

DRAFT Minutes of the Oct. 26, 2012 Pioneer Consortium Executive Committee Meeting

At 10:20 a.m. on Friday, Oct. 26, 2012, President Pat Leach called to order the scheduled meeting of the Pioneer Consortium Executive Committee in Lincoln City Libraries' Bennett Martin conference room. 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. Member libraries received notices and copies of the Agenda on Oct. 24, 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; and Immediate Past President Steve Fosselman, Edith Abbott Memorial Library (Grand Island).

Also in attendance were Public Relations Committee Member Laureen Riedesel, Beatrice Public Library; Technical Committee Chair Andrew (Sherm) Sherman, Sump Memorial Library; and Richard Miller, Nebraska Library Commission.

Minutes

The minutes of the Sept. 7, 2012 meeting circulated before the meeting by email. Robin moved and Pam seconded the motion to approve the minutes, and the motion passed unanimously.

Treasurer's Report

The Treasurer's Report circulated before the meeting by email. The Sept. 1, 2012 balance was \$57,899.24. Income totaled \$2,679.43 – \$2,663.74 in member payments and \$15.69 in interest. Expenditures totaled \$587.50 in maintenance fees to Liblime/PTFS. The Sept. 30, 2012 balance was \$59,991.17.

Membership Committee Report

Steve reported that Arapahoe Public Library has paid the \$400 fee and is enthusiastic about membership in Pioneer. He also reported that ESU 11 and Central City have indicated their interest in joining. Pam pointed out that ESU membership may be the first step toward developing Pioneer's capacity to improve interlibrary loans among members, as the ESU delivers it films to the schools it serves; we might be able to lease space on its truck.

Laureen said that staff from York College, which is a private college, mentioned that they have always planned on moving to Koha but have given up trying to develop a system from the community Koha version, on their own, and are interested in joining Pioneer. She also said that people she spoke with at NLA/NEMA/MPLA who seemed interested in Pioneer also said they would want to pay the \$500 fee for technical help.

Steve said that now is the time to develop the checklists and process discussed at the September meeting in order to help us and potential members judge their expertise and the time and assistance and development they will need in order to become part of Pioneer.

Some general discussion ensued about problems resulting when a library migrates before adequately training its staff. Robin Clark mentioned that lack of staff training before migrating has caused new members problems and can create bad feelings about Koha. Others mentioned

that, in many cases, libraries will need both training and other sorts of preparation that Liblime/PTFS cannot provide. A library may need to update equipment such as barcode scanners and label printers, or change its item and/or patron barcodes, or need other sorts of development assistance. Therefore we should not let Liblime/PTFS' schedule cause a library to migrate before it is ready. *The consensus was that much preparation needed to be handled by Pioneer before Liblime/PTFS was put in contact with the new member in any way.*

Maria mentioned that we need to remember to split the process into separate parts –things that, before joining, a library needs to know it will have to do; things we have to help a new member library understand and be able to do in order to get its records and processes and equipment ready to migrate; and training the library staff needs in order to do daily tasks after migrating.

Robin Clark said that the checklist should include questions about the library's archived records, its processes, and whether the staff have certain skills, such as in FTP and Excel. She said staff training should be required before a library can migrate and go live; that potential/new members should get a list which clearly spells out what the library has to do, step by step, to get ready to migrate and go live, and how long each step may take, and that this should include staff training and time in the sandbox. *She agreed to write a list of skills, processes, and archived records to include in the checklist.*

Sherm agreed to write a list of the technical requirements a library needs to meet before migrating. This includes records, equipment, and technical skills. He said the checklist could include questions about both the content and kinds of training the library needed. He said Curtis Bundy of WNCC wants to help with staff training.

Pat asked Robin, Maria, and Sherm to work together on the checklist, and they agreed to do so. She asked if we need someone from Pioneer to phone a new library regularly, perhaps weekly, and use the checklist and ask what has been done so far; and, if so, how we can manage this with volunteers. Maria suggested this be a rotating responsibility that members share; for example, each library might mentor one new library a year. *Consensus was that regular mentoring was a good idea.*

Steve summarized his understanding of the process so far agreed upon as follows:

- (1) Membership Committee meets with interested library and provides preliminary information.
- (2) Membership Committee refers seriously interested library to the Technical Committee.
- (3) Technical Committee meets with the library and, using the checklist, gathers information about readiness for membership and development needs.
- (4) Library joins Pioneer.
- (5) Technical Committee meets again with library, to report on initial assessment and explain steps the library must complete.
- (6) Mentor begins working with library.
- (7) Sherm may provide technical assistance.
- (8) Technical Committee puts library in touch with Liblime/PTFS.

Steve said he understands that the membership agreement probably must be amended to include the library's responsibility to complete things the checklist will cover, such as training.

Steve said that Pioneer is not just a product – an ILS – anymore but is becoming a library development service, a statewide collaborative development system.

Pat asked if a representative of the NLC and a representative of the library's LS should attend the meeting with the Technical Committee and library about its development needs (step #5).

Richard said the NLC would participate and that this could be a good way to encourage more and better development.

Technical Committee Report

Communicating about Pioneer Koha

Sherm said a false rumor is circulating that Pioneer Koha is not going to stay an open system but will be proprietary in a few years. He said this may be coming from the "One Library" consortium in Scotts Bluff; Pat said she met with them by phone recently and will call to check on and counter this rumor. Sherm said we need to quell any rumors like this that we hear and we *probably need to develop PR materials showing we are not and will not be proprietary*. He said the rumor seems to be based on a misunderstanding of how open systems work. Laureen mentioned that *PR also should emphasize that Pioneer Koha libraries do NOT have to maintain servers*.

Sherm said he is checking out information that it is fairly easy to move from either Alexandria or Biblionix to Koha. If so, this is an additional selling point for Pioneer.

Some general discussion ensued about whether it was legitimate for various LS to host specific ILS vendors for special events but not their competitors and not Pioneer. Richard said that the NLC could not prevent this.

Website

Steve reported updating the website to include all the last year's Agendas and Minutes and all the membership documents before the NLA/NEMA/MPLA meeting. Sherm reported updating the list of committees and committee members before the meeting.

Maria agreed to post current draft minutes of all meetings within ten days of the meeting and final minutes within 10 days of their approval. She also will post current treasurer's reports, agendas, and other items circulated before meetings, as well as training materials.

Sherm agreed to serve as webmaster. He will change the site so that the first page will be static general information and the blog will be later. He also will activate the search feature and do some work on the categories and tags and on general organization of the site. Maria mentioned that Sherm can acquire a better domain name (paid with PRO membership) and link it to the site.

Pat said she will contact Vicki Perrie about going over the site periodically to alert us to things that need changing, potential problems, etc.

Optional fee for technical migration assistance

Pam moved that Pioneer offer optional technical migration assistance to new members for \$500. Robin seconded the motion, which passed 4-0. Robin abstained.

Discussion included that the fee will cover Sherm's travel and per diem expenses. For the time being, Sump Memorial will cover his salary. No decision was made about how to cover salary

expense later on. *Discussion also did not cover how to distinguish* between (a) assistance generally available to libraries to prepare data for extraction and (b) additional assistance this for-purchase option will cover.

E-mail Notices

Sherm reported that the development to make ALL emails (Hold Expired, Hold Cancelled, Pre-Due, Due, and Digest) use the branch code email as the "FROM" address will cost of \$2,100. This fee is offset by the \$3,000 savings on Library Thing and therefore will not require an additional assessment of members. *Pam moved that we authorize this development. Steve seconded the motion and it passed unanimously.*

Modules

Steve reported that Lincoln and Grand Island have made progress on their joint effort for "enriched EDI" – which will let Baker and Taylor and other vendors provide MARC and Item records.

Sherm reported that Curtis Bundy really wants the 1-hour checkout module, which the academic version has, but that Curtis doesn't want to have to pay for it. This is not a module other Pioneer members would use or that other community colleges Sherm has spoken with are likely to want. It is not a module Liblime/PTFS can simply turn on; programming is necessary to bring it on.

Communicating with PTFS

Pat reported that we need to streamline communication with PTFS technical support staff. Discussion ensued about topics about which members perhaps should/should not contact and/or cc: PTFS technical staff; and about how the use of email vs. various ways to logon to report technical issues did/did not let members know about PTFS' progress on issues.

The consensus was to send ALL questions/complaints/reports to Sherm. If the issue is something we can solve without PTFS staff, such as a needed report, Sherm can help us do that. The issue also might be one we need input on from other members before reporting to PTFS. *Sherm will check with PTFS about using a billboard to prescreen issues for them and will also check other options and then let us know how to proceed.*

Accuracy of Statistical Reports

Maria said that the difficulty was not the reports themselves, because Sherm has created excellent reports that everyone can use, and which pull data from the tables correctly. The difficulty is that data may be missing from the tables. She said that some data HAS disappeared from the deleted item tables, namely about 25 deleted items which were deleted properly, and Sherm confirmed that this has been substantiated. Her concern is that checkout data also may have been lost from the tables, perhaps especially from the archived tables.

Maria said that Valparaiso is keeping hand counts of checkouts in order to test what is going on and will continue to keep them for some time, so that the test is of future archived data as well as current data. Sherm agreed to create a spreadsheet Val staff members can use to record barcodes and checkout dates and times, by scanning in the barcodes. Lauren said she was relieved Val was doing this because she was worried how her staff could manage it and someone needed to. Steve said he also was glad. Pam said she was, too, and that she knew she could not account for her library's drop in circulation just with possible checkout errors. She said she would like a way to track checkouts of items she has purchased that would help her evaluate her purchases.

Sherm reminded everyone that hearing the click when scanning an item did NOT guarantee that the system had recorded it as either checked out or checked in. Staff must watch the screen and wait for the name of the item to appear before scanning another item. If they don't, the system will not record the item as checked out or in.

Pam mentioned the need to scan an item before deleting it. Otherwise, its circulation records as related to fines are lost. Maria asked if this could be related to the lost items and/or to circulation statistics in general, but no one knew the answer.

NLA Grant

Richard asked that Pioneer get an invoice from PTFS by mid-November so that the NLC can provide the second half of the grant soon.

Pioneer Presentation at NLA/NEMA/MPLA

Pat said that we owe our thanks to Steve, Richard, Lorene, and Tammy Teasley for all they work they did on the presentation, and to the NLC for sharing their space with us. The badges, handouts, and presentations worked well. Recommendations for changes were to have a booth, to get a better projector if possible, and to create a Power Point presentation from screen shots, perhaps with audio and perhaps to play on a loop at the booth, showing how Koha works. Sherm mentioned that the training documents on the website include a lot of screen shots.

Public Participation

There was no public participation.

Adjournment

The meeting adjourned at 1:05 p.m.

Respectfully Submitted,



Maria M. Cadwallader, Secretary