

Single Database Taskforce Minutes  
December 1st, 2004, 9:30am, UDM

Attending: Mary Carr, Jackie Wrosch, Elizabeth Lindley, Mary Ann Sheble, Lois Grogan, Sara Martin, Marilyn Dow, Anaclare Evans, George Marck

**Brief Summary:**

Decisions Made – none

Tasks, people assigned to them with due dates – The timeline report needs to be completed in time for the project managers meeting and the next board meeting.

The Taskforce reviewed updates from the various sub-committees.

Place and time of next meeting – UDM on December 8<sup>th</sup> at 9:30am

**Full Minutes:**

The Taskforce received updates on the following committees:

- Project Managers meeting – a new server is needed in order to proceed with the merged database project.
- Timeline report is in process and due soon.
- Circulation sub-committee issues- they are dealing with the social security numbers in the patrons records. These need to be replaced with something else.
- Systems sub-committee update – Committee is to look at security issues in the new merged database.
- Serials Update – committee decided to not meet again until after the merged database has become available.
- Acquisitions Update – The committee has nothing yet to report.

The Single Database Taskforce discussed whether to request that all sub-committees provide a report with an update on their progress in January. The taskforce decided “not” to ask the sub-committees for a January progress report since their Issues report is due in February.

The Taskforce also discussed database preparation for the merge. It was noted that any prep work should be identified in the sub-committee meetings.

The MeLCat policy guidelines were tabled for this meeting.