

NORLN Executive Board
Minutes of the May 13, 2016 Meeting

Members Present: Susan Atkinson, Ryan Clouston, Susan Reilly, Rik Rekowski, Sharon Turner, Jill Rafter, Tammy Richards

Minutes: Minutes from the November 6, 2015 meeting and the April 7, 2015 meeting were presented. A motion was made by Susan Reilly to accept the minutes as presented. Ryan Clouston seconded the motion and the motion carried.

Old Business:

- a. Annual Meeting – Dates and location for the annual meeting were discussed. Jill Rafter has been in contact with the West Virginia Junior College. They have a facility that could be used free of charge that has plenty of parking. It is only available on Fridays.
- b. Officers – The following officers were nominated and elected by unanimous vote: Chair, Alex Eberle; Vice-Chair, Susan Reilly; Secretary, Jill Rafter.
There was a discussion of rotating members who are next to serve on the Executive Board. Current members will check with libraries in their service areas to find out if the libraries are able to serve. Libraries scheduled to serve are:
Mountaintop
New Martinsville
Nutter Fort
Paden City is next on the list if one of the above libraries chooses not to participate.
- c. Movie Licensing USA and Syndetics contracts will be up for renewal. Clarksburg will send invoices. It was suggested that we look into what Innovative offers and compare with the cost of services we're getting through Syndetics.

New Business:

The Executive Board discussed a request from Glenville State College to come back into full participation in NorLN. Glenville has been adding records to the NorLN database as well as the MARLO consortium database for the last eight years. The board agreed to invite Glenville State to participate fully in NorLN with the stipulation that any fees for migration of data will be the sole responsibility of Glenville State College. A motion was made by Susan Atkinson to approve the full participation of Glenville State College in NorLN; Susan Reilly seconded the motion and the motion carried.

Committee Reports:

Circulation Committee – There was a request from Glenville State College to add a status of “library display”. Tammy will work with Gail to add this as a status or message. There was a discussion about the requirement for renewing patron cards every year. Tammy advised that Sierra can be set up to trigger a pop-up note in advance of the expiration date to alert staff that the card information needs to be updated.

Cataloging Committee – Five documents were submitted by the Cataloging Committee. Minor revisions were suggested. Ryan Clouston made a motion to approve the documents with revisions; Susan Atkinson seconded the motion and the motion carried. A request was made to add six new OPAC messages. Ryan Clouston made a motion to approve all six OPAC messages; Susan Reilly seconded the motion and the motion carried.

Other Business:

There was a discussion of inactive catalog records from Ohio County Public Library that remain in Sierra. A motion was made by Susan Reilly to remove the inactive records, leave the scope in place, and make loan rules inactive. The motion was seconded by Ryan Clouston and the motion carried.

Tammy reported that a date has not been set for Sierra upgrades.

Next Meeting:

The next meeting of the Executive Board will be held on August 12 at 11:00 a.m. at the Clarksburg-Harrison Public Library.

(Minutes were approved at the August 12, 2016 meeting of the NorLN Executive Board.)