

Minutes of the SEO Governance Committee Meeting

January 26, 2009

The SEO Governance Committee met at the State Library on January 26, 2009. The following were in attendance:

Georgi Huizenga, ELL, Chair
Sandi Thompson, PPL
Heidi Fletcher, MSL
Alan Hall, STE
Lorrie Wheeler, CUH
Pam Hoesman, OHH
Nancy Kelley, WAY

Jeff Yahraus, BBR, Co-Chair
Jo Budler, State Librarian
Diane Fink, Chief Fiscal Officer, State Library
Dianna Clark, SEO
Paula Bucu, SEO
John Stewart, SEO
Absent: Ann Miller, CPL

Chair, Georgi Huizenga, called the meeting to order at 10:00 a.m.

Welcome

Georgi welcomed new member Lorrie Wheeler.

Approval of Minutes

Alan Hall moved and Pam Hoesman seconded the motion to approve the September 22, 2008 minutes. Motion passed unanimously.

New Committee Member Appointment

Dianna Clark received in writing from Ann Miller, director of the Coshocton Public Library, notification that she will be retiring the end of March. Lorrie Wheeler made a motion to hold off appointing a new member until June when the ballots will be sent out for other member's term expiring June 2009. Sandi Thompson seconded the motion. Motion passed unanimously.

Financial Update

Diane Fink, Head of Fiscal & Business Services, presented the financial statements. These statements are made available online for membership from the SEO website. For the State of Ohio, she recapped that state agencies were notified of budget reductions in January 2008 that would impact FY 2008 and FY 2009. The State Library had to reduce their FY 2008 budget by 10% and their FY 2009 budget by 10%. In September 2008 another budget reduction was implemented by the Office of Budget and Management (OBM) and the State Library had to reduce the FY 2009 budget by an additional 4.75%. In December 2008, OBM exempted the State Library from the 5.75 % budget cut that most other state agencies received. The Executive Budget for FY 2010-2011 will be introduced by Governor Strickland in early February 2009. Then there will be budget testimony provided in the House and Senate between February 2009 and June 2009. We anticipate the new budget being in place on July 1, 2009.

She mentioned that more revenue will be collected since Tiffin-Seneca Public Library has sent their letter of intent to join the SEO Consortium. They plan to begin circulating by the end of June. This will take place starting July 1, 2009.

Diane was asked a question about the cargo contracts. She said there was a meeting last week and another one scheduled for early February to discuss rates. She anticipates the next US Cargo contract will be for one year instead of two years like the last contract. The new contract will begin July 1, 2009. The State Library gives libraries an option to increase and/or decrease delivery days, but only with the approval of US Cargo. If by reducing delivery days this causes a volume issue, US Cargo will not approve the change.

Statewide Resource Sharing Update

Jo Budler reported to the committee that an RFP has been issued by Ohionet on behalf of the State Library with responses due January 30, 2009. To date she has received 5 letters of intent from vendors.

Open Source Evergreen Update

Ohionet will receive a grant on behalf of the State Library of Ohio for the development of a test environment of the Evergreen ILS software. The grant will cover: support, training, hardware, software and migrating ¼ of SEO's data to the test database (only 250,000 bib and item information). An LSTA grant has been submitted to Holmes County District Public Library for Eric Maynard to develop a crosswalk and identify features that may need developed in Evergreen software using the SEO RFP requirements to help identify the available features.

Collection Development Policy

The Collection Development committee met at the State Library for their bi-annual meeting to review and update the SEO Collection Development Policy. The policy was presented to the Governance Committee to review. All approved the policy and no vote was required.

SEO Delinquent Borrower Privileges

Dianna mentioned to the committee that SEO has taken procedures to restrict borrower privileges to SEO card holders owing over \$50. A restricted borrower type not allowing requests has been created. If they owe \$50 or more, their privileges will be restricted and the library will be notified. Becky Kellum sends an email to the director with a cover letter and payment information stating privileges are revoked until their account is under \$50. So far 17 institutions either corrections or public libraries have been restricted. Once the institution is under the \$50 threshold, Becky changes the btype back to allowing requests.

There was much discussion on the topic of non-member library usage of the consortium materials. Some suggestions were restricting to only requesting SEO material and charge a fee to the borrowing library. Nancy Kelley moved that a non-member library is restricted to only using SEO material starting July 1, 2009, unless they agree to pay a \$500 annual fee to allow borrowing consortium material. Jeff Yahraus seconded the motion. Motion passed unanimously. In April SEO will notify the non-member libraries of the change that will take place July 1, 2009. It was suggested that a usage report be sent to the non-member library indicating consortium material circulation for the previous year. Diane Fink will prepare contracts for the libraries agreeing to pay the annual fee. Sometime after the upgrade in

February more NCIP testing will be done so SEO can become a responding library in the Ohio Libraries Share "MORE".

Users Group Meeting

The committee discussed whether to continue the event with concern over the economy and budgets reducing. Dianna explained to the committee that the first survey taken in October showed a positive response to attend the meeting. The second email sent to directors January 12 also was positive. Both notifications still show that approximately 80 people will be attending the event. Therefore, the committee agreed to continue the event May 7-8, 2009 at Mohican State Park. Dianna will contact Emily Pearson January 27 to report that the event will continue as planned. To keep the cost down there will be no entertainment, but a bonfire at no cost will be scheduled for Thursday evening. In order to cover all the cost of renting the meeting rooms, matrix system (projector) and fee setup, the cost of the registration will be \$90 for both Thursday and Friday, \$50 for Thursday only and \$50 for Friday only. The room rate will be \$80/night. Registration information will be sent out mid February.

Some suggestions for breakout sessions are:

- Web 2.0
- Envisionware/RFID
- Self serve/hold shelf
- HIP searching & services
- OPLIN
- Tech Round Table
- Paypal
- Cataloging (batch withdraw & report of purges)
- Circulation
- Webreporter
- Overdrive (download station, new formats)
- Ohio Web Library & Webjunction
- Item Group Editor
- eContent
- Kinetic Networking

IT Updates

John Stewart reported to the committee that the upgrade will be February 9. He mentioned that every workstation that has Horizon client installed will need upgraded. You can install the client Sunday after closing or on Monday morning the day of the upgrade. To date there are only 5 libraries closing to use the day as an in-service and to upgrade. After the upgrade the IT staff will call each library to log in to check in and out.

John reported that the network staff has also been involved with the startup and evaluation of the hardware for the Evergreen Open Source test environment.

Items too late for the agenda

Marcy Welsh has completed some research on the Serials module. There is approximately 395,000 serial items on the system. This module is available on our database at no additional cost. Dianna asked the committee if they wanted SEO staff to continue the task of implementing the serials module. The committee expressed the desire to continue to help make the serials records and availability more efficient.

There was some concern that there are several thousand bibs with no holdings on the database. Dianna did some research and discovered that these bibs include Digital Shoebox records, Learning Express records and eContent records. It was decided that SEO will begin a process of importing negative barcodes with the electronic format marc records. This will help identify the actual bibs with no holdings that need deleted.

John asked the committee to revisit the issue of using 3rd party vendors for PC and print management. At one time it was advised that our consortium only use SirsiDynix corporate partner vendors. Sandi Thompson made a motion to allow SEO Consortium Libraries to use 3rd party vendors since now most software has SIP. Pam Hoesman seconded the motion. Motion passed unanimously.

Dianna mentioned to the committee that the CODI conference this year is held in Dallas, Texas in April. She expressed the importance of someone representing our organization and in the past 4 staff members from SEO attended the conference along with some member libraries. Due to budget restrictions, it was considered to send only 2 staff this year. There has been limited information presented about the content so far plus it is the first year for the conference merger of all Horizon and Unicorn users. From the limited content information, it seemed that it may be less beneficial to attend this year. Dianna asked the committee for recommendation as to attending for consortium representation. It was decided to not attend since SirsiDynix staff would be attending the users' meeting in May. However, Eric Maynard, Holmes County District Public Library, has made plans to attend the conference. He will report to Dianna any news and updates.

Adjournment

Jeff Yahraus moved to adjourn the meeting and Lorrie Wheeler seconded the motion. The meeting adjourned at 12:55 p.m.

Respectfully submitted,

Dianna Clark