

Minutes
PAS Networking Group
Zoom
September 17, 2020
9:30-11:00 AM

1. Approve minutes from 5/19 meeting

- a. Minutes were approved as written.

2. Election of 2020-21 officers

- a. Chair: Becky Fyolek (Crystal Lake); Vice-Chair/Chair-Elect: Liz McClain (Glencoe); Secretary: Meg Golembiewski (Prospect Heights); Secretary: Jason Katsion (Fox River Valley)
 - i. All candidates were approved.

3. CCS Updates

- a. Grayslake/Palatine Migration
 - i. Debra Wischmeyer discussed the successful migration, which was completed Wednesday, September 9. She congratulated Grayslake and Palatine on joining the consortium, and thanked CCS members for their patience and flexibility throughout the migration process. CCS continues to work through duplicate patron records and anticipates completion of the process by next week.
 - ii. CCS has created a Migration Satisfaction Survey. As many staff as possible are encouraged to complete the survey to give a sense of overall satisfaction.

Survey:

https://forms.office.com/Pages/ResponsePage.aspx?id=9Bf1slepIkKne7herjCL1GTm5Kq3KWhHsW8WvG_dwqdUQVY2S0g5QkpNU1RUSEk4Uk9ZNUM3TDBDMCQIQCN0PWcu

- b. Online Training Courses: <https://training.ccslib.org/>
 - i. Kathleen Weiss demonstrated newly available training materials (videos and interactive exercises). These training materials can be accessed on the Learning Portal and the CCS website. The CCS website now has a link for “Online Training Courses.” CCS members who use these training materials are

encouraged to complete the “Course Evaluation” form (a webform linked from the training page) to provide feedback to CCS.

- Location of Online Training Courses on the Learning Portal: https://ccsliborg-my.sharepoint.com/:i/g/personal/kweiss_ccslib_org/EQeY4I320Z1LhnmRsKXA50QBjeuXyE8spco_U6e0Q6zzaw?e=JgAfPL
 - Location of Online Training Courses on the CCS Website: https://ccsliborg-my.sharepoint.com/:i/g/personal/kweiss_ccslib_org/EaoBnvNhX39IjU--9rJltw0Blr4zt-4Eef2B8OeePv_2Tw?e=we7ceK
- c. Website Redesign
- i. Kathleen Weiss provided an overview of usability testing that was conducted in Spring 2020 and how it relates to the current redesign of the CCS website.
 - One method of usability testing employed was a “card sort” approach, utilized to prioritize CCS website headers and the structure of the website. A card sort is a series of cards that represent common tasks and information sought on the CCS website, e.g., PAS Technical Group, Online Training, etc. Results were compiled from thirty-seven participants across various library departments. Their card arrangements were compiled in dendrograms to determine hierarchical relationships between the headers. (Card sort presentation: https://ccsliborg-my.sharepoint.com/:b:g/personal/kweiss_ccslib_org/EbAYki3f3vJChj512L-or78BoABUqipvWBfJlxcLSIX87A?e=EGkKXA)
 - Remote usability testing with five library staff members was conducted to identify navigation and organization problems with the learning portal and CCS website. Five library staff members were tasked with locating specific information on the website. Their searches were observed so that CCS can determine what works well on the website and what aspects of navigation need to be improved. CCS will publish a website redesign Request for Proposal before the end of 2020.
- d. Circ/ILL Advisory Group Reminders Regarding Holds
- i. When placing requests for a book club, staff should add the date of the book discussion to the Staff Display Note field. This helps other staff to plan out discussion schedules. Example of adding notes to the Staff Display Note Field: <https://ccsliborg->

my.sharepoint.com/:b:/g/personal/kweiss_ccslib_org/EbVslb2nBRBAmss_In5MvvgBDo4dSLLaQhbZQzvXHiHgOA?e=fx6DdC

- ii. Reminder that it is CCS policy to place bib-level holds for patrons. Staff should not place item-level holds unless it is necessary to obtain the specific item. Staff are encouraged to review the “Item Holds”. (Location of Item Holds report on Web Reports: https://ccsliborg-my.sharepoint.com/:b:/g/personal/kweiss_ccslib_org/EbXmT1-CqptNodcwn5CABnYBOcUTWgvPHeJ68FZ7xL-Xkg?e=TJKkeq) Within the Web Reports section of the Learning Portal, users can access the “Item Holds” report for a complete list of active item holds. Users are encouraged to review this list periodically and, if it appears that individual item holds were placed in error, modify them to bib-level holds. In general, all staff should place holds at the bibliographic level rather than the item level. Exceptions include items that need to be recalled so that they can be mended.
4. Regency Fiction/Novel of Manners Presentation by CAMM members: Sandra DeSio (Cataloger - Indian Trails) and Lynne Rubio (Acquisitions and Cataloging Manager - Des Plaines)
 - a. Library of Congress Genre/Form Terms has established a new heading, “Novels of Manners.” CCS still uses “Regency fiction” as a local subject heading. The CAMM representatives discussed the merits of CCS using one or both headings on records. The presenters demonstrated the different uses for the headings. For example, Regency fiction could describe regency romance, as well as historical fiction or mysteries set during that specific time period. CAMM believes that patrons are more likely to use Regency when searching the catalog. Feedback from PAS meeting attendees was overwhelmingly in favor of supporting CAMM’s position that both headings should be maintained.
 - b. Presentation: https://ccsliborg-my.sharepoint.com/:p:/g/personal/kweiss_ccslib_org/EVoMdONvP1VKi6LclQudwu4BvwkqIXDTNFamOiNQXAi84Q?e=pfjkkXQ
5. Reopening Libraries to the Public

- a. How are libraries allowing patrons in? Register ahead of time, limited amount of time, no restriction? Handling of materials during patron browsing; assisting patrons with computers, materials, reference, etc.
 - i. Prospect Heights: Prospect Heights is currently closed and will remain closed until April 2021. Prior to this closure, a limit of 50 patrons in the building at one time was imposed. A staff person was posted at the entrance to count patrons as they entered the building, reminding that masks are required, and offering hand sanitizer. Public computer sessions were limited to one hour per patron per day. Newspaper subscriptions were suspended, magazine checkout policies were modified so that the current issues could be checked out. Some furniture was put in storage to minimize the time patrons spent in the building.
 - ii. Indian Trails: Installed an automatic door counter. Computer access is by reservation only, one day in advance, to ensure social distancing and allow time for cleaning and sanitizing of computer area. Furniture was moved into storage.
 - iii. Glencoe: Open since July 20, but access to the children's department is by appointment only to help ensure social distancing. Total of 40 people (staff and patrons) allowed in the building at one time. Public service desks are surrounded by plexiglass. Computer use is limited to one hour, guest passes are still being offered. Most furniture has been moved into storage. Paused circulation of children's kits.
 - iv. Lake Villa: To accommodate the demand for Wi-Fi, socially distanced tables have been set up and are available by reservation, one user at a time for a maximum of two hours a day. This is the same reservation policy for public computer use.
 - v. Highland Park: Limit of forty people in the building at one time. Computer use is being offered. Magazines are not being circulated.
 - vi. Fox River Valley Public Library District has been offering one-on-one appointments over the phone and via video Zoom since July 6. Patron engagement with this service is much lower than the in-person one-on-one appointments that were provided prior to the shutdown.
- b. Intra-CCS Lending

- i. Debra Wischmeyer mentioned that there are currently five CCS member libraries who are not participating in intra-CCS lending, i.e., not sending out their materials: Crystal Lake, Glencoe, Evanston, Lake Forest, and Northbrook. Evanston and Northfield have opted in this month.
- c. Reschedule December Meeting
 - i. It is necessary to reschedule the next PAS meeting. Options are Wednesday, December 2 at 9:30, or Wednesday, December 10 at 9:30. A Doodle Poll will be shared with the PAS Listserv.
- 7. Adjournment