



MINUTES - TECHNOLOGY COMMITTEE MEETING

Thursday January 26, 2017 –6:00 P.M.

Adult Reading Room Conference Table

Present: Mark Frye, Lucy Hospodarsky, Jim Knutson, John Mitchell, Catherine Regalado
Meeting objective: inventory plan documented, with timeline and target end date.

December tech committee meeting minutes approved.

Discussion of procedure for remaining inventory: Steps in Follett for close-out needed. Missing books list will be generated. Will look for patterns, then only spot check to make sure not on shelf. Can missing report be generated as CSV and then into Excel? Missing books reported as alphabetical title and we want as shelf order for ease. Following spot check, missing books will go through global delete.

Many books have been on shelf but checked out to patrons in system. After clearing in system, staff must contact patrons. President suggested sending form letter.

Discussion of what is happening to books on carts pulled via exception reports (bar coded and spine labels but not in Follett). Director indicated two sifting steps: he is determining whether books should be added via collection development policy, and staff assessing a second time. Note that there is no need for staff to check again that books are in Follett.

Volunteers timing discussed. Scanning is independent of exception book handling.

Discussion of issues in new books – using current cataloguing protocols, books are still found not in Follett, or properly checked in to patrons in 2016/2017.

Newly purchased books have not been added to Follett; Jim confirmed waiting items can be added immediately. Staff to deal with backlog of new books cataloguing and sifting/handling books on carts. Volunteers to scan. When there is no backlog, then staff can scan.

Additions to procedure document: add need to contact staff to close Follett and when to bring it back up. Add Finalize after doing partial inventory. Add if book has new sticker, pull and have checked/corrected in Follett.

Next tech meeting will occur after inventory complete; Jim will continue Apollo investigation.

Meeting adjourned at 7:06 pm

Approved 3/2/17

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