

**Suburban Library Cooperative  
System Managers' Meeting  
December 11, 2007  
Conference Room - 9:30 A.M.**

**Meeting called to order at 9:30 AM**

**ProMed / MelCat Delivery** – We discussed the delivery committee and some of the items they have talked about briefly.

- A list of Standards and Practices will be created and sent to all members.
- Processing of the “Lost / In-Transit” lists will be mandatory for all libraries.

**MelCat Status** – Directors will discuss whether to go forward with MelCat at the next council meeting. Discussion also revolved around:

- When will NCIP go live? *No word on that from MLC yet.*

**iBistro/ Patron Favorites** – *Default pickup at WAM is now fixed per Sirsi.*

**Cataloging** – New report that runs for 9xx orders shows whether new items need to be merged. Also, remember ISBN number is required and some of the newer books have 2 ISBNs – if so, input both. Lauren has a “Tai Chi” DVD that isn’t marked or bar-coded; please contact her if it is yours.

**Round Robin**

- Museum Pass Statistics? *We are setting up the reports for that now.*
- Instructions re: Museum Pass?
- BAR or BLOCK family members when one person has excessive fines? Jackie Harvey checked on this; it is okay as long as the process is in your library’s circ policy. You can’t transfer fines from one card to another’s card per Lance Werner, Library of Michigan Law Specialist.
- Can the Meeting minutes be sent out sooner? *We will send them out as soon as possible - higher priority work permitting.*
- Items checked out to “discard” are not being removed after 30 days *we will check on this problem.*
- OCLC stats tracked in the in-transit report.
- Please ask your staff members to not remove notes from patron’s records.
- FYI – SHL is accepting credit card/debit cards for payment of fines. If they receive moneys for another library, they will cut a check to that library.
- Discussion of Fines and Overrides. Last month there were overrides of \$500. Please be careful before overriding fines, especially for other libraries’ materials.

**Meeting adjourned at 10:15 AM**

Thank you, from the SLC staff, to everyone who brought treats for this Holiday session of the System Manager's Meeting!

**Next Meeting:** Tuesday, January 08, 2008 at 9:30 AM at SLC  
If you have agenda items, please send them to [slcstaff@libcoop.net](mailto:slcstaff@libcoop.net)

**Attendees**

Smith	ARM
Kirsten	CHE
Minor	CHE
Price	EPL
Cousineau	FRA
Couck	LEN
Erlich	MCL
Goike	MPL
Larsen	MTC
Graham	RAY
Blevins	ROG
Harvey	RSV
Burgeson	SBL
Orlando	SCS
Les	SHL
Pierce	SHL
Horn	TPL
Urban	WCV
Boggs	SLC
Frezza	SLC
Nocita	SLC