

**JAB Meeting Minutes**  
**October 24, 2007**

**Attendees**

Sally Brown – Lowville  
Judy Adams – Lowville  
Charlotte Garofalo – Gouverneur  
Karen Dening – Martinsburg  
Martha Lyon – Oswego  
Linda Voorhees – Cape Vincent  
Debbie Fuehring - Massena  
Paul Schaffer – Massena  
Cheryl Shutts – Henderson  
Margaret Weigel – Pulaski  
Lynn Brodeur – Pulaski  
David Franz – Ogdensburg  
Janice Howard – Mexico  
Ceil Cunningham – Alex Bay  
Alice Barton - Clayton  
Sarah Sachs – Potsdam  
Janet Moore - Potsdam  
Yvonne Reff – Watertown  
Barbara Wheeler – Watertown  
Dennis Eickhoff – Colton  
Linda McCullough – Carthage

Patti Hughes – Chaumont  
Steve Kellogg – Dexter  
Elaina Smith – Madrid  
Lyn Swafford – Canton  
Amanda Jones – Canton  
Carole Berard – Canton  
Francie Shoemaker – Adams Center  
Penny Kerfien – Fulton  
Michelle Smith – Sandy Creek  
Marcia Gray – NCLS  
Meg White – NCLS  
Jerry Schell – NCLS  
Amy Degnan – NCLS  
Joan Pellikka - NCLS  
Steve Bolton – NCLS

**Libraries not Attending:**

Philadelphia  
Morristown  
Parish  
Hannibal  
Orwell

**Announcements/Reminders**

- The following libraries will begin the automation process in the next couple of months: Port Leyden Community Library and the Heuvelton Free Library. In mid-November, the Oswego School District Public Library's holdings will be migrated into The Sirsi System.

**Approval of the Minutes**

- Dennis Eickhoff (COL) moved and Cheryl Shutts (HEN) seconded, that the minutes of the May 2007 meeting be approved as written. Approved

**NCLS Director's report**

- Steve Bolton reminded everyone about the new CEFL delivery which was made possible by a grant from the Northern New York Library Network. We will now be rendezvousing with the Clinton Essex Franklin Library System on Tuesdays. All items must be marked CEFL on the top of the flag with the full name of the requesting library underneath. A pull slip from ICICILL should accompany the item in

the delivery. At this time however, we can not accept any items going to school libraries in Clinton, Essex or Franklin counties.

- A list of CEFL libraries will be posted on the NCLS Website under Delivery Services.
- Some of the budgeted money coming to the system will be used to buy a CD & DVD repair machine to assist all libraries with any damaged CDs or DVDs. Other uses of the money might be to explore the process of downloading Audio and Video materials.
- Steve discussed the 2008 Legislative Priorities as outlined in his handout.

## **Old Business**

- **Incorrect Call numbers:**

Handout: “Examples of call number issues”

Marcia Gray discussed how important it is that the call numbers be entered correctly for items with volumes or edition dates (open entries). Items added should be reviewed to be sure the |z appears between the call number and the edition and/or vol in the call number field because if it is not present, the items do not display correctly for the public in iBistro. The handout was distributed showing the correct way they should display and the errors that have been made in the past.

Upon request we will run a report for each library to assist in correcting these incorrect call numbers.

- **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, which fields in the patron record to compare, and how to choose which patron record to use and/or remove.

- **Cleanup of Records**

By reviewing the items added, be sure that there are no items still displaying as XXX call numbers, or records with auto generated ID numbers. Also, if a library has requested us to add a record, please barcode to that record as soon as possible so that we do not have empty holdings displaying for the public.

- **Sharing Collections**

Handout: “Configured Rules for Sharing Library Material”

This information was requested by libraries at the last JAB meeting. The handout shows the configuration on the SIRSI system. Marcia Gray requested that any library wanting a change to email her.

Yvonne Reff brought up the fact that we should be sharing everything other than the “newest” material. Barbara Wheeler suggested that a meeting be held to discuss this matter. Lyn Swafford will form a committee through the Director’s organization to address the issue. Barbara & Lynn stated their intention to write a letter to the Board Presidents about the issue.

## **New Business**

- **Possible removal of Item Types A-Video-New and J-Video-New:**

Since most newly released items no longer come in VHS format, it was proposed that we remove the above item types and allow all VHS's to be holdable.

It was also proposed to remove DVD-New and create A-DVD-New and J-DVD-NEW.

Sarah Sachs (POT) made the motion to remove J-VID-NEW, A-VID-NEW & DVD-New and create A-DVD-New and J-DVD-New. Penny Kerfien(FUL) seconded the motion. Approved.

- **Change iBistro item descriptions:**

An example of an item type description in iBistro is "Adult Fiction New." For all item types with "new," it was proposed that we change the description to put the "new" first, ex. New Adult Fiction, so that it isn't quite as confusing for the patrons.

Sarah Sachs (POT) made the motion to change all "NEW" Item Type descriptions to read "NEW" as the first word. Dennis Eickhoff (COL) seconded the motion. Approved.

## **Policies**

Handout: "Review and Revise Library Policies"

Joan Pellikka and Amy Degnan spoke on the importance of policies. Amy showed us how to post policies on the website, where to find sample policies on our web page and how to tailor them to fit the needs of the individual library. Policies should be reviewed and updated annually.

## **SIRSI Upgrade**

Handout: "Hardware and Software Upgrade Timeline"

Jerry Schell and Marcia Gray discussed the upcoming installation of the new production server, the installation of the new software –GL 3.1. Jerry explained that the money paid in by each automated library helps to pay for these types of upgrades in hardware and software, which result in better performance, and disaster recovery, if needed. This upgrade will cost about \$60,000. Marcia demonstrated the JAVA client. This allowed everyone to have a glimpse into the new software. The staff computers in each library will be evaluated to make sure they meet requirements to run the new software.

## **Possible change in the name JAB:**

No other names were presented for discussion. It was decided that the name JAB (Joint Automation Board) would remain.

## **Adjournment:**

The motion was made to adjourn by Dennis Eickhoff (COL) at 2:20 and seconded by Cheryl Shutts (HEN).