

**Suburban Library Cooperative
System Managers' Meeting
May 13, 2008
Conference Room - 9:30 A.M.**

Meeting called to order at 9:30 AM

MeLCat – In some cases, we are receiving Coop books through MeLCat instead of through regular delivery. Please continue to ask your patrons to use the local hold service before using MeLCat.

- NCIP Status? *MLC is testing a new software patch right now from Sirsi*
- Bands vs .Labels; is there a Coop rule or standard. *Either is acceptable.*
- If using labels, make sure they are the “low-adhesive” labels that can be peeled off when the book is returned.
- Stolen Materials: over 70 at WPL so far. *Art has talked to Dan at ProMed.*
- Lack of bin at the libraries. *Coop will check about extra bins.*

iBistro – We are working on a process that will show the due date of all material. This is an individual library decision and doesn't affect anyone else.

In-Transit List – Not all libraries were complete yet. Everyone agreed that the list will be finished by the next System Manager's Meeting.

Hold Notifications via Email – Almost all email problems are fixed except for the blank email pickup and hold notices that are still occurring; this should be fixed in the next patch upgrade.

Upgrade to Patch Cluster 5E - We will be installing a new update to the Workflows software on 5-29-08 after close of business. When libraries open up on Friday 5-30-08, you will have to update each Workflows system at your location. This upgrade includes fixes for the receipt printers and email problems.

Cataloging – Lauren asked again that ALL short records have both ISBN numbers included on the records, and all E-books have to be sent to Lauren if you want them to be uploaded and available for use.

Round Robin

- EPL – Asked if we can change the report header for the clean holds report to “expired holds list”. Also there was a request to add an item id to each hold if possible. *Coop will look into these items.*
- MTC – Brought to the groups's notice a patron who has filed for bankruptcy under 7 different names and who owes fines under all of them.

- TPL – Doesn't charge a processing fee for lost items. Please don't charge a fee if a TPL item is claimed lost at your library. Requested information on other libraries and who charges for what. *Discussion.*
- SHL – Do any other libraries have "MP3" books available? CHE does.
- SLC – Amy asked that all libraries send her info regarding classes, including MeLCat for library staff. Also send any "oddities" that occur at libraries that Amy can include in her future classes.
- SLC – Need to perform a cleanup of the serial list.
- SLC – Chris said the most Dell computers are on order. *Please call the SLC to schedule an install with Chris and Ken when all of your equipment has been delivered.*

Meeting adjourned at 10:55 AM

Next Meeting: Tuesday, June 10, 2008 at 9:30 AM at SLC.

If you have agenda items, please send them to slcstaff@libcoop.net

Attendees

Smith	ARM
Kirsten	CHE
Minor	CHE
Murray	CLL
McGee	EPL
Price	EPL
Cousineau	FRA
Gillis	HPW
Couck	LEN
Murawski	LWM
DuMouchel	MCL
Erlich	MCL
Goike	MPL
Larsen	MTC
Graham	RAY
Blevins	ROG
Swanwick	ROG
Harvey	RSV
Burgeson	SBL
Orlando	SCS
Les	SHL
McQuaid	TPL
Urban	WPL
Boggs	SLC
Frezza	SLC
Nocita	SLC
Shaughnessy	SLC