CCS/ILL Technical Group  
May 18, 2023  
VIA Zoom  
Minutes recorded by Maryellen Essig, ILL-Tech 2022-2023 Secretary

Attended by W. Theehs, B. Husak, A. Houltram (ALK), M. Fujiura-Landers (CCS), E. Rowe (DPK), G. Mansera, B. Heet (EVK), K. Carroll, A Jozwiak (DUK), K. Bolton (MUK)D. Burdett (GCK), Y. Dereka (GVK)  
S. Klemp(HPK), E. Steffensen (HUK), P. Buehler (WGK), J. Kennedy (LFK), J. Janavicius (LVK), M. Essig (NIK), K. Hegelund, D. Beach, A. Goese (NBK), S. Bochula, A. Thomas (PHK) M. Cegielski, L. Neidorf, A. Jung (WLK), B. Bigden-Russell (ZIK).

1. Call to Order 9:33 a.m.

2. Approval of minutes from last meeting: A. Thomas (PHK) motioned to approve the minutes from Feb. 23, 2023 and J. Janavicius (LVK) seconded. Minutes approved.

3. Additions to the Agenda: none

4. Officer Reports  
 a. Chair: none  
 b. Vice-Chair: none   
 c. Secretary: none

5. CCS Staff Reports

a. M. Fujiura-Landers (CCS) - Migration update: go live is Labor Day weekend. More details later.

6. Old Business: none

7. New Business

a. Does your library send thank you notes. Discussion lead by J. Janavicius (LVK). Some use stamps. Smiley face. Hand written or stamps. Others use the library logo with a thank you statement.

b. FY23-24 Elections: M. Fujiura-Landers (CCS). J. Kennedy (LFK) is Vice-Chair and will move into the Chair position. M. Fujiura-Landers gave an overview of responsibilities as Vice-Chair, Chair and Secretary. J. Kennedy (LFK) asked for a motion to approve J. Janavicius (LVK) be Secretary for the ILL 23/24 year. K. Bolton (MUK) moved to approve and K. Hegelund (NBK) seconded. Motion passed. Vice-Chair is unfilled. If you would like to serve for the 2023/2024 year, please contact Mieko at CCS.

c. Demo: Creating multiple holds in OCLC. A. Jung (WLK) and P. Buehler (WGK) did a live demo of placing holds for book discussion titles in OCLC. Tips for keeping track of the records were included.

Next meeting is Thursday August 24, 2023 at 9:30 a.m. via Zoom.

8. Adjournment: A. Thomas (PHK) Moved to adjourn, meeting adjourned at 10:04 a.m.