

## **Minutes of the Nov. 29, 2012 Pioneer Consortium Executive Committee Meeting**

At 10:05 a.m. on Thursday, Nov. 29, 2012, President Pat Leach called to order the scheduled meeting by telephone conference of the Pioneer Consortium Executive Committee. The meeting was conducted in compliance with the Nebraska Public/Open Meeting Law, posted at [http://www.ago.ne.gov/public\\_records/open\\_meetings\\_act](http://www.ago.ne.gov/public_records/open_meetings_act), to which our web page links. Member libraries received notices and copies of the Agenda on Nov. 28, 2012, to post locally. The agenda notice also was posted on the Pioneer website.

### **Attendance**

Executive Committee members present were President Pat Leach, Lincoln City Libraries; Vice President Robin Clark, Sump Memorial Library (Papillion); Secretary Maria Cadwallader, Valparaiso Public Library; Treasurer Pam Soreide, Holdrege Area Public Library (signed on after the minutes were approved); and Immediate Past President Steve Fosselman, Edith Abbott Memorial Library (Grand Island).

Also in attendance were Technical Committee Chair Andrew (Sherm) Sherman, Sump Memorial Library; and Curtis Brundy, Western Nebraska Community College.

### **Minutes**

The minutes of the Oct. 26, 2012 meeting circulated before the meeting by email. Robin moved and Steve seconded the motion to approve the minutes, and the motion passed with 4 votes (Pam signed after this vote).

### **Treasurer's Report**

The Treasurer's Report circulated before the meeting by email and was accepted. The Oct. 1, 2012 balance was \$59,991.17. Income totaled \$8,653.27 – \$8,638.14 in member payments and \$15.13 in interest. Expenditures totaled \$3,878.60 in maintenance fees to Liblime/PTFS. The Oct. 31, 2012 balance was \$64,765.84.

### **Membership Committee Report**

Steve reported that he received Arapahoe Public Library's Purchase Order and they are working with Jane at PTFS. He contacted York Public Library and hopes to meet with them and with the York College soon. The College, because it is a private institution and may not sign the compact, may contract with Pioneer for Pioneer Koha services as a nonvoting member.

Curtis said that WNCC will migrate to Koha on Dec. 17. Sherm said that Bennington will freeze its records this Friday and therefore should be migrating soon. Pat asked if we are notified regularly about pending migrations. Sherm said the libraries migrating are the ones notified. Pat said *the Executive Committee should be notified and then should notify other Pioneer members. Suggestions included to announce the conversion dates on our website, on the NLC website, and on Koha (general notice to all librarians, sandbox and production).*

### **Technical Committee Report**

#### Website

Sherm reported that he will change the WordPress template, probably to the WordPress default template, in December, because our current template does not include all the functions we want.

Pat said she contacted Vicki Perrie about checking the website for accuracy periodically and Vicki said she would, but that she needed a list of what to check. Sherm said the things to check would be on the static pages.

#### Checklists for New Members

Sherm and Robin reported that they have compiled a draft checklist and *will send it to Maria and other members of the Technical Committee today*. Sherm asked for an *updated list of Technical Committee members and Pat agreed to send him one*.

Curtis asked about the purpose of the checklist and whether it might cause confusion in comparison with Jane's PTFS checklist. Sherm and Robin explained that the checklist will deal with issues which PTFS does not address but which can have a large impact on problems a library may have in moving to Koha. These involve library development and planning and training, as well as technical equipment and resources. Maria pointed out that the checklist deals with things libraries need to know about and/or do before they work with PTFS staff. Pat mentioned that the NLC is very interested in the large positive effect Pioneer's library development work may have, especially with small libraries.

#### Accuracy of Statistical Reports

Maria said that Valparaiso's hand counts of circulation during October match Koha's except when Koha's are larger, which indicates no system problem with current stats. *She will run a detailed report on the recently archived data, compare it with the detailed report on that data while it was still live, and report the results to the Committee early next week*; if the two reports match, that will indicate a lack of problem with the system's archive process.

Maria said that a several things may have contributed to the apparent large decrease in checkouts from previous years: (1) staff may have not waited long enough to ensure that the system actually checked out a scanned item; (2) staff probably did not complete a "Fast Add" when an item was not in the system (about 300 items were not); (3) staff may have checked out an item by hand (perhaps after #2) and not completed the checkout in the system later; (4) items included in checkout records for the period between record freeze and migration (235 items, some checked out more than once) may have not made it from Destiny to Koha. She will compare various reports and try to figure out what actually happened and whether the apparent circulation decrease for so many of our libraries indicates a real decrease.

Sherm said that Papillion noted a large number of missing items after transfer and prepared staff to do the "Fast Add" at checkout and also to inform appropriate other staff about each such item. Robin said that this is another instance of the need for specific kinds of training before migrating. Steve said that this is an issue for the checklist.

*Maria said Valparaiso will continue to keep hand counts of checkouts for some time, as a backup check. She thanked Sherm for his referral to TechSoup.org, which has supplied Valparaiso with a site license for MS Office Professional 2010 for \$31.00, and for his provision of a spreadsheet staff can use to scan checkouts with a timestamp. In answer to a question from Pat, Maria said she will compare Valparaiso's checkouts each month to the same month in the previous year. Steve thanked Maria for continuing to do this.*

### Communicating with PTFS

Sherm reported that he contacted Jane and Peter and now is on the listserv and receives notices of all our opened tickets. This solved his problem of needing to be kept up-to-date about issues and solutions.

Maria asked whether there was a decision about how and when Pioneer members should contact PTFS support staff directly rather than through Sherm. He said there was not, as it was too complicated. *Maria asked if Sherm would and he agreed to write up directions* which would (1) say how to contact Sherm and list some examples of issues especially good to refer to him; (2) list the several ways one can contact PTFS support staff and list some examples of issues to report directly to PTFS; (3) remind of things to check (such as if the internet connection as a whole is down) before contacting PTFS. We may send these to members by email and post them on the website.

Maria said and others agreed that Sherm deserves much thanks for all his work setting up reports and helping other libraries solve problems.

### PTFS Development and Payment

Pat said that she has been reviewing various development items with Paul Jones in order to decide about Pioneer's payments for development. For example, the enhanced EDI for Acquisitions development has been underway for some time, and both ELS and PTFS staff have done a lot of work on it, but Pioneer's decision is to not pay in full for the development until the module actually works.

Sherm confirmed that some things which did work in the sandbox are not working in the newly installed upgrade on production. He said there are tickets on these problems.

### Mentoring

Pat asked if anyone from Pioneer has been in contact with Judy Hagan in Atkinson. *Steve said he and Gerianne will go to see her soon and will mentor her.*

### Cataloging Meeting

Curtis said that he would like the Cataloging Committee to meet as soon as possible and Robin agreed. Curtis said he is concerned about keeping our MARC records up to standard. *Pat said she would contact Tammy Teasley about setting up a meeting soon.*

### **Public Participation**

There was no public participation.

### **Adjournment**

The meeting adjourned at 11:04 a.m.

Respectfully Submitted,



Maria M. Cadwallader, Secretary