

CENTRAL LIBRARY ADVISORY COMMITTEE

Tuesday, September 14th, 2010 – 10:00 AM
North Country Library System

Present: Stephen Bolton, Director, NCLS
Joan Pellikka, Central Library Consultant, NCLS
Carol Ferlito, Director, Oswego School District Public Library (Oswego County)
Sandra Lamb, Director, Sally Ploof Hunter Memorial Library (Jefferson County)
Wayne Miller, Director, Ogdensburg Public Library
Barbara Wheeler, Director, Flower Memorial Library
Excused: Sally Brown, Director, Lowville Free Library
Stella Todd, Director, Heuvelton Free Library

1. Approval of June 3rd 2010 Minutes

Motion by Carol Ferlito, seconded by Barbara Wheeler, to approve the June 3rd minutes. Unanimously passed and carried.

2. Review of CL Guidelines

Steve Bolton reviewed the Central Library Guidelines and the Commissioner of Education Regulation 90.4. Copies of the documents were distributed.

3. CL Budget Overview

Copies of the Central Library Development budget were distributed and reviewed.

4. Committee Structure

A discussion of the formation of the CL Committee took place. It was decided that the current CL Committee would seek input from the Director's Organization about recruiting future members.

5. NCLS Web Site

Joan Pellikka gave a demonstration of the new NCLS web site. She showed the committee the new Central Libraries page and the various forms she created for submitting reference questions and suggesting reference collection purchases. Wayne Miller suggested adding an "assignment" field in the reference form. Sandy Lamb suggested added the library's three letter code next to their name in the Directory.

6. Collection Services

- Joan Pellikka suggested training sessions on ILL for library staff. In order to promote the ILL service, all library staff must be knowledgeable of how to provide this service.
- Sandy Lamb suggested creating bookmarks that promote LearningExpress to hand out to patrons.
- Due to the high cost of book review magazines, Wayne Miller suggested routing these periodicals. The committee all agreed that it is extremely important that all libraries have access to review sources.

7. Ask Us 24/7

Joan Pellikka reported that Watertown has the highest monthly reference transactions through this service. Carthage had the second highest. Carol Ferlito reported that Oswego will be picking up one hour a week on the service.

8. Downloadable Media

Steve Bolton reported that 27 libraries have signed on to providing this service to their patrons. The outlook of the remaining libraries signing on looks positive. The new service will be introduced at the NCLS Annual Meeting on October 2nd. It was decided that the committee will seek input from the Director's Organization on who should form the committee that will be responsible for selecting the downloadable collection purchases.

9. NCLS Plan of Service

- The 5-year Plan of Service is due to the State October 1, 2011
- Steve Bolton presented a copy of sample bylaw for the CL Committee to review. It was decided that they would be edited to fit the needs of NCLS Committed, reviewed by the committee and then presented to the Director's Organization for their approval at the October 2nd meeting.
- The Plan of Service was reviews and changes began to be made. The Plan of Service will be discussed at the next CL Committee meeting and finalized.

10. Next Meeting

- The Central Library Advisory Committee will meet again on Tuesday, April 12th, 2011 at 10:00am.