

JAB Meeting Minutes
June 25, 2008

Attendees

Sally Brown –Lowville
Judy Adams – Lowville
Martha Lyon – Oswego
Linda Voorhees – Cape Vincent
Debbie Fuehring - Massena
Paul Schaffer – Massena
Elaine Dunne-Thayer - Massena
Cheryl Shutts – Henderson
Margaret Weigel – Pulaski
Lynn Brodeur – Pulaski
David Franz – Ogdensburg
Alice Barton - Clayton
Sarah Sachs – Potsdam
Janet Moore - Potsdam
Yvonne Reff – Watertown
Barbara Wheeler – Watertown
Dennis Eickhoff – Colton
Marlyn Bickom – Dexter
Kathy Paige – Madrid
Maggie Whalen - Morristown
Lyn Swafford – Canton
Amanda Jones – Canton
Carole Berard – Canton

Sam McBoom – Canton
Patti Hughes – Chaumont
Stella Todd - Heuvelton
Penny Kerfien – Fulton
Marcia Gray – NCLS
Meg White – NCLS
Jerry Schell – NCLS
Amy Degan – NCLS
Joan Pellikka - NCLS
Emily Owen - NCLS
Steve Bolton – NCLS

Libraries not Attending:

Adams Center
Alexandria Bay
Carthage
Martinsburg
Gouverneur
Mexico
Philadelphia
Parish
Sandy Creek
Hannibal
Orwell

Approval of the Minutes from October 2007

- Alice Barton (CLA) moved and Janet Moore (POT) seconded, that the minutes of the OCT 2007 meeting be approved as written. Approved

NCLS Director's report

- Steve Bolton reminded everyone that the deadline for the Construction Grant is August 15th and that the library managers should contact their consultants or Dawn Vincent with their plans for the grant, in order to be sure that they meet the guidelines. Since we have had heavy competition for major funding in the past few years, this might be a good year to present a plan as the competition might not be as stiff.
- The NCLS Driveway project will begin in a couple of weeks. Parking might be a little difficult for awhile but we will be looking at a much larger lot and more accessibility after its completion.

- Library Managers and Board members were encouraged to send a thank you letter to the Northern New York Community Foundation for covering the matching portion of the Gates Grants. It is very important that this is done to assure their support in future needed funding.

Old Business

- **Duplication of Patrons:**

Handout: "Searching and Registering Library Patrons."

Marcia Gray went through the steps in investigating the possibility of duplicate patrons on the system, and how to determine which record to remove. If unsure which record to remove, please contact NCLS. Remember to search by last name only when searching for a new patron.

- **Cleanup of Records**

Please take the time to ask patrons about existing information in their records, get full name including middle name. Put (none) in if there is no middle name. Please refer to the US Postal Service documentation on how to abbreviate addresses. If not sure, spell it out. When removing records or modifying a record, please notify the other library of changes being made to their patron's record.

New Business

- **Birth Date**

If the birth date was listed in the extended information field, it was migrated into the new birth date field under GL3.1. If the field was blank, the system assigned a date of 01/01/yyyy. A motion was made by Martha Lyon (OSW) that we work diligently to update and correct these birth dates as they are critical in determining duplicate records. The motion was seconded by Linda Voorhees (CAV). Approved.

- **Removal of the Lost card wizard**

Marcia Gray explained that the lost card wizard, when used creates a duplicate record for a patron which is not accessible and is only distinguishable by a small asterisk to designate it as an old record. It was determined through this discussion that when a patron card is lost, the patron's record will now be modified to show a new patron barcode number rather than using the lost card wizard. This does not create a second record. Marcia will remove the Lost card wizard from the menu.

Linda Voorhees (CAV) asked if it was possible to remove those existing duplicate records to minimize confusion. Marcia will look into that.

- **Procedure & Policy for Lost - Damaged**

Handout:

When ILL items are returned by your patron damaged, note the damage on the book or in a paper in the pocket, check the item out to DAMAGED, and notify the owning library in order to assess a bill for the item.

A lost item stays checked out to the patron and is just marked lost by using the "Mark item lost" wizard. Examples were presented as screenshots in the above handout.

Lost items in the delivery, again, were discussed. Please post library three letter codes near every computer running Sirsi. If the item is an ICICILL item, always put a pull slip in the pocket.

Long overdue items appearing on your call list should be cleaned up. If it is not your library's item, notify the owning library to check the item in, discard it, and manually post a bill on the patrons account.

SIRSI GL3.1 upgrade – questions and enhancements

Handout:

Marcia Gray demonstrated the new hold button located on the hit list of our catalog. The patron also now has the capability to place an expiration date on a hold and to edit any existing holds he has placed on items.

The system can now assign an expiration date for all holds governed by each library's hold mapping on the Sirsi System. Marcia has asked that each library contact her if it decides to take advantage of an expiration date or whether no expiration date is agreed upon.

Marcia showed how libraries may take advantage of having more than one window open at a time in workflows but cautioned on having too many window open unknowingly. When shutting down, all unsaved work started in a window and not completed can be lost.

She also demonstrated the Function key mapping to save steps in opening windows. This can be set up on an individual PC basis.

PocketCirc

Marcia presented a short overview of the PocketCirc handheld device for performing inventory and online/offline circulation functions. The price, however is about \$2000-\$3200 per device. Steve Bolton suggested that possibly NCLS could buy one for loan. It was also brought up that a wireless PC with a scanner on a rolling table would be much less expensive.

Adjournment:

After a short question and answer period, the motion to adjourn was made by Dennis Eickhoff (COL) and seconded by Sarah Sachs (POT).