

SDLN Executive Committee Minutes

3.21.13

9:00-11:00 AM CT

Attendance: Warren Wilson, Ethelle Bean, Ronelle Thompson, Patty Andersen, Daria Bossman, Nancy Sabbe, Patty Andersen, Elvita Landau

Not present: Sam Gingerich

Also in attendance: Nichole Golinvaux, Nina Mentzel

Approval of minutes: 2.22.13 minutes: Ethelle moved approval, Nancy second. Motion carried. 2.27.13 minutes: Ethelle moved approval, Elvita second. Motion carried. Minutes will be posted.

Executive Director:

General Update

- BIT approached BOR about decreasing the cost/MB of bandwidth if the BOR would increase the amount of bandwidth to which they subscribe. SDLN will be getting an additional 15MB of bandwidth. Current fee from BIT \$18/MB; lowering to \$13.60/MB; no significant impact on overall expense
- Security Audits were performed last month. No red flags or security breaches were noted. This is a routine preventative measure for our security systems.
- Valerie Horton from Minitex has been discussing a new resource sharing contract with SDLN. The proposal is unlimited ILLs for a flat rate. The previous contract was \$86K/hr and the proposed amount is \$78K/yr. New contract will be on a yearly renewal basis. The State Library will be picking up the entire cost of the courier. Changes effective July 1, 2013.
- Value Line vendor contacted Warren asking if SDLN wanted a trial. He let them know that at this point with the RFP they would not be interested.
- The BOR contacted SDLN about SDLN adding a link to the BOR new webpage. There is limited information at this point in order to make that decision.

Training - Nina conducted 4 inventory sessions last month. Portable scanner was sent to Yankton Community Library. Joint webinar with State Library on weeding—32 participants. 3 WebEx sessions for the USD Law School and Darla Jackson, all of their staff participated.

FY13 YTD Budget - Overhead to BHSU includes last year's rent and this year's rent which results in a large variance for FY13 but there was no expense for this in FY12.

FY14 Budget - Warren proposed updating FY14 budget to account for Minitex changes and salary policy that was approved by the legislative. He will make changes and submit to the Executive Committee for approval prior to Advisory Council meeting.

Unfinished Business:

RDA Update - A number of issues have emerged regarding the RDA implementation. The implementation requires us to move to v21 of ALEPH which includes an upgrade to ORACLE. Our Veritos backup system does not work well with the new version of Oracle. Currently we are replicating the Oracle database and tables to a stand-by database. The ALEPH tables are not communicating with the back-up at this time. Sean is working on the issue. Veritos is on the replacement schedule for FY13 but we are holding off until the RFP process is decided. The cost of replacing the server is approximately \$16K so Warren has asked staff to identify alternatives putting the RDA implementation behind the original schedule.

RFP Update - 3 references have been contacted thus far.

- **Viterbo** The largest with 4,000 students. Migration began May 15, 2011 finished July 1, 2011. Working out issues with communication to OCLC. They don't use license manager. Did database clean-up prior to migration. They felt training was very adequate.
- **Bucknell** has 3,600 students. Migration began March 1, 2012 finished July 1, 2012. Migrated patron data but no circulation data. Reports met basic needs. They use license manager and say it works well. They felt training was adequate. Performed database clean-up prior to migration.
- **College of St. Mary** 900 students. Migration began July 1, 2012 finished November 1, 2012. No patron or local data migrated. They felt cataloging was much easier and training was adequate. They don't use reports. They felt they needed the ILL module. Felt the serials module was lacking. They have subscribed to license manager but haven't started using it. No database clean-up performed.

Warren is looking for sample service level agreements and once those are found they will be sent out to the Executive Committee. Also requested sample implementation plan from OCLC, which had just been received and was shared with EC. Warren asked SDLN staff to keep a time log for the past two weeks that will be summarized and sent out for review to help determine staffing and support level. Daria suggested that Nebraska Wesleyan be contacted for a reference as they are a well-funded private. Warren will follow up with them. The goal is to have a report on these things before the next Executive Committee call.

New Business:

Review Legislative Session - The MOU statute has been approved and signed.

Cataloging on-line materials for school libraries - Discussion of standards for mark records for online materials.

Spring AC Meeting - Scheduled for May 14, 2013 in Chamberlain at Cedar Shores. 10am-2pm CT. Agenda will be drafted and will include revised FY14 budget, RDA implementation, and migration update.

Next meeting set for April 23rd at 10am-12pm CT