



V-Cat Council Meeting

Thursday, February 1, 2018

9:30am – 12:00pm

Wisconsin Valley Library Service Meeting Room
300 First Street - Wausau WI, 54403

Arrival, Coffee, and Conversation – 9:00am

Meeting Agenda

Call to Order – 9:30am (Sue Bedroske, Acting Chairperson)

1. **Roll call** (Joshua Klingbeil, Meeting Coordinator)
2. **Action:** Approval of Agenda (Sue Bedroske)
3. **Action:** Approval of November 2, 2017 Meeting Minutes (Sue Bedroske)
4. **Financial Reports**
 - a. **Report:** Review financial reports for September - December 2017 (Joshua Klingbeil)
 - b. **Action:** Acceptance of Financial Reports (Sue Bedroske)
5. **Appointment of Nominating Committee** (Sue Bedroske)
 - a. The Acting Chairperson will establish an ad hoc committee including a chairperson and two additional members. This committee shall meet during break to seek nominee(s) for Chairperson-Elect of the V-Cat Council
6. **Committees**
 - a. **Bibliographic Committee**
 - i. **Report:** No reports at this time
 - b. **Cooperative Circulation Committee**
 - i. Presentation of recommendations regarding changing the expiration date of patron registrations (Mary Stachowiak, Committee Chairperson)
 - ii. **Action:** Acceptance of recommendations regarding changing the expiration date of patron registrations (Sue Bedroske)
 - iii. **Report:** Review changes to the WVLS V-Cat website for training materials and guidelines (Mary Stachowiak)
 - iv. **Report:** Review feedback regarding Damaged and Missing Items procedures/documentation (“Billing Guidelines”) (Mary Stachowiak)



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Meeting Minutes (draft)

(prepared by Joshua Klingbeil)

Attendees

Representatives (in person): Abbotsford: Jenny Jochimsen, Antigo: Dominic Frandrup, Colby: Vicky Calmes, Dorchester: Sue Bedroske, Laona: Felicia Albrecht, Loyal: Teresa Hall, MCPL: Kitty Roesler, Merrill: Ellie Schwartz, Minocqua: Mary Taylor, Neillsville: Cara Hart, Owen: Lorelee Peterson, Rhinelander: Virginia Roberts, Rib Lake: Tammie Blomberg (proxy for Medford: Erica Clarkson), Three Lakes: Lyn Pietila, Tomahawk: Heidi O’Hare, Westboro: (not present), Withee: Teresa Miniatt, WVLS: Ann Mroczenski (non-voting representative).

Representatives (remote): Gilman: Ruby Wenzel, Granton: Kay Heiting, Greenwood: Kim Metzke, Stetsonville: Carla Huston, Thorp: Julie Beloungy

Others (in person): MCPL: Chris Luebbe, Mary Stachowiak, Matthew Derpinghaus, Rachel Hitt; Neillsville: Leanna Mayer; WVLS: Jamie Matczak, Joshua Klingbeil, Marla Sepnafski

Others (remote): WVLS: Anne Hamland

Not Present

Representatives: Crandon: (no director), Medford: Erica Clarkson (proxy assigned to T. Blomberg)

Meeting Called to Order – 9:35am (Sue Bedroske, Acting Chairperson)

1. Roll call (Joshua Klingbeil, Meeting Coordinator)

Quorum present.

2. Action: Approval of Agenda (Sue Bedroske)

Motion: V. Roberts Second: J. Jochimsen Passed

3. Action: Approval of November 2, 2017 Meeting Minutes (Sue Bedroske)

(with correction: including Ann Mroczenski and Joshua Klingbeil as attendees)

Motion: E. Schwartz Second: V. Calmes Passed

4. Financial Reports

- a. **Report:** Review financial reports for September - December 2017 (Joshua Klingbeil)
- b. **Action:** Acceptance of Financial Reports (Sue Bedroske)

Motion: M. Taylor Second: K. Roesler Passed

5. Appointment of Nominating Committee (Sue Bedroske)

- a. S. Bedroske established an ad hoc committee including a chairperson, M. Taylor and two additional members, T. Blomberg and H. O'Hare. The committee met during break to seek nominee(s) for Chairperson-Elect of the V-Cat Council.

6. Committees

a. Bibliographic Committee

- i. **Report:** There was no report.

b. Cooperative Circulation Committee

- i. Presentation of recommendations regarding changing the expiration date of patron registrations (Mary Stachowiak, Committee Chairperson)

K. Roesler presented the committee's recommendation of using a one-year expiration date with a rollout connecting expirations to birthdates. It was suggested that birthdays coming up in the near future could have their first expiration pushed out to the following year, and from then on would be annual.

- ii. **Action:** Acceptance of recommendations regarding changing the expiration date of patron registrations (Sue Bedroske)

Motion: J. Jochimsen Second: D. Frandrup Passed

- iii. **Report:** Review changes to the WVLS V-Cat website for training materials and guidelines (Mary Stachowiak)

K. Roesler presented the adjustments made to the WVLS V-Cat website.

- iv. **Report:** Review feedback regarding Damaged and Missing Items procedures/documentation ("Billing Guidelines") (Mary Stachowiak)

M. Stachowiak reminded the Council of the call for suggestions regarding Damaged and Missing Items procedures and documentation and asked if there were any to take to the next committee meeting.

No new suggestions were made.

Break – 10 to 15 minutes

7. Election of Officers

- a. Presentation of nomination(s) (Nominating Committee)
M. Taylor announced the committee's nomination of T. Blomberg.
- b. Call for any other nominations (Sue Bedroske)
No additional nominations were offered.
- c. **Action:** Vote for 2019 Chairperson-Elect of the V-Cat Council (Sue Bedroske)
T. Blomberg was elected 2019 Chairperson-Elect unanimously.

8. Sierra Topics

- a. **Status:** ILS Administrator / migration committee / projects (Joshua Klingbeil)
J. Klingbeil announced the hire of new ILS Administrator Kyle Schulz.
J. Klingbeil noted that migration investigation efforts will continue, but a specific timeline is not available at this time.
No new projects are planned at this time.
- b. **Status:** Patron Data Security – IFLS Updates (Joshua Klingbeil)
J. Klingbeil shared updates from IFLS regarding the Patron Data issue they experienced in 2017. K. Roesler noted that the collection agency used by MCPL does not use drivers license numbers. M. Taylor noted that the local Chief of Police recommended collecting drivers license numbers if possible for a stronger position on confirming identity.
- c. Annual Reports Statistics (Joshua Klingbeil)
No concerns or questions were expressed or asked.
- d. 2019 V-Cat Budget Timeline (Joshua Klingbeil)
J. Klingbeil noted the budget timeline is intended to be similar to past processes. A draft budget for review will be presented in April and action for acceptance in June.
- e. Questions or suggestions for the Bibliographic Committee? (Chris Luebbe)
C. Lubbe noted some of the outstanding suggestions for the committee to review. A suggestion was made to consider possible adjustment to V-Cat recommendations on cataloging individual items that come in a set.

f. Other (V-Cat Council Representatives)

J. Klingbeil noted that WVLS is planning to send the new ILS Administrator, Kyle Schulz, to the upcoming IUG conference.

J. Klingbeil reminded the Council of the III Enhancements Update Idea Lab email former ILS Administrator, Inese Christman, sent in 2017. A follow up with more detail on the function and purpose of this resource will be shared at the April meeting.

J. Klingbeil noted that WVLS is intending to keep the “Sierra Snacks” micro-training/idea sharing element going, possible starting again in the April meeting.

M. Stachowiak asked if anyone was aware of the status of Mead Witter grants for 2018. It was noted that (anecdotally) the Mead Witter grants to libraries were discontinued, but no details were known. M. Sepnanski noted that she’d been in contact with a representative of the Mead Witter Foundation several months prior, and was told that libraries were not on their immediate radar but that the decision makers would be made aware of M. Sepnanski’s inquiry.

M. Stachowiak asked if it is OK for V-Cat member libraries to clean each other’s disks. E. Schwartz responded that T.B. Scott machine cleans their own but tracks number of cleans and eventual withdraws items. V. Roberts noted it is very important an owning library be aware of the number of machine cleanings a disk has endured. T. Blomberg responded that she’s called another library to ask if they would like Rib Lake to machine clean or not. C. Huston said that Stetsonville only machine cleans their own as needed. K. Heiting responded that Granton cleans theirs as needed and on rotation every few months. She added that she thought machine cleaning other’s disks could cause trouble. K. Metzke noted that she’d only clean another library’s disk after communication with that library.

M. Stachowiak suggested that the ILS Admin curate relevant bug fixes and new features in future updates to bring to the Council’s attention.

V. Calmes invited everyone to come to the new Colby Community Library for their Open House on Saturday, February 17th.

9. Request for Items to include on the next meeting agenda (Sue Bedroske)

No requests made at this time.

10. Upcoming Meetings (Joshua Klingbeil)

- a. February 1, 2018 - Cooperative Circulation Committee was noted.
- b. *April 12, 2018 - V-Cat Council (*Originally planned April 5th, 2018) was noted.
- c. Updated 2018 Meeting Planner was shared.

11. Action: Adjournment (Sue Bedroske)

Motion: V. Calmes Second: ? Passed

Break – 10 to 15 minutes

7. Election of Officers

- a. Presentation of nomination(s) (Nominating Committee)
- b. Call for any other nominations (Sue Bedroske)
- c. **Action:** Vote for 2019 Chairperson-Elect of the V-Cat Council (Sue Bedroske)

8. Sierra Topics

- a. **Status:** ILS Administrator / migration committee / projects (Joshua Klingbeil)
- b. **Status:** Patron Data Security – IFLS Updates (Joshua Klingbeil)
- c. Annual Reports Statistics (Joshua Klingbeil)
- d. 2019 V-Cat Budget Timeline (Joshua Klingbeil)
- e. Questions or suggestions for the Bibliographic Committee? (Chris Luebbe)
- f. Other (V-Cat Council Representatives)

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- a. February 1, 2018 - Cooperative Circulation Committee
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- c. Updated 2018 Meeting Planner

11. **Action:** Adjournment (Sue Bedroske)

Remote Meeting Connection Information

GoToMeeting	https://global.gotomeeting.com/join/711061981
Dial in	(408) 650-3123
Access Code	711-061-981

This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor counties.

If you are unable to attend this meeting, please notify Joshua Klingbeil by email: it.director@wvls.org no later than noon, January 29, 2018. Proxy assignment notifications must be submitted to both Joshua Klingbeil (it.director@wvls.org) and Sue Bedroske (director@dorchesterpubliclibrary.org) no later than noon, January 29, 2018.

Any person planning to attend this meeting who needs special accommodations in order to participate should notify the WVLS office by calling 715-261-7250.