

Salsa Consortium Executive Committee Meeting Minutes  
August 6, 2018 at 2:00 p.m.  
New Mexico Office of the State Engineer Library  
Room BE02, East Basement of the Bataan Memorial Building  
Santa Fe, NM  
(505) 827-6158

In Attendance: Bradley Carrington, NMSL; Susan Sheldon, OSE and NMCL; Heather McClure, Chavez History Library; Rebecca Potance, NM Museum of Art; guests: Joseph Angelo, NMSL and Margaret Van Dyk, NMSL.

Call to order: 2:10 p.m.

**I. Comments from the public.**

None.

Minutes from November 28, 2017 meeting reviewed.

Motion by Heather McClure, seconded by Susan Sheldon to approve.

Introductions of new staff, Heather McClure, Joseph Angelo and Margaret Van Dyk. Brad reviewed meeting rules. Open Meeting Act Compliance Guide (i.e. we can influence spending and make recommendations).

Brad informed us that he is on the hiring committee for the Hispanic Cultural Center.

Discussion regarding Polaris and Connexion ensued.

Brad will provide cataloging training in the use of Polaris to all new staff (including Heather and Anna).

**III. Polaris training Plan.**

Assess Needs

Plan for Delivery

Brad will provide cataloging training in the use of Polaris to all new staff (including Heather and Anna). Brad can come to your library or staff can come to NMSL.

At the state library.

Rebecca offered to help Heather with Connexion.

The New Mexico State Library pays for Polaris. As administrator, Brad can assist in registering computers and the appropriate level of access to Polaris.

Polaris requires "Screwdrivers App" to connect all network printers.

Discussion re:

History Library's computers and tech situation.

Heather is able to access public interface.

Eventually Polaris will be entirely cloud based.

Cataloging will be the last part to change.

Brad reiterated that cataloging training in the use of Connexion and RDA is available through the State Library

Training is customizable and can include circulation training for libraries with circulating collections.

Review of state's MOU with Polaris for each library.

The State librarian establishes executive committee. Assignments might change as we are hiring a new State Librarian.

The executive committee reports to the state library. The consortium shares bib records. Records must adhere to standards.

Review of bylaws.

Executive committee meets bi-annually and follows Roberts Rules of Order.

Accessing SALSA. Handouts were provided by Brad.

2019 meeting in Phoenix.

Send Brad an email in order to set up Polaris account.

Polaris Report.

We are currently using 5.5

Brad will ask for upgrade.

The SALSA listserv contacts list was handed out. It needs updating.

#### **IV Advisory group update**

No staff from NMSL Public Services has volunteered to serve on Public Services Advisory Group.

#### **V. Open forum**

##### **Office of the State Engineer Library.**

Susan (host) informed the group that the OSE library was remodeled several years ago. She provided us with a description of space and collections. Susan has been the PT manager for the last five years and still operates on a contractual basis. Volunteers work on maps.

Coalition for Literacy.

##### **Chavez library**

Heather McClure is exploring the collection and noticed some bibliographic records with no item records. She plans to do an inventory. She will need to generate reports.

Needs to move collections from new contemporary art center location where they have been in storage.

Hours will remain "by appointment".

Open houses will be coming soon.

Newsletter / Heather will continue

Archiving project – 30 boxes from girl's ranch.

Upcoming Jack Loeffler Lectures and Gems of the Palace Exhibition

##### **Museum of Art Library**

Rebecca Potance

Open to the public. Appointments recommended.

Open houses in conjunction with the museums 100 years celebration activities extended because it was so successful.

Special library tour –

New exhibit coming soon -Glen Canyon Retreat- Artist retreat- special interest of the photo curator.

Newhall Plan for near future – off site storage.

Invited everyone to come to NMLA to sit on panel re: Santa Fe Libraries at the end of October.

### **State Library**

Brad Carrington –

New catalogers! Rigorous training.

BIBCO and NACO members

Susan asked how much we get from the Bureau of Geology. Maps.

Monica is our compliance officer.

Candidate for state librarian. Search committee going since last September. A consultant was hired for the preliminary stages of the national search. Application deadline was in April.

2 new people in public services. Turnover in bookmobile staff. Rebecca asked how long Brad was able to keep job postings up. One month.

Development position still open. Brad, Lori, and Joy are on the search committee.

Impact of move not yet known.

### **VI New Business**

None.

**VII Motion to adjourn by Rebecca and seconded by Heather.**