

WISPALS: Wisconsin Project for Automated Libraries
“We have connections between our collections.”

WISPALS Executive Committee Meeting Minutes
Wednesday, January 18, 2017, 9:00 am
Conference Call

Attending: Hans Baierl (MPTC), Mary Baker (for Terry Kemper, WCTC), Linda Gau (NTC), Maria Hernandez (MSTC), Juan Jiménez (WTC), Kim LaPlante (NWTC), Donna Melanz (for Kelly Carpenter, LTC), Vince Mussehl (CVTC), Jane Roisum (FVTC), Rachel Rohlf (for Gary Flynn, GTC), Scott Vrieze (WITC)

Absent: None

Project Managers: Melody Clark (WiLS), Andrea Coffin (WiLS), Stef Morrill (WiLS)

The meeting was called to order at 9:00

1. Announcements

Informational – D. Melanz and All Members

K. Carpenter had a baby girl last Friday! V. Mussehl at CVTC has launched marketing for their library program!

2. Approval of Minutes from December Meeting

Action Required – D. Melanz and All Members

M. Hernandez moved to approve the minutes and S. Vrieze seconded. The December minutes were approved.

3. WISPALS Chair Nominations for 2017-2018

K. Carpenter nominated V. Mussehl via email, and S. Vrieze seconded. V. Mussehl accepted the nomination and the vote to elect will be held next month.

4. Project Manager Report

Informational / Discussion – M. Clark, A. Coffin, S. Morrill

a. ILS (M. Clark)

- i. Batch Deleting of Records – Our system is set up to not allow overlays, which raised an issue that came from Mary Alice at WITC. LTC gets the list of titles and removes them one by one in the catalog; NWTC, MSTC, and NTC do the same thing. There is no good comparison feature in Sierra. CVTC deletes everything and does a full reinstall, and NWTC has done this for smaller things as well.
- ii. The Sierra upgrade date is set for Monday, February 13th. Encore needs to be upgraded to the latest release first, and that should be done at least the week before the Sierra upgrade in case there are problems.

b. Cooperative purchasing (A. Coffin) – We are receiving pricing for July renewals and A. Coffin will share those right away to help members budget.

c. Logo refresh proposal (A. Coffin) – M. Clark and A. Coffin will spend no more than three hours to put together potential logos for the group to consider at the February or March Executive Committee meeting.

d. ACRL Framework webinar feedback and other webinar suggestions (A. Coffin) – There was a suggestion of a webinar on visualizing data to better communicate the work the libraries do.

e. Strategic initiatives update

- i. User Committees (M. Clark) – The user committees are being put together and if you

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need to change out any members, just let M. Clark know. The first meeting will be scheduled for early March.

- ii. Basecamp Update (A. Coffin) – The basic structure is set up and members of the Executive Committee are welcome to ask A. Coffin for an invitation to use it. The environment will be beta tested and developed by the user committees, specifically the Instructional Services User Committee, to build a shared repository for the consortium members to access.
- f. **Response time and availability (S. Morrill)** – We are regrouping to understand and address the concerns about WiLS availability raised by the group. We will send more information about how we might help everyone understand our availability for input.
- g. **Records retention categories (S. Morrill)** –The consortium felt that the current list looks complete, and categories can be added as things develop. Another draft will be presented next month with more timeframes attached. The group expressed that typically a seven-year timeframe is standard. There are questions about whether the consortium is legally bound to their institutions records retention schedule, which would mean the WISPALS schedule would have to be long enough to encompass all those other policies.
- h. **Contract hours reporting (S. Morrill)** – In December, 124 hours were spent so there have been 196 hours used total on the current contract.

5. Idea Sharing Round Table

Discussion – D. Melanz and All Members

CVTC asked if anyone is using the Bursar function in Sierra. NWTC does and reported that it is working better than it previously has. The Collect Money feature causes problems, but the Waiver feature can be used instead to communicate with PeopleSoft. While it's a little extra work, it is not as much work as entering those fines in PeopleSoft. The process for exporting fines from Sierra can be a little complicated and we may need to talk about this as a consortium if more libraries decide to use this function. Currently, K. LaPlante runs and exports the file on Mondays and Wednesdays to the WISPALS WCTC server. Other schools can then FTP to that site and retrieve the file. M. Clark reiterated that the first admin part of that process, which is documented, doesn't need to be run each time and shouldn't be because it will delete the fines for all colleges. Any library interested in importing fines into their bursar system should obtain the file that is already exported and located on the WISPALS server. K. LaPlante reported that she had investigated during implementation whether or not this process could be automated. Currently this function cannot be automated unless we hired someone to write a script.

6. Communications and Miscellaneous

Discussion – K. Carpenter and All Members

There was no additional discussion.

The meeting was adjourned at 9:35.

Next Meeting: February 15th, 9-10am, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.