

North Texas Library Consortium
Minutes
December 6, 2012
Call-In Meeting

Attending by phone:

Gwen Bevill, presiding	Kennedale
Kathy Ramsey	Aubrey
Jackie Lowrie	Bridgeport
Chris Shenkir	Decatur
Donna Pierce	Krum
Barbara Thompson	Lake Cities
Palin Bree	Mineral Wells
Jaime Mergel	Ponder
Geoff Sams	Roanoke
Melody Leak	Saginaw
Vicky Elieson	Sanger
Laura Klenke	Sanger
Judy Daniluk	NTLP

Not represented:

Alvarado, Justin and Westworth Village

The meeting was called to order at 1:33 by Gwen Bevill.

The minutes of October 18 30, 2012 were approved unanimously after a motion by Kathy and a second by Donna.

Treasurer's Report:

Barbara presented the treasurer's report. Kathy asked when we will get an audit. Gwen suggested that we wait until after tax season. Kathy moved that Gwen draft a letter to NTLP informing them that we would like an audit in calendar year 2013 and stating that we will pay for it. Jackie seconded and the motion passed unanimously.

The Finance Committee was charged with formulating a fiduciary policy.

Judy asked if anyone had questions about the cost shares for next year; the invoices will be going out in a few weeks.

The Finance Committee will take over the job of maintaining the cost share spreadsheets. The next step needed for them is to plug in the annual reports stats.

Open Issues Update:

Geoff reported that current issues are either quick to fix or long term projects. The quick fixes are done. Everything else is pending.

Vicky asked if anyone could advise her on Quality of Service issues in her network. Decatur solved that problem by having separate Internet connections for the staff and the public.

Evergreen Server Analysis Update:

Geoff has received an overview from Bibliomation. He has some questions and wants more details. Overall, it seems that our server is well organized and almost ready to update to Evergreen 2.3. We need more RAM for it to run well. It is recommended that we upgrade the back-up server, test it, then move the back-up server to live and then upgrade the primary server. We will have to update in steps: 2.0 to 2.1, then 2.2 and finally 2.3.

Westworth Village Update

Gwen reported that Glenda has been in the hospital since November. The city is moving forward with barcoding in her absence. So far they are not adding holdings to the database, just putting barcodes on materials.

Cataloging Committee:

Donna reported that the committee suggests that we get an icon to designate electronic records in the catalog.

Policy and Procedures Committee:

Gwen said that the committee had not met.

Reports Committee:

Laura reported that three reports have been created and tested. They are in Shared folders--Templates—aaa-reports. She asked for members to test them and give feedback about their usefulness and accuracy. Gwen requested that each report have an option for choosing a beginning and ending date. Kathy inquired about whether the reports will work with the new database structure in Evergreen 2.3. Geoff said that they will have to be tested, but most will probably work.

Technology Committee:

Besides the Open Issues and Server Analysis recorded above, Geoff reported that they are preparing for the addition of Westworth Village to the database.

Announcements:

Geoff loves the new library facility in Roanoke, and hopes to be able to show it off soon by having a meeting there.

Next Meeting: January 17, 2013 in Ponder at 1:30.

The meeting adjourned at 2:40.

NTLC Financial Report
December 6, 2012

Balance as of Oct. 18, 2012
\$17564.74

Expense

Colo Unlimited 10/31/2012 Invoice 12826 \$297.00

Income

Westworth Village \$925.81
 \$ 85.16 2012 pro-rated membership
 \$340.65 Impact Fee
 \$500.00 Setup Fee

Balance as of December 6, 2012
\$18193.55

Reserve account balance
\$10,000