

Open Source ILS Advisory Committee Meeting Minutes
Wednesday, June 18, 2008
Teleconference

Attendees: Patti Barnes (NWCC & North Coast Library Federation), Allan Carlson (PLSB), Gordon Coleman (BC ELN), Stephanie Hall (Powell River PL), Sharon Herbert (Evergreen Support Team), Kevin Kierans (Thompson-Nicola RD), Nola Newman (Fort Nelson PL), Brian Owen (SFU), Joanne Richards (Kootenay Library Federation), Trish Rosseel (PLSB), Dan Sifton (Cariboo RD), Sandra Singh (Vancouver PL), Lauren Stara (Whistler PL), Edel Toner-Rogala (Burnaby PL)

Regrets: Fiona Anderson (Vancouver Island RL), Ben Hyman (PLSB), Rob O'Brennan (Fraser Valley RL), Edel Toner-Rogala (Burnaby Public Library), Denise St. Arnaud (Prince Rupert PL), Jacqueline van Dyk (PLSB), Maureen Woods (Coquitlam PL)

Recorder: Trish Rosseel (PLSB)

Chair: Brian Owen (SFU),

Teleconference convened at 9:30am.

1. Opening

1.1. Adoption of the Agenda

Because Stephanie had to leave the call early, request to move the Circulation Working Group report to after the Cataloguing Working Group report.

Agenda accepted.

1.2. Minutes of the Tuesday, May 6, 2008 Meeting

Item 2.4: Gordon asked when the SMA will be distributed to the broader library community, and whether it will be for information or feedback. Allan confirmed that it will be distributed for information to the broader community. Feedback from founding members will be integrated and SMA will be revised by August 2nd. Feedback from the broader library community is welcome at any time after broad distribution.

Item 2.3: Kevin noted that the 4th bullet is incorrect. It should read: Libraries that have been creating new records in Evergreen are encouraged to separate records by format. Evergreen's item meta-record will eventually be used to gather all records together for different formats of a title to facilitate patron search.

Motion to approve minutes as amended. Kevin moved. Nola seconded. Carried.

2. Continuing Business

2.1. Cataloging Working Group

- Kevin reported that the CWG hasn't met since last ILS Advisory Committee meeting.
- Fiona has resigned as chair due to other work priorities. A new chair will be identified as soon as possible. Trish noted that Maureen Davidson from College of the Rockies has expressed an interest in participating on the CWG.

- The group has been working on a proposed merging algorithm on the wiki. They've made some headway thanks in large part to Sharon, but the group lacks in depth expertise in this area. Kevin noted that it may be necessary to bring in some expertise to ensure that algorithm is the best it can be, and indicated that TNRD has some money that could support this if need be. Brian suggested that the CWG discuss this idea and bring forward a recommendation to the ILS Advisory Committee at the July meeting, and if approved PLSB could go about coordinating.
- Cat WG will complete discussion re: algorithm doc and come to decision and recommendation for July meeting.

Action:

Kevin will email CWG members regarding a recommendation to contract expertise with help on the algorithm.

Action:

Trish will talk with Maureen Davidson from College of the Rockies, as well as current members, regarding their interest in chairing.

2.2. Circulation Working Group

- Stephanie reported that the CiWG hasn't met since last ILS Advisory Committee meeting.
- Joanne discussed the idea of working towards harmonized circulation policies with KLF libraries and it went quite well. Generally, there is interest in harmonizing policies and discussion on this topic will continue.
- Nola asked about the status of the patron list in Evergreen. Sharon noted that the team does have a default list they're using, and migrating libraries have been pretty open to that.
- Sharon confirmed that the SITKA support team has other questions they'd like CiWG feedback on.

Action:

Sharon will send default patron list to Stephanie for distribution to the CWG.

Action:

Sharon will send Stephanie a list of items requiring CiWG feedback for distribution to the group for discussion and response.

2.3. Gap Analysis Working Group

Dan reported that the GAWG has finished their evaluation and collated the information into a report which was sent to PLSB and the SITKA team. The SITKA team has provided feedback, which will be integrated into the report. It will be distributed to the ILS Advisory Committee shortly.

He noted that overall, the group didn't find any glaring omissions. There were some concerns regarding usability, some comparison of features with existing systems. Areas of concern included: lack of batch loading of records at local level, truncation, authority control, and material bookings and returns.

Brian asked whether usability concern were related to staff or user interfaces. Dan confirmed they were related to the staff side.

Action:

Dan will send final GAWG report to ILS Advisory Committee.

2.4. Governance Working Group

- Allan asked that committee members get governance documents to their boards as soon as possible. He also presented a revised implementation road map.
- He noted that the GWG worked through scenarios posted to the wiki related to the SMA. All scenarios presented could be addressed through the existing SMA. Their responses will be posted to the wiki for all to review and feedback.

Action:

Allan will post response to SMA scenarios to the wiki for review and feedback by all committee members.

- He reported that there hasn't been any feedback to date from boards on the SMA, likely due to Edel's absence. He'll collate and send responses once they come in.
- Brian attended the Library2020 Interim Steering Committee on Monday the 16th on Edel's behalf to provide a report on the work done to date on the SITKA governance model. It was well received by the group as they consider governance.
- Nola raised some concerns regarding communication of Evergreen implementation fees and their relation to FLIP grants. She confirmed that northern libraries and boards aren't expecting to pay fees. Allan and Trish provided background on the transfer of FLIP grant money to the Evergreen ILS project, and confirmed that with the exception of the first 3 pilots all libraries migrating to Evergreen will need to pay implementation fees that this group will need to discuss and finalize. A key concern was the break points in the pricing, with Nola suggesting these be adjusted.
- Joanne asked about the criteria used to determine who gets on the Evergreen migration schedule. Trish and Allan confirmed that there were, and will continue to be, various factors considered in setting the migration schedule [e.g. library readiness, health of legacy system and infrastructure, size of library, status of current vendor contract, etc.]
- Joanne also asked about the status of PLSB technology grants for 2009 and how they relate to Evergreen implementation fees.

Action:

Trish will follow up on questions regarding selection criteria for scheduling migration and PLSB grants for 2009 and get back to the committee.

- Sandra presented SITKA governance documentation to the VPL board. The tax attorney on their board raised two main issues: the ability to receive charitable donations and the cost of the financial management of a co-op. She indicated that it would be useful to clarify whether the former is possible as this would be desirable. She also noted that fewer accountants may be familiar with the co-op model. Other issues raised related to whether there was enough complexity in the voting structure to reflect the size and complexity of the library community, and how the SMA ensures that participating libraries who leave SITKA get their records out of the system. Allan confirmed that this latter point will be addressed in an update to section 28.5.

Action:

Allan will investigate these questions and report back any findings to address concerns raised.

- Nola reported that she also presented documents to her board. One very enthusiastic member raised voting as an issue.
- Allan asked if it would be useful to follow up existing documents with ones which would contain FAQs for boards which would focus on fee schedules, voting issues and other issues highlighted today. It was agreed that this would be helpful.

Action:

Allan will draft SITKA governance FAQ for boards.

Action:

Allan will review the SMA document and move some of the information that is prone to changes [e.g. fees, weighted voting, etc] to a schedules section that can be easily updated.

3. Reports

3.1. Project Update

- Sharon reported on Whistler's launch, which was challenging for a number of reasons. It was the first Horizon site to migrate. The SITKA team will be doing a thorough review with Equinox tomorrow to surface and discuss the source of data migration problems and identify how to ensure they don't crop up again in future migrations. Sharon noted that Whistler staff were amazing as the team worked through problems throughout the day. The team continues to work to resolve outstanding issues.
- Brian asked what kinds of data migration issues Whistler was experiencing. Lauren confirmed that some fine information and phone numbers didn't migrate, as well as My Account information from HIP server. All bibliographic information migrated and the catalogue is in good shape.
- Next 3 sites are Athena. Houston launches next week, then Pemberton and Smithers.
- The SITKA team is also working to get infrastructure in place for non-automated sites to start building their online collections using VPL record base, with the aim of having records linked to barcodes and launched in late fall.
- Catherine Gamroth, our SITKA co-op student, is working on help screens and documentation, doing research on data dictionaries to address truncation issues and developing report templates.
- In response to a question from Allan, Sharon confirmed that there is an entity relationship diagram for Evergreen on Georgia Pines site. While a bit outdated, it conceptually covers everything.

** Sandra left the call at this point after reiterating her discomfort with the timeline and lack of time to solicit feedback from the broader library community on SITKA governance.

3.2. Communication Plan

- Trish reviewed the revised communication plan.
- Joanne noted that it has been confusing for her communicating to KLF libraries because many of the details of this project are in flux. Would like to see clarification of roles

regarding SITKA communication.

- Nola echoed this sentiment, and Brian noted that the challenge with the plan is that it presupposes that we have SITKA co-op up and running with an infrastructure for communication.

Action:

Trish/Edel will draft a document that defines PLSB, Advisory Committee, federation roles regarding SITKA communication.

- There was discussion at this point regarding the need to balance the need to move forward with forming the co-operative with the need to get feedback on governance from the broader library community. It was noted that feedback will likely be focused on issues such as fees and weighted voting. Keeping this kind of information in the schedules would be useful as they can be changed more easily than the SMA.
- It was also confirmed that communication with this point is only with founding members. Feedback received from founding members will be incorporated into the SMA. Revised documents will then be distributed more broadly for review and feedback.

Action:

Allan will send a reminder to founding members for feedback on the governance documents with a new deadline of July 15th.

4. New Business

Lauren is going to ALA and will attend a session on open source for consortia. Send any issues/questions to her that you'd like her to ask at the session.

5. Adjournment

5.1. Date and Items for the Next Agenda

Next teleconference will take place at 9:30am PST on Wednesday, July 23rd.