



V-Cat Meeting Minutes

Thursday, September 7, 2017 9:30 a.m.
Marathon County Public Library, 300 N. First St., Wausau, WI

Call to Order and Announcements:

S. Bedroske called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present.

Members Present:

V. Calmes, S. Bedroske, F. Albrecht, T. Hall, E. Clarkson, E. Schwartz, V. Roberts, E. Brewster, C. Celestina-Smith, T. Miniatt, R. Wenzel, T. Blomberg, D. Frandrup, C. Huston, M. Gobert (arrived at 9:45 am), and M. Taylor.

Via Go To Meeting: L. Petersen and M. Sepnafski.

Also Present:

C. Luebbe, M. Derpinghaus, I. Christman.

Absent:

J. Beloungy (R. Wenzel proxy), C. Hart (K. Wegner Proxy via Go To Meeting), M. Stachowiak (K. Roesler proxy), K. Heiting (T. Hall proxy), K. Metzke, Ann Mroczenski, and J. Jochimsen (T. Hall proxy).

Approval of the Agenda:

E. Brewster moved to approve the order of the September 7, 2017 V-Cat meeting agenda, M. Taylor seconded. Motion carried.

Approval of the June 15, 2017 Minutes:

V. Calmes made a motion to approve the June 15, 2017 V-Cat meeting minutes. E. Schwartz seconded. Motion carried.

V-Cat Financial Report:

- I. Christman presented the financials report and asked for questions. There were no questions.

M. Taylor made a motion to approve the V-Cat Financial Report, T. Hall seconded. Motion carried.

Bibliographic / Interface Committee:

V-Cat Bibliographic/Interface Committee Chair Chris Luebbe updated the Council on the following:

- **Cataloger's Retreat**
 - The August 10th WVLS Cataloger's Retreat which had 24 participants representing most the V-Cat libraries was very well received and appreciated by members per the fourteen who responded to the Survey Monkey workshop evaluation.
 - E. Brewster inquired about cataloging training for new staff. I. Christman offered to meet with new staff and provide training when they are ready. Brewster recognized the benefits of having a retreat so that catalogers could get together and talk about cataloging issues. WVLS will keep that in mind when planning future events.
 - E. Brewster asked about the status of the EBSCO Discovery Service (EDS) for individual library websites. I. Christman will follow up on this and report back to the Council. Christman explained the EBSCO option to pay for an individual library profile for EDS.

Cooperative Circulation Committee Report:

- **SRLAWW Best Practices recommendation:**
 - K. Roesler, Cooperative Circulation Committee Chair presented the Committee's recommendation and opened the discussion about the **SRLAWW Best Practices** for address verification which led to the topic of database clean-up for updating the patron expiration dates. The Council's concerns were:
 - How will a drop in patron registration be perceived?
 - What impact will annual patron registration expirations with address checks have on patrons?
 - What about seasonal patrons that only use the library every two years?
 - Criteria should include key details such as:
 - Amount of fines/fees that could be waived before patrons are purged
 - Length of time patron is inactive and still on the system
 - Juveniles with accrued fines/fees who return as adults – issue a new card, waive fines, etc.
 - Example of how to do the address verification and patron purge

- List of reliable sources for address verification

The Committee will review the comments at its next meeting and bring a revised recommendation and implementation procedures to the November 2017 V-Cat Council meeting.

- A quick review of the V-Cat Training website was presented. The Committee will be reviewing all the Circulation documents and providing revisions as needed.
- E. Brewster inquired about the annual letter that M. Sepnafski sends out informing library directors about the “Cost per Circulation and Act 420 Information”. I. Christman will follow-up on this.

Sierra Virtualization Project:

- I. Christman announced that Innovative will be migrating Sierra to a virtualized environment with the assistance of G. Falkenberg of the Indianhead Federated Library System as part of our Libraries Win collaboration. This is scheduled to take place on October 31, 2017. I. Christman will share more details as they become available.

Other Sierra Topics:

- I. Christman announced that the 2018 Innovative User’s Group conference will be held in Florida. The V-Cat Administrator will attend and the estimated cost will be \$2,500.
- I. Christman renewed the 2018 Innovative Maintenance contract at the end of August.
- I. Christman informed the Council about South Central Library System evaluating ILS vendors this fall and that she has been invited to attend demo sessions for Innovative - Polaris, SirsiDynix - Symphony and Koha - Fusion. She is also forming a V-Cat Migration Committee for 2018 to start our evaluation of ILS vendors.
- I. Christman reviewed the WVLS Training Survey results and promoted the Rhinelander District Library’s staff in-service day on Friday, September 29, 2017 that will feature a session on Badgerlink databases and Sierra Create List Basics.

PLSR Project ILS Workgroup Update

- I. Christman shared the PLSR Regional Meeting Schedule, the “Principles of Public Library System Redesign Structure”, and the “PLSR Steering Committee Phase 3 Activities Timeline Framework”.
- I. Christman encouraged libraries to attend the PLSR Regional Meeting to be held at the Marathon County Public Library – Wausau on Friday, September 22, 2017 from 1 pm to 3 pm.

2018 V-Cat Meeting Planner

- I. Christman announced the tentative 2018 V-Cat Council meeting dates as:
 - February 2, 2018
 - April 5, 2018
 - June 7, 2018
 - September 6, 2018
 - November 1, 2018

Christman will publish the 2018 V-Cat meeting planner once she receives meeting room confirmation.

Other Sierra Topics

- M. Gobert asked about a patron hold issue. I. Christman responded with Innovative’s response to why she did not see this item listed on her pull list the next day. Gobert asked if libraries would hold off pulling items when they know that a library is closed and has the item available. Several members expressed concern for their patrons and said that this would not be an efficient way of using the ILS. I. Christman reminded the Council that the Cooperative Circulation Committee will be reviewing the Holds process and developing a workflow sheet to explain the multitude of details that Sierra applies to determine the holds process.

Announcements:

- Dominic Frandrup was introduced as the new Antigo Director.

Request for November 2, 2017 Agenda:

S. Bedroske asked for items for the November 2, 2017 V-Cat meeting agenda. No agenda items were suggested.

Adjournment:

E. Clarkson moved to adjourn the meeting. K. Roesler seconded. Motion carried. The meeting adjourned at 11:10am.

SUBMITTED: 9/16/2017 I. CHRISTMAN, RECORDER