

SDLN Executive Committee Minutes

December 9, 2010

9:00am – 11:00am CT

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

Also Present: Nina Mentzel, Nichole Golinvaux

Approval of Minutes

October 21st - Ethelle moved and Ronelle second. All present voted Aye. Minutes will be posted.

Executive Director Report

Training Update - Nina had 4 WebEx sessions in October for Remote ILL libraries and had 26 participants. 3 WebEx sessions in November on Aquabrowser and how to create RSS feeds. There were 13 participants.

FY11 Budget – Line items are on track. We will work on how to account for the digitization income, such as adding a new line item. Collections are good for this point in the fiscal year. There is only about 10% left to collect in ongoing fees and remote member fees have exceeded the amount budgeted.

Machine room remodel – Construction is expected to start this month requiring the temporary relocation of Sean Crooks, Lucas, and Alex. The estimated finish date of the project is March 18th. The majority of demolition will occur over Christmas break. No service interruption is anticipated, but we will notify everyone should this happen. BHSU is covering the cost for the remodel. SDLN may need new furniture once it is completed, but that will be a decision of the EC.

Unfinished Business

Communication Plan - Recent system failures have created a need for a formal communication plan. The main emphasis for this plan is to send out common, regular and consistent communications to member libraries. This document will be put on the web as part of the SDLN policies and procedures. Warren will also send the document to the membership with cover letter explaining the reason for this plan.

Retreat Date - March 24, 2010 in Chamberlain

New Business

ALEPH Indexing Task Force – Nina would like to develop this task force to take a deeper look at the indexing and to add more structure. A preliminary list of people felt to be an asset to the task force was created. Nina will contact.

AquaBrowser Update - The issue of records not showing up in a timely manner has now been resolved, as have most other AquaBrowser issues. A full load of records is transferred weekly Saturday evening/Sunday morning. Incremental updates of any changes are made Monday through Thursday evening.

Advanced Reporting - Previous reports were written in a language (PHP) that no other staff is familiar with, making them inaccessible. Sean Roberts is going back and rewriting the report features in a more

standardized language (.net) to make them more accessible to other staff members. Currently, over half of the staff is familiar with this language and will be able to help with the maintenance of these reports. Warren anticipates that member libraries will see some of these reports available by January.

Proofpoint Renewal – This is our anti-virus and anti-spam software. We budgeted 30K in the 10 year budget. The quote came in under budget. This software is very necessary. The renewal will begin January 1st and will be current for 3 years. Motion to purchase the software – Patty moved, Ethelle second. All present voted aye. Motion carried.

MetaLib/SFX Hosting - Ex Libris has made an offer to host SDLN's instances of MetaLib and SFX. They will handle ALL support for this. Member libraries would call them directly with issues. There would be a \$12,200 setup fee and an annual cost of \$20,160. This pricing was based upon a three year commitment. Given the significant cost and 3 year commitment, this item will be held until the retreat for more in-depth discussion.

Open Source Solutions - Discussion was raised about what members are thinking and what direction they want SDLN to go. A plan was devised to create a list of key members to be contacted personally and visit with them about their wishes to get a better understanding of what direction SDLN needs to move. Ronelle will put the list together and distribute to the EC members. The goal is to have initial contact to further discuss at the January EC meeting.

The next Executive Committee meeting is confirmed for January 20th. The February 17th Executive Committee meeting was also confirmed.

March, April, and May Executive Committee meetings are confirmed for the 3rd Thursday of the month.

Meeting adjourned at 10:26am CT