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# I-Share Acquisitions and Serials Team Minutes for August 11, 2008

Consortium of Academic and Research Libraries in Illinois

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## I-Share Acquisitions & Serials Team Minutes

August 11, 2008

**Present:** Christophe Andersen, COL; JoAnn Hounshell, IIT Kent; Anne Hudson, CARLI; Jen Masciadrelli, CARLI; Karen Whisler, EIU, IUG Liaison; Sharon Nelson, NIU; Tammy Schnell, LLC; Kim Fournier, WRH; Randy Kuehn, IWU; Azungwe Kwembe, CSU; Susan Singleton, CARLI.

**Absent:** Ted Schwitzner, ISU; Michelle Toohey, SIE.

Meeting convened approximately 10:30 a.m.

1. Introductions were made around the table and Karen Whisler was welcomed as our new IUG liaison.
2. IUG and CARLI update (Susan Singleton):
  - Susan thanked the team and welcomed new members.
  - VuFind has been released for use by all I-Share libraries.
  - I-Share User Group (IUG) will be rethinking their charge and structure this fall with Carlos Melian leading the group. A report will be coming in December.
  - A new group, Tutorial interest Group (TIG), is being created for the purpose of sharing basic library tutorials for the state. This is not an official CARLI group in that it will not have a staff liaison. CARLI is hopeful that providing some structure will encourage cross-library collaboration.
  - CARLI is developing new guidelines for the operations of various groups, forums, etc. A new document will be available in September or October of this year.
  - A toll-free number will be provided for meetings, in addition to the local conference call number.

3. Minutes:

It was decided that Jen would set up a rotating schedule for minute takers:

September – Tammy

November – Ted

Dec – Michelle

Jan – Christophe

Feb – Kim

March – JoAnn

April – Randy

May – Azungwe

June – Tammy

4. Selection of chair for 2008-2009:

Sharon Nelson agreed to chair the committee for 2008-2009.

5. Old Business:

1. September Forum:

- Registration opens 8/11/2008.
- The Hilton needs a head count by 9/3/2008 for lunch service.
- There is no way to limit registration by institution.

- Group members will need to register for the forum.
- The registration table will open at 9:00. Committee members are encouraged to arrive early to help with registration and set up.
- Jen emailed R2 to find out if our intended audience and expected outcomes are reasonable for their presentation. R2 felt that both were appropriate and that the material and information provided will be appropriate for any level of attendee.
- Jen will check to see if R2 has evaluation forms that we can also use in addition to our general feedback forms. We hope to discover topics for future conference calls. The group thinks some open-ended questions that seek to discover “ah-ha!” moments during the forum will be useful for this purpose. If an evaluation form needs to be created, this can be done over email.
- PR is being covered by using the CARLI homepage, CARLI newsletter, and the announce email list.

## 2. Survey Results:

Christophe will go through the comments section of the survey to find common problems and issues that responders identified for future conference call/forums topics. Anne volunteered to help with this process. No decision was made regarding a possible future survey aimed specifically at liaisons in order to solve some of the problems with the survey (multiple people from one school responding, some schools didn't respond, etc).

## 3. Minutes from the 6/17/2008 meeting were approved with one change.

Anne found the missing minutes from the May meeting. The team will approve them in September.

## 6. New Business:

### 1. Forum Planning:

- CARLI is requesting that future forums be scheduled further in advance than they have previously.
- A possible spring forum was discussed. A decision will be made after analyzing the survey results and evaluations from the September forum. Jen mentioned that Voyager 7.0 will involve many updates to the Acquisitions client and may provide appropriate topics for future forums.
- In response to a question about the ERMS RFP process, Jen talked about Verde and ERMS. Ex Libris has announced some changes to their timeline in releasing their next product (the URM – Universal Resource Manager), and how this will affect future development of Verde.

### 2. Brainstorm for 2008-2009 activities:

- The team will be reviewing our charge and mission this year. We are encouraged to think more broadly about our charge and to move away from tying activities to the Voyager clients.
- The team discussed how we can better use the WIKI. Possibilities include better publicity and increased use of shared documents, such as CARLI and Voyager documentation.
- Voyager 7.0: the team could be a possible test group for Voyager 7.0 implementation. The team could also come up with a check list for other libraries to use for their own testing.
- The team would like to analyze support requests received by CARLI to find trends that can be used for future documentation, forums, conference calls, etc. Anne and Jen will look at

the support requests.

3. Conference calls:

- The team will have our next quarterly conference call on 9/17/2008 as a follow-up from the 9/10/2008 forum.
- Future conference calls will take place on the same day of the week as opposed to last year's staggering of days. The calls will alternate between morning and afternoon.

7. Meeting Dates:

Meetings will take place on the third Wednesday of each month from 11:00 – 2:00 with variations for the open conference calls. The December and January meetings will probably be only conference calls. The number for calling in to meetings will be 800-363-6873 or 217-265-5200.

Submitted by Christophe Andersen