

COMPASS USERS' GROUP

DRAFT Meeting Minutes of Wednesday, September 20, 2006 **DRAFT**
Mt. Iron, MN

Members Present:

Shari Fisher-ALS, Mark Koukol-ALS, Rebecca Patton-ALS, Shelley Rogers-ALS, Jim Weikum-ALS; Paula Chapman-Aurora, Debby Bocnuk-Babbitt, Mary Lukkarila-Cloquet, Jan Simmons-Duluth, Mary Beth Kafut-Eveleth, Ginny Richmond-Gilbert, Linda Chappell-Grand Marais, Janet Coy-Grand Rapids Public, Nancy Riesgraf-Hibbing, Sue Sowers-Hoyt Lakes, Diane Adams-International Falls Public, Gigie Harder-IFalls Schools (ISD 361), Sally Peterangelo-Mt. Iron, Julie Billings-Silver Bay, Nancy Maxwell-Virginia, and Linda J. Wadman, NCLC.

Others Present: none

President Mary Lukkarila called the meeting to order at 10:00 a.m. Jim Weikum noted that he will need to leave at 11:30 a.m. Lukkarila will need to leave at 12 noon.

The minutes of the Wednesday, May 24, 2006 meeting were presented. Secretary Richmond asked for clarification of SPAM tagging levels. Koukol checked and stated our current level for automatic deletions is 7. Corrections were made in the paragraph about databases and who currently subscribes to what. **Sally Peterangelo moved, Diane Adams seconded, to accept the minutes as corrected. Motion passed.**

COMPASS AND COMPUTER RELATED ISSUES:

Questions or problems with Horizon functions: Gigie Harder, librarian for the International Falls Schools (ISD 361), explained their concern over very slow response times, for example, when placing a hold. Apparently in changing to CP Telcom from NE Net, it now takes 29 “hops” for Horizon data to move across the internet from their school to ALS and back. Slow response time has also been noted by a number of public libraries since July 1 and ALS staff is working with Quest, CP Telcom, Quadnet, and MediaCom on these problems. Harder only has one staff computer and cannot hold up all other students wanting to checkout while one student requests an item be placed on hold. Their school cannot continue in this manner and is thinking about pulling out. Many present encouraged her to wait for problems to be addressed as changing to another library software could be quite expensive. ALS understands there is a significant problem and is working diligently to improve the situation. The contract with CP Telcom runs for 3 years (from July 1, 2006). ALS staff has a meeting with CP Telcom the first week of October. Mark Koukol noted that Horizon 8.1, the version for current clients is now due out “mid 2007”.

E2T2 Grant Project Update: Shari Fisher reported that Amy Hay’s last day will be October 13. Judy Klun, Director of Technology for the Ely Schools, developed a PowerPoint presentation for their parents meeting on Sept. 18 that we will be able to view after the COMPASS meeting.

LSTA Grant to automate Carlton and Cook public libraries: project is underway. Cook has contracted a cataloger to input records since Director Lois Larson was busy with other matters. Carlton is expecting new computers to be delivered soon. The interim director there is **Barb Janson**.

Staff reports (re: COMPASS and computer issues):

Shelley Rogers: Stated that “ALS Rotating Video” has been entered in the call number field of all items in that collection. She would like to do the same with Rotating Audios if no one objects.

Bi-folkal kits are now fully cataloged, as are **ALS storytelling kits** [and **Ironworld discovery kits**]. They can each be searched as a series.

Fast Adds have mostly been updated to full records. A few items will need to be physically inspected by Rogers to complete the records.

Janet Coy noted that Grand Rapids did a major weeding of their nonfiction collection during August and found they were eliminating many problem records that have been in the system from the original CARL automation ten years ago. Gilbert also did a large scale weeding project but Ginny Richmond was not aware of the problem records or how to identify them so her staff didn't take note of that when weeding (since Gilbert has had a new director and new cataloger in last five years).

Mark Koukol: nothing additional

No other computer issues were brought forward.

LIBRARY ISSUES (non-computer):

Legislative update – Jim Weikum provided print copies of the Draft 2007 MLA/MEMO platform planks (10). He reminded members that 2007 is a budget session. There will not be bonding proposals again until 2008.

Telecommunications/Wide Area Network issues: ALS still requests that libraries not allow patrons to plug personal computers into library ports (if on the ALS internet connections.) Grand Marais is trying AntiExec by Faronics, maker of Deep Freeze. This allows patron to safely use their USB drives (e.g., memory sticks). They can only access data files, not download .exe files with the Faronics software in place. Linda Chappell noted that there are some glitches in how AntiExec functions with Deep Freeze.

ALS responsibility for internet connections: T-1s are best, broad bands are used where costs are prohibitive. RLTA dollars have been flat across the 12 systems in the state. ALS is at its T-1 threshold (libraries must be open a minimum of 40 hours per week to get funding for a T-1 connection, 60% of telecom fees are covered). The rules need to be changed to meet current technology standards. ALS member libraries' monthly automation fees do not include telecom fees.

Jim Weikum shared a draft resolution that the ALS Board is planning to send to the seven counties in our region supporting an increase in the appropriation for Regional Library Basic System Support (RLBSS), the state funding for operating regional libraries. He asked that members consider presenting a similar resolution (fill in the blank copies were handed out) to their cities (mayor, council, etc.) for action. If passed, signed resolutions can be returned to Weikum. There is no deadline at this time.

Jim Weikum left the meeting at 11:34.

Policies relating to overdue and/or lost MnLINK materials: Members were reminded that there is a six-month invoice deadline for billing non-ALS libraries for unreturned ILL materials. Many feel that this is not enough time for staff at our libraries to identify and bill for long-overdue materials. Nancy King keeps the official ILL records for all ALS libraries except Hibbing. Generally, each library is responsible for tracking its own items and contacting patrons, no matter what library the patron is registered or coded under or where the item was sent. Many small libraries call patrons and only send written overdue notices or bills as a last resort. Some libraries contract with ALS to send overdue notices and bills on their behalf and ILL libraries should be receiving those notices. Discussion included consideration of staff time vs. cost of item for the few items never returned from ILL.

Library Involvement in community planning for pandemics. Mary Lukkarila asked how many libraries/staff have been involved in pandemic planning or training in their communities. Cloquet, Grand Rapids and International Falls have been involved. The book Expedition Home: a journey to safety from pandemic influenza, the preventive quarantine solution by Skip Hofstrand, MD (Singing River Publications, Ely MN, 2006) was noted as one source of information. There are other titles that give different viewpoints [subject=epidemics yields 18 titles in the ALS system.-gr]

Expansion of available online databases: What is the next step for **Reference USA?**

The cost for ALS, all libraries plus remote access, for 2007 is \$5,000. Only two libraries voted “no” to Rebecca Patton’s inquiry (spreadsheet of price per library was included) so ALS will go ahead with subscription and billing. Patton will resend the cost spreadsheet for Reference USA. Duluth and Hibbing will need to get refunds for the unused time left on their subscriptions. This database will be in addition to **Biography Resource Center**, also billed to member libraries using the same cost-sharing formula. Shari Fisher provided a handout of the 2006 and 2007 costs for BRC broken down by library.

LSTA Grants—status of ALS projects: At the suggestion of user, a “My Account” button has been added to the ALS homepage. Patrons no longer have to drill down to the COMPASS catalog page before accessing this function. It is available now and will also be on the new website. The ADA Compliant Website grant was funded and WA Fisher is working on designs. Shari Fisher provided color copies of the current renditions. She noted that the drop down list of libraries is expected to provide links to those having websites or blogs and will provide brief information about the libraries for those without links. Chisholm is shown but is only an example, not the final format or data. Because PHP, a server-based html, is being used, there will be no maintenance training for member library staff as part of the grant. ALS staff will be trained as most will be responsible for keeping specific areas of the site current and accurate. One member commented that it would be nice to have a Native American person pictured on the homepage to better represent the diversity of our area. Committee members noted that photos of people and scenes will change (randomly) on the homepage and that different graphics appear on subsequent pages. The committee includes ALS staff: Shari Fisher, Shelley Rogers, Mark Koukol, Jim Weikum, Robert Sundstrom, Rita Grierson; plus Terry Moore (Hibbing/Chisholm) and Ginny Richmond (Gilbert Public).

Staff reports (non-computer):

Rebecca Patton: Reminded members of the Selling Your Library workshop in October. The subject is word of mouth marketing. She provided a handout of contact people with phone numbers, email and web addresses from Thomson-Gale. Patton noted that individual webinars are available for Gale databases. Sara Tarpley can be contacted for training.

No additional reports from Rogers, Koukol, or Fisher.

NCLC, Linda Wadman: Handed out a list of Soaring to Excellence topics for the coming (academic) year.

Other:

- Virginia Public Library will be holding sale of books and chairs (20).
- Gilbert Public Library had a large and successful sale and still has some items available (free) to other libraries (cards, file boxes, magazine covers, etc.)
- Debbie Bocnuk asked if anyone was interested in carpooling to MLA in St. Cloud.
- Duluth Public is changing the hours at some of their locations. West Duluth will be closed on Fridays beginning Oct. 6. Neither branch library will be open on Saturdays until October 7.
- Grand Rapids now has free wireless access for the public. Costs are being shared with the City. Library will pay \$750 per YEAR for maintenance. There are limits to bandwidth and time but not filtering is required since the people will be using their own equipment. The area covered includes other non-profits along the river (from KAXE radio to Blandin Foundation), and outside on both banks of the river. Folks have been seen sitting on park benches with their laptops.
- Julie Billings noted there was a nice article about the fishing contest Silver Bay holds hold as a library fund-raiser.
- Rebecca Patton asked that those members involved with the annual Love Your Library campaign (now held in February) stay after COMPASS for a quick meeting.
- Everyone was invited to the computer lab to watch Judy Klun's slide show promoting COMPASS in the schools.

Although not officially necessary, Nancy Maxwell moved and Debbie Bocnuk seconded that the meeting adjourn at 12:36 p.m.

The next COMPASS meeting is scheduled for Wednesday, October 25, 2006.

Submitted by Ginny Richmond
First draft, 10/12/06