

## V-Cat Meeting Minutes

Thursday, August 6, 2015, 9:30 a.m.

Marathon County Public Library, 300 N. First St., Wausau, WI

### Call to Order:

K. Metzke called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present. Metzke announced that Loralee Peterson is the new director at the Owen Public Library. Metzke appointed M. Pregler from the Antigo Public Library to the Bibliographic/Interface Committee. Prior to this meeting, C. Taylor suggested M. Pregler take her place on this committee.

### Members Present:

E. Grunseth, M. Taylor, V. Calmes, K. Metzke, B. Hummer, A. LaRoche, J. Gustavson, V. Roberts, F. Albrecht, T. Blomberg, E. Brewster, M. Dunn, C. Smith, and L. Peterson.

Via Go To Meeting: C. Huston, K. Heiting, M. Gobert, D. Korenuk, and J. Beloungy.

### Also Present:

C. Luebbe, L. Giordano, A. Mroczenski, L. Meyer, M. Sepnanski, D. Litzer, C. Heitman, and I. Christman.

### Absent:

C. Taylor (Proxy M. Taylor), S. Bedroske (Proxy V. Calmes), E. Siverling, E. Schwartz (Proxy D. Litzer), and D. Holbrook (Proxy L. Petersen).

### Approval of the Agenda:

E. Brewster moved to approve the order of the August 6, 2015 V-Cat meeting agenda with the amendment to discuss "Connectivity to Sierra" before the Bibliographic/Interface Committee Report. A. LaRoche seconded. Motion carried.

### Approval of the June 4 2015 Minutes:

M. Taylor moved to approve the June 4, 2015 V-Cat meeting minutes. M. Dunn seconded. Motion carried.

### V-Cat Financial Report:

K. Metzke asked if there were questions regarding the V-Cat financial report documents distributed in advance of the meeting. M. Dunn moved to approve the financial reports and summary as presented. E. Brewster seconded. Motion carried.

**Connectivity to Sierra – Upgrade of Security Certificate to SHA2** - C. Heitman updated the Council on SHA2 and shared the draft SHA2 informational brochure for patrons that was prepared by J. Klingbeil and B. Krombholz. This brochure is available on the V-Cat website after logging in at: [http://www.wvls.org/system/files/training/20150200\\_SSL-Cheat-Sheet\\_Rack-Card\\_0.pdf](http://www.wvls.org/system/files/training/20150200_SSL-Cheat-Sheet_Rack-Card_0.pdf)

### Bibliographic / Interface Committee:

C. Luebbe, V-Cat Bibliographic/Interface Committee Chair, updated the Council on the following:

- **Authority Control Project.** The contract with BackStage Library Works has been signed. We are still awaiting Innovative's completion of the 2 new load tables which will be needed to export our database to BackStage and then import the newly processed records back into Sierra. We expect the load tables to be ready VERY soon. After testing, we'll be ready to proceed to the authority cleanup. We anticipate that there may be a couple of days during this process in which we will not be able to edit or bring in new bib records. But there should be no problem checking out, checking in, or adding or modifying item records on existing bibs. Everyone will be notified before the Authority Control Project begins.
- **Z39.50.** We welcomed three more libraries who are in the process of adding Z39.50 capability, Medford, Westboro, and Rib Lake. In July, Inese visited Candice and Aaron at Westboro, and Anne and Cathy at Medford. She plans to meet with Tammie at Rib Lake in September. The training process is as follows: the interested library is provided with training materials and a date is set for the hands-on training session. BEFORE the training session, that library's Z39.50 remote search capability is turned on so that the staff can try it out and formulate questions. Then after the hands-on training, the person's progress is monitored through the

“signature” which they add to the 902 field of their newly imported MARC record. It is important for everyone who uses Z39.50 (NOT MARC alerts) to add that information in the 902 field. Luebbe reminded members about the importance of good quality MARC records because they are the underlying, essential foundation of our catalog. They enable us to maximize the effectiveness of the Authority work and our upcoming Discovery product in order to provide the best possible library experience for our patrons.

- **Discovery Product (List of Expectations – Summary)**

The final “List of Expectations” that included the list of vendor finalists was sent out with this meeting’s agenda. Luebbe reminded the Council about the June VCAT meeting, where work was done in small groups to identify our specifications, desired outcomes, and functionality. The Bib Committee used that exercise to create the “List of Expectations” document. The Bib Committee meets again next week and will develop the vendor evaluation form which will be used to evaluate the different products at the vendor demos in September. The products are: Encore Synergy, Encore Duet with EBSCO, EBSCO Discovery Service, and Bibliocommons.

**Other Sierra Topics:**

Christman updated the Council on the status of the Help Desk tickets.

- More work is being done on the TNS phone notification system.
- The update to Sierra 2.0.2\_7 was completed on August 5, 2015 with some Sierra Desktop clients failing. To resolve this issue, some computers needed to have Sierra uninstalled and then reinstalled.
- WVLS is experiencing a Drupal website outage and the V-Cat Training website may not be available. This should be resolved in the next day or so.

Satisfaction with the new Patron Card expiration pop-up was expressed. A request to have Innovative apply an auto-complete to other relevant patron registration fields was made.

**2016 IUG Conference** – I. Christman noted that the 2016 IUG Conference early bird registration ends on January 15, 2016, which is much earlier and before the February V-Cat meeting. She will bring conference information to the October V-Cat meeting.

**E-Commerce Update** - The recommendation to set a minimum amount that patrons can charge was discussed. E. Brewster made the motion to set the patron online payments to be no less than \$3.00 per transaction. J. Gustavson seconded. Motion carried.

**V-Cat Reserve Fund** – I. Christman shared the WVLS/V-Cat Steering Committee Reserve Fund recommendation:

- The V-Cat Reserve Funds will be maintained with no less than \$320,000 and no more than \$375,000.
- Annually 50% of any unspent funds which includes any unspent money in the line item for V-Cat Long Term Replacement Fund in the budget will be transferred to the reserve funds and the remaining 50% of unspent funds be transferred to V-Cat Special Projects.

After some discussion, M. Dunn moved to approve this recommendation. A. LaRoche seconded. Motion carried.

**Other Sierra Issues:** E. Brewster asked about the Basic Bob books that create snags due to the inconsistency when barcoding the set of books in a bag vs the bag. Libraries acknowledge this issue, but also commented that each library should deal with the items as they are marked.

V. Roberts inquired about Innovative templates for programming the TNS phone system with custom messages. I. Christman will check on this, but even if this was possible, the costs would outweigh the benefits received for just a few patrons.

C. Smith cautioned libraries about using “claimed returned” because it can wipe out any fines that have accrued on the item.

E. Brewster inquired if libraries could extend or re-assign items as High Demand if they are still popular or regain popularity after the first four months. Yes, this is acceptable practice for a limited number of titles.

[Request for October 1, 2015 Agenda:](#)

K. Metzke asked if there were any items for the October 2015 V-Cat meeting agenda. The following were listed:

- Update on Ecommerce
- Update on Discovery Demo Day
- Update on Connectivity to Sierra – Upgrade of Security Certificate to SHA2

[Adjournment:](#)

V. Roberts moved to adjourn the meeting. L. Petersen seconded. Motion carried. The meeting adjourned at 10:45 am.

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SUBMITTED: 8/31/2015

I CHRISTMAN, RECORDER