

SPARK User Group Board

Meeting Minutes

January 29, 2020

Opening

The regular meeting of the SPARK User Group Board was called to order at 10:00 am on January 29, 2020

Present

Jennifer Bruch, Christina Thomas, Katherine Dannehl, Joel Koss, Elizabeth Davis, Mary Beth Long, Tessa Mitchell, Jonathan Moore, and Holly Bennett

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

Elizabeth made a motion to accept the meeting minutes. Tessa seconded the motion.

New Board Members

Katherine Dannehl as Treasurer

Tessa Mitchell as ILL Committee Chair

PaILS Meeting Update

The Executive Committee met. They are still looking for a replacement for Eugene. Hershey Public Library and Milton Public Library will join PaILS in the future.

Committee Reports

Reports Committee -Elizabeth

- The next meeting will be on February 4, 2020.
- Elizabeth encouraged the committee members to attend the upcoming users meeting.
- Pails survey- trying to address open issues.
- Working on annual state report templates.

Cataloging Committee- submitted by Jonathan Moore

- See submitted report

Planning Committee - Mary Beth

1. Conference will take place on May 13, 2020 at the Penn Stater from 8:30am to 4:00pm.
2. The planning committee met on Jan 6th.
3. Carrie attended the user group planning meeting.
4. There is an increase to have each organizational unit bring three representatives to the meeting instead of two.
5. The committee discussed possibly have a speaker come in to talk about Resource Sharing. Mary Beth will write a proposal for Carrie to help secure a speaker. Elizabeth offered to use a recent presentation on resource sharing. The purpose, according to Mary Beth is to introduce the topic of Resource Sharing to the group.
6. The possibility of having lightning talks during the conference was discussed. Elizabeth supports the idea of lightning talks. These talks are only about five minutes long.
7. The committee talked about giveaways for the conference.
8. There are plans for round table discussion at the conference.
9. The next planning meeting will take place in February.

Circulation Committee- Jennifer

1. The last committee meeting was December 5, 2019.
2. Meeting minutes were posted.

3. An emergency closing handler was discussed.
4. The bug in the emergency closing handler was talked about and how to add heat to the bug so it will get fixed sooner.
5. The committee reviewed how to report when the system is down, or slow.
6. They reviewed the forms and how they can be used as RSS feeds.
7. A web-based project page was created for the committee.
8. Bug reports were given to the committee to practice.
9. Notices project- asked for help to work on wording.
10. Launch pad as a presentation subject. Jennifer to potentially give a lightning talk.
11. Patron experiences may be another great topic for a lightning talk.

ILL Committee - Tessa

1. The committee met last week.
2. They discussed migrations and how new users migrate onto the system.
3. The group talked about new library bar codes clashing with SPARK.
4. Expired accounts were discussed.
5. ILL fines were also discussed.

6. Tessa wants to create a survey so she can create a standard practice document.
7. The ILL Committee will work on a charter. Will have it by March for review.

New Business

- The board positions of Secretary and Treasurer need to be filled.
- Catherine will serve as a Treasurer for the Board.
- Nomination Committee will get together to find a Secretary nomination.
- Mary Beth raised a question about replacing the Chairperson for the Planning Committee.
- The next meetings will be on March 19th at 2:00pm instead of 10:00am.

**** Elizabeth wanted to find out how to get people involved in our committees.**

How are people getting to attend committee meetings?

Some suggestions:

- To send out a Gmail invitation
- Bring attention to the topics that will be discussed. It may attract more participation.

Adjournment

Mary Beth made a motion to adjourn the meeting; Elizabeth seconded the motion.

The meeting was adjourned at 10:50 am.

Minutes submitted by: Holly Bennett