

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

WISPALS Executive Committee Meeting Minutes
Wednesday, October 19, 2016

Attending: Hans Baierl (MPTC), Kelly Carpenter (LTC), Gary Flynn (GTC), Linda Gau (NTC), Maria Hernandez (MSTC), Juan Jiménez (WTC), Terry Kemper (WCTC), Kim LaPlante (NWTC), Vince Mussehl (CVTC), Jane Roisum (FVTC)

Absent: Scott Vrieze (WITC)

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

Call to order at 9:02 AM

1. Announcements

Informational – K. Carpenter and All Members

Congratulations were given to CVTC on being named library of the month! J. Jimenez shared that Lee Ross, WTC President, announced his retirement on Monday and LTC’s and MSTC’s presidents are also retiring. K. Carpenter is having a girl!

2. Approval of Minutes from September Meeting

Action Required – K. Carpenter and All Members

J. Jimenez moved to approve and M. Hernandez seconded. There was no further discussion and September meeting minutes were approved.

3. Project Manager Report

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

i. ILS (M. Clark)

i. ILS Outage Procedure

WiLS was asked to update the WTC phone number to 608-785-9142 and for GTC, just the Kenosha number will suffice. Members of the committee would like some calendar or written information about when WiLS staff is available to include in the procedure. The committee expressed no other concerns about the procedure as presented.

ii. ILL Ticket Update

Two weeks ago, M. Clark spoke with two VPs from Innovative to discuss disappointment in response time to reported issues. The WISPALS account has been marked as “special” and this will result in better turnaround time in ticket updates or resolutions. There are still 12 open tickets, and M. Clark will continue to work to get the known Scheduler issue and others resolved. M. Clark is hopeful that Innovative will work more diligently on WISPALS’ reported problems.

b. Cooperative Purchasing (A. Coffin)

See below for a discussion of cooperative purchasing as it relates to the WiLS MOU.

CVTC is interested to know if anyone is subscribing to Nursing Advisor or Nursing Procedures. It’s being used at hospitals and the CVTC nursing department is interested. WiLS will share that information with Jeff Brunner, the WiLS cooperative purchasing liaison, to investigate.

c. Website Update (A. Coffin)

The website is fixed. Hurray! The committee was asked to review it over the course of the next month and report any issues to A. Coffin. G. Flynn will supply the history information soon, now that his mold issues are resolved.

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d. Strategic Planning and Initiatives Update

i. Information Repository Research (A. Coffin)

i. Conversion Smartsheet?

Committee members shared that they are no longer using this Smartsheet and it can be disregarded for the purposes of the information repository initiative. WiLS will share the results of the research into potential information sharing platforms with the committee in November.

ii. User Committee Proposal (M. Clark)

A revised draft of the User Committee proposal was sent to the committee in response to comments from last month’s draft. The first meeting was shifted to be online, and the second would be either online or in person, depending on the results of the six-month evaluation. The committee didn’t express a strong preference for starting this process at the beginning of the calendar or fiscal year, and offered no other comments about the plan. M. Clark and A. Coffin will work on getting the committees together to hold the first meeting in January or February.

iii. Mission discussion (S. Morrill)

The committee liked the AMICAL mission because it was short and succinct and specifically discusses collaboration and learning, teaching, and research. “Financially responsible” was identified from the OPAL mission as good language as well. “Collaborative solutions to common challenges” from FoKAL was also identified. The PALNI mission refers back to the teaching and learning mission, and optimizing resources. The committee felt that “professional development” could be left out of the mission statement, though it is an important aspect of WISPALS work. The committee then did an exercise to write the first three words they think of when they think of WISPALS, and was asked to send those words in an email to S. Morrill. WiLS will bring options or drafts back to discuss at the November meeting.

e. Contract Hours Reporting (S. Morrill)

994 hours were used on the contract through the end of September.

f. WiLS Contract Renewal Proposal (S. Morrill)

i. Mileage cost recovery options

The committee agreed that the second option was the best, and would like to cap the number of visits that can be billed to the contract to once per fiscal year. WiLS will add this to the final contract version.

ii. Cooperative purchasing

In response to some concerns expressed by the committee, WiLS clarified the reasons behind how cooperative purchasing was addressed in the WiLS / WISPALS agreement. The current and proposed version of the MOU grandfather in existing subscriptions, and any of those could be moved to WiLS directly if cost savings could be found. New subscriptions are not paid for by WISPALS contract hours; those run through WiLS cooperative purchasing service and that work is paid for by the WiLS service fee. Despite lots of consideration, WiLS doesn’t feel like the contract regarding cooperative purchasing can be altered. The service fee pays for many components of WiLS’ cooperative purchasing service: MyWiLS, the relationships that have been built with vendors, negotiations that are done on behalf of other members but that benefit all members, and more. It becomes a WiLS member equity issue: the hourly charge on the contract does not cover the full expense of providing the service, and requires other WiLS members to subsidize WISPALS cooperative purchasing benefits through the service fee. That said, WiLS will do everything it can – reconfiguring groups for instance – to get the best price for electronic resources that we can and will continue to provide the best service possible.

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4. Sierra Cost – Capital or Operational

Discussion – K. Kruzan, L. Gau, and All Members

NTC is operating under new guidelines and feels that Sierra is a capital expense since it's “software as a service” and lasts for two years. NTC wanted to share their experience with the committee. Some colleges capitalized the installation, while the yearly fee comes from operational budgets. MSTC and NWTC both list them as operational costs because of the hosting, maintenance, and ongoing support. GTC and WCTC capitalized the initial purchase, but the ongoing, annual costs are operational. Much of this decision is made by the business office's and the IT department's interpretation of the WTCS rules.

5. Idea Sharing Round Table

Discussion – K. Carpenter and All Members

H. Baierl is interested in doing a WAAL presentation about the WISPALS / WiLS partnership. J. Jimenez attended a poster session at a conference highlighting how libraries are collaborating with tutoring centers, and since many colleges in WISPALS are doing this, this could also be a very interesting presentation for a future WAAL, potentially as a panel discussion in which members could talk about their experiences. The committee felt that waiting a year might lead to a better presentation as there would be another year of the partnership under the collective belts. WiLS will add this to the Executive Committee agenda earlier next year to brainstorm potential presentation topics.

LTC would like to know if anyone is using the Encore articles tab. CVTC has it turned on but has Encore pretty much suppressed. LTC is having issues and is considering turning it off; LTC will send a link to CVTC to share the potential issue.

MSTC would like to know if the Pearson Writer database is being used, and LTC will check with their tutoring center to see if it's something they use and share information with MSTC.

6. Communications and Miscellaneous

Discussion – K. Carpenter and All Members

There was no further discussion and the meeting was adjourned at 9:56 AM.

Next Meeting: November 16th 9-10 AM, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.