

V-Cat Meeting Minutes

April 3, 2014 (9:30 am – 12:30 pm)
Marathon County Public Library – Meeting Room
300 N. First Street Wausau WI, 54403

Call to Order: M. Dunn called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present.

Members Present: M. Dunn, C. Taylor, V. Calmes, M. Gobert, S. Bedroske, K. Metzke, C. Lemerande, J. Bobrofsky, A. LaRoche (C. Huston as proxy), E. Schwartz, K. Heiting, M. Taylor, J. Gustavson, S. Lehr, C. Huston, J. Beloungy, J. Dixon, B. Schemenauer, A. Mroczenski, C. Smith.

Members Absent: E. Grunseth, D. Korenuk, E. Hughes, T. Blomberg, and L. Peterson.

Also Present: K. Wegner, D. Litzer, S. Stevens, M. Stachowiak, I. Christman, K. Schulz, and M. Sepnafski.

Approval of the Order of the Agenda: C. Taylor moved to approve the order of the April 3, 2014 V-Cat meeting agenda. J. Bobrofsky seconded. Motion carried.

Approval of the February 6, 2014 Minutes: J. Bobrofsky moved to approve the February 6, 2014 V-Cat meeting minutes. K. Metzke seconded. Motion carried.

V-Cat Financial Report: I. Christman presented the V-Cat January through February 2014 financial reports and summary for approval. M. Dunn asked for an explanation on the Profit and Loss Detail. The Profit and Loss Detail is the default QuickBooks name for the report. It was not cause for concern. K. Heiting moved to approve the financial reports and summary as presented. E. Schwartz seconded. Motion carried.

Bibliographic/Interface Committee Report: (S. Stevens, Chair)

S. Stevens presented the proposal for the implementation for the “Recently Acquired” Perl script. As an example, OWLS (Outagamie Waupaca Library System) online catalog known as InfoSoup “Recently added materials” script which was demonstrated. E. Schwartz asked how much it would cost. It will cost less than \$5000. The timeframe for updates will be determined at the time of implementation. C. Taylor moved to accept the allocation of the Contingency Fund to cover the cost of producing the script and to authorize the Bibliographic committee to proceed with the implementation of the script. M. Gobert seconded. Motion carried.

Cooperative Circulation Committee Report: (C. Taylor, Chair)

Report Guidelines:

C. Taylor demonstrated and explained each of the Report Guidelines: On Holdshelf Report, In Processing Report, Missing Item Report, Changing Juveniles to Adults, Lost and Paid Report, Billed Item Report, Items Coming Off High Demand Report, Getting Started with Create Lists, and the In-transit Report.

M. Stachowiak asked if the Clear Expired Holds and Holdshelf Report have a list of all the items on the holdshelf. It does not. There is an existing IUG request for enhancement that would make this information available.

M. Gobert asked for documentation on how to mark an item lost. The Cooperative Circulation Committee will create documentation for these two processes: lost and billed items and how to handle batch check-in vs deletes.

S. Stevens reminded everyone to check-in all items that are taken off high demand status because just changing the ltype will not trap the hold for the next patron.

C. Taylor reviewed the Lost Items procedures that were approved at the December 5, 2013 V-Cat meeting.

Damaged and Missing Item Guidelines:

The Damaged and Missing Item guidelines led to a very in-depth discussion. It was decided that the Cooperative Circulation Committee should review and clarify these guidelines and bring them back to the Council for a vote at the June 5, 2014 V-Cat meeting.

Item Labeling Guidelines:

The Cooperative Circulation Committee has suggested the following guidelines in addition to those approved on October 3, 2013:

Marking Items with Multiple Pieces:

If the owning library does not label their multiple-piece materials with the number and type of pieces, they cannot hold either the lending library or any patron responsible for missing pieces.

Wear and Tear Conditions of Items:

When a library determines that the “wear and tear” condition of an item is not sufficient to warrant replacement or removal from the database (i.e. it will continue to circulate), the library will place a note describing the condition of the item in the following:

- Printed material – inside the back cover of the item
- AV cases (audiobooks, DVDs, Blu-rays) – inside the case

Examples of these kinds of condition issues:

- Set is missing disc 7 (e.g. for a TV series)
- Crayon marks in book (indicate page number if only one instance)
- Stains in book (indicate page number if only one instance)

The reason for this guideline is to absolve future patrons of any responsibility for these condition issues. In addition, it should stop the lending library from returning items to the owning library without circulating them to the patron who requested the item.

The following recommendation was made in regards to TV series: the owning library should place a **Public Note** in the record to indicate to patrons that a disc is missing in the set. This note in the WebPac will warn patrons before they place a request on the item.

M. Gobert asked where a library indicates that a TV set is missing a disc so that staff can see this in the Sierra Desktop Application. The Cooperative Circulation Committee will investigate and bring back a recommendation.

J. Gustavson asked how much time libraries would be allowed to label unlabeled materials so they comply with the new guidelines. C. Taylor stated that it is best to first focus on labeling the

materials that are leaving the library (to fill holds, checkouts, etc.) and then, work on the rest of their collection.

J. Bobrofsky moved to accept the Item Labeling Guidelines as presented. K. Metzke seconded. Motion carried.

Project WIN Update: M. Sepnafski presented an update on Project WIN. This project is an investigation to see if merging three Integrated Library Systems - Merlin, MORE, and V-Cat - would benefit our patrons. WILS is facilitating the process. M. Sepnafski described the process and timeline going forward and suggested that she or I. Christman be contacted if anyone had questions.

A. LaRoche exited the meeting at 12:10pm with C. Huston as her designated proxy. J. Belongy exited the meeting at 12:13pm.

Innovative Users Group (IUG) – Proposed Sierra Enhancements: K. Schulz stated that libraries could review the 2014 IUG proposed enhancements list and notify K. Schulz about their preferences. He will submit these as the V-Cat preferred enhancements, when he votes on April 4, 2014.

WVLS/V-Cat Steering Committee Report:

Revised V-Cat Bylaws – Second Draft:

S. Stevens presented the second draft of the V-Cat Bylaws to the Council. S. Stevens reported that the WVLS / V-Cat Steering Committee took into consideration the suggestions brought up by the V-Cat Council on the February 6, 2014 meeting and incorporated some of them into the second draft.

C. Taylor amended Page 4 Section H. v. under Meetings to read:

~~The V-Cat representative can only designate a proxy.~~ A proxy must be designated prior to the start of the meeting.

C. Taylor asked for clarification on the topic of V-Cat dissolution or if a member would leave V-Cat. Members are liable for their annual membership fee for the remaining time and members do not get a refund upon the dissolution of V-Cat.

C. Taylor moved to approve the second draft of the V-Cat Bylaws as amended. J. Bobrofsky seconded. Motion carried.

2015 Proposed V-Cat Budget:

S. Stevens presented the proposed 2015 V-Cat budget on behalf of the WVLS / V-Cat Steering Committee. M. Dunn wondered about the addition of the Special Projects fund. I. Christman stated that the addition of a Special Projects fund allows flexibility to enhance existing Sierra programs and to build towards the Discovery Layer project.

C. Taylor moved to approve the 2015 Proposed V-Cat Budget as presented. J. Gustavson seconded. One opposed. Motion carried.

Training Tidbits: K. Schulz demonstrated how to run the Expired Holds and Cancelled Holds reports (found on the WVLS V-Cat Training website: <http://www.wvls.org/training>)

Request for June 5, 2014 Agenda Items:

There were no requests for June, 2014 agenda items.

Upcoming V-Cat Council/Committee Meetings:

- WVLS / V-Cat Steering Committee Meeting April 28, 2014 (9:30 am – 12:00)
- V-Cat Bibliographic/Interface Committee Meeting
- V-Cat Cooperative Circulation Committee Meeting
- V-Cat Council June 5, 2014

Adjournment of the Meeting: S. Bedroske moved to adjourn the meeting. E. Schwartz seconded. Motion carried. The meeting was adjourned at 12:40 pm.

Submitted,
Kyle Schulz, Recorder