

Minutes of the SEO Governance Committee Meeting

September 22, 2008

The SEO Governance Committee met at the State Library on September 22, 2008. The following were in attendance:

Georgi Huizenga, ELL, Chair
Sandi Thompson, PPL
Heidi Fletcher, MSL
Alan Hall, STE
Ann Miller, CPL
Pam Hoesman, OHH
Nancy Kelley, WAY

Jo Budler, State Librarian
Diane Fink, Chief Fiscal Officer, State Library
Dianna Clark, SEO
Paula Bucu, SEO
John Stewart, SEO
Absent: Lorrie Wheeler, CUH
Jeff Yahraus, BBR

Chair, Georgi Huizenga, called the meeting to order at 10:05 a.m.

Welcome

Georgi welcomed new members, Nancy Kelley, Ann Miller, Lorrie Wheeler (absent) and Pam Hoesman (re-elected).

Approval of Minutes

Pam Hoesman moved and Sandi Thompson seconded the motion to approve the June 4, 2008 minutes. Motion passed unanimously.

Election of Co-chair

Nancy Kelley nominated Sandi Thompson as co-chair. Sandi volunteered to co-chair next year's term. Ann Miller made a motion to nominate Jeff Yahraus as co-chair. Alan Hall 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 reported 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%.

The State Library submitted the FY 2010-2011 Biennial Budget to OBM on September 15, 2008. State agencies were able to request GRF funds for FY 2010 and for FY 2011 at 90% and 95% of the adjusted FY 2009 budget. In January 2009, state agencies should receive recommendations from OBM of proposed funding levels for the next biennium (FY 2010-2011).

SEO Fees & Services

Dianna Clark announced to the members her concern of the number of decreased licenses reported at the end of the Fiscal Year 2008. For FY 2008 we had a total of 942 licenses reported and the total dropped to 929 resulting in \$13,000 reduction in revenue. Dianna explained the extended services SEO provides that have not increased the member fees. For example, terminal services, web reporter, SIP, eSIP, email server, Overdrive, and authority control just to name a few.

Dianna mentioned that she had received interest from two libraries, Tiffin Seneca Public Library and Putnam County District Library, inquiring on joining SEO.

SEO will begin testing NCIP soon. Sharon Clark (SEO) has been in conversation with State Library staff and OCLC to make this happen.

SEO is investigating the possibility of participating in the MORE project using only the SEO collection.

After great discussion on the fee structure and services provided that it would be best to continue review of these matters. A task force was formed with volunteers, Alan Hall, Nancy Kelley, Sandi Thompson, Dianna Clark and Diane Fink.

OSS ILS Taskforce Update

Dianna updated the group on the next steps being taken by the OSS ILS feature taskforce. The group has representation from each consortium across the state. They met on July 23 at the State Library to begin reviewing RFP and RFI documentation to begin the process of determining the desired features and functionality for an integrated library system of the Ohio library community. Since this meeting Jo Budler has been in conversation with 10 states who are interested in what Ohio is doing to develop an Open source statewide resource sharing solution and the possibility of partnering with Ohio to write an IMLS grant for this development. On September 8th, all states were represented at a meeting either in person or via phone to gauge the interest of collectively pursuing the development of the open source statewide resource sharing solution as well as an integrated library system. Based on the needs and requirements for the collective group, it has been determined this collaborative effort will be focused on the Fulfillment resource sharing solution that is based on the Evergreen ILS. The OSS feature group has been contacted and will still be involved but focused on the development of the Evergreen ILS with some interest in being test pilot locations.

HIP Taskforce Update

John Stewart reported that his staff over the weekend completed the task of converting all libraries to the “new” changes of HIP. There were three libraries the changes have not occurred yet and that is due to a Community Resources tab. Those changes will be made this week.

John gave a brief overview of the issues with HIP since May. Back in May there were reports of slowness and weird occurrences. June – August issues still were occurring. By the end of August the system seemed quicker and stable.

During these months of HIP issues the SEO staff tried when they were able to notify the consortium via the listserv of possible downtime. The members expressed their appreciativeness for keeping everyone informed. It was mentioned to have more of their staff subscribe to the listserv. Another way SEO plans to communicate with the consortium is to provide a message banner on SEO’s website for system status.

Recommended Best Practices Task Force Update

Sheila Perkins and Sandi Thompson co-chair the task force. This newly developed taskforce will compile consortium circulation procedures and determine consortium best practice guidelines to present to the Governance Committee for approval. The task force met at SEO on September 9 to form committees and chairs for each topic. John Stewart will create a wiki for the recommendations. There will be a General Session scheduled at the Users Group meeting in May 2009 to introduce the new “Best Practices Wiki”.

The committees and chairs are as follows:

Circulation – Georgi Huizenga (ELL) & Marcy Welsh (SEO)

Cataloging – Alan Hall (STE)

Maintenance Reports – Melanie Smith (WCM) & Sandi Thompson (PPL)

Forms – Sheila Perkins (STC)

Tech Tips – Sandi Thompson (PPL)

Notices – Melanie Smith (WCM)

Unique Management – Alan Hall (STE)

Training materials/users guide – John Stewart (SEO)

Cargo – Heidi Fletcher (MSL)

Next Users Group Meeting

The SEO’s Users Group will be held May 7-8, 2009 at Mohican State Park. Alan Hall has agreed to be the fiscal agent for the event and has received the contract. It was decided that the Governance Committee will meet on the evening of May 6. Dianna Clark will send an email out to the directors to see how many are interested in attending the users group. We have a commitment of so many people for price breaks of meeting rooms and lodging.

Some suggestions for breakout sessions are:

- Web 2.0
- Envisionware/self check panel
- HIP searching
- Directors forum
- Serials
- Upgrade 7.4.2
- Self pickup hold shelf
- Paypal
- Cataloging (batch withdraw & report of purges)
- Circulation
- Webreporter
- Overdrive (download station, new formats)
- Ohio Web Library & Webjunction
- Item Group Editor
- Open source

Items too late for the agenda

Findlay-Hancock County District Public Library is still under construction for their cargo area. The last update from the library was they will be ready November 1 to be opened to the consortium. The Governance Committee strongly agrees that their collection should be made available no later than the November date.

Adjournment

Heidi Fletcher moved to adjourn the meeting and Pam Hoesman seconded the motion. The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Dianna Clark