue has been fixed as of now. The fire marshal did an inspection of the machine room and discovered that more smoke detectors were necessary due to the large amount of airflow. Those were added. A security audit was conducted for BSHU and SDLN that looks at all of our security (network, firewall etc.). We passed the audit with a couple of items that we need to fix.

A year ago SDLN agreed to host the UMWUG conference in 2013 and it was questioned by Nina whether we should still host that conference due to the lack of certainty regarding our future with ExLibris at this time. Ethelle moved that we withdraw the invitation to host UMWUG 2013, Elvita second. All in favor voted AYE. **Motion Carried.**

The support site was up and functional and then there was an issue on with the Blade Servers and Sean is working on getting those up and running. The servers were back online by the end of the meeting. Warren will be on vacation Dec. 1-9 and Dec. 22- Jan. 2

Training Update - Nina has done a lot of informal training with remote members over the past month. This has slowed down in the last week or so. She conducted ILL training, both a Webex session and an onsite session in Faith. This was for both full and remote member libraries. Lucas and Nina have been working on a new training calendar. Due to the upgrade of Outlook the previous method of using the training calendar was no longer functional. They have found a new web based calendar that they think will work well for this purpose. They are hoping within the next week or so that they will be able to add this to the website.

Budget Update- FY12 YTD We earned \$62K in interest last year which is good considering the economy. There are no expenses that seem to draw red flags or require any specific comments. Everything is looking positive.

Unfinished Business:

ALEPH Indexing Task Force Update - On Monday ExLibris was able to run one of the services that has been erroring out without errors. They were going to work on the second service to try and get that fixed. Things are finally moving forward again and once these services are completed she will review with ExLibris and Grupo Maya where we sit and what needs to happen to move to production. Grupo

Maya will send us a proposal for their cost for work on production. It was questioned if our budget is adequate to cover this work.

RFP Task Force Update - The task force met in Sioux Falls on Monday this week. Everyone was there in person except Colleen Kirby who joined them via phone. It was requested that they be able to modify the timetable and Ronelle verified that would be appropriate. They have also asked for modifications to the vendor list that was forwarded by Jodie. Sam Gingerich wanted to make sure the group knows they will need to address the issue of having a solution in the "Cloud" or hosted solution that is appropriate with patron records should SDLN be served with a subpoena at any point. It will need to be made clear what happens when we are not controlling/running the system. This will need to be spelled out in the RFP and the EC will probably need to be involved with this.

New Business:

Reserve Account Update - The Reserve Account has been updated to include the additional costs that were voted on during the Advisory Council meeting. There were also some changes made on the 10 year plan. Changes were made to the server replacement. It has been our practice to replace servers every year and not in a 3 cycle as it shows on the previous 10yr plan. The \$60,000 every three years has been changed to \$20,000 each year. Minitex/ILL was added to the Reserve Account but it was noted that it is included already in the FY12 YTD so we can remove this from the Reserve.

Upgrade Exchange Servers - We need to upgrade these servers. It was motioned that we purchase the blade servers for the support site. Moved by Ethelle, Second by Patty. All in favor voted AYE. **Motion Carried.**

Next meeting was confirmed for December 15th 9am CT
Meeting Adjourned at 9:26am