

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

**WISPALS Executive Committee Meeting Minutes**  
**Wednesday, November 16, 2016, 9:00 am**  
**Conference Call**

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

**Absent:** Gary Flynn (GTC), Vince Mussehl (CVTC), Scott Vrieze (WITC)

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

**Call to Order:** 9:03

**1. Announcements**

Informational – K. Carpenter and All Members

No announcements were shared.

**2. Approval of Minutes from October Meeting**

Action Required – K. Carpenter and All Members

H. Baierl moved to approve; M. Hernandez seconded. The October 2016 meeting minutes were approved.

**3. Project Manager Report**

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

**a. ILS (M. Clark)**

**b. Cooperative Purchasing (A. Coffin)**

WTC has just finished accreditation review and is looking to purchase CINAHL. Jeff Brunner from WiLS will follow up with J. Jimenez with more information.

**c. Updates to email lists (A. Coffin)**

WiLS will be moving the WISPALS mailing lists off their current provider, and using the opportunity to rename the lists to something more intuitive. A. Coffin will send out when the lists will change and what the new lists will be later this month.

**d. Strategic Planning and Initiatives Update**

**i. Information Repository Research (A. Coffin)**

Based on the research that was done on a number of platforms, Basecamp appears to be the best fit for WISPALS. WiLS proposed paying for Basecamp for a year to be used with WISPALS and other projects as a beta test. If the beta proves valuable, then its cost (\$750/year) will be divided appropriately. WiLS will move forward setting up Basecamp for the consortium and share access information as soon as possible.

**ii. User Committee Formation (M. Clark)**

A Google Doc has been created to recruit members for the committees. Libraries can add representatives by December 2, 2016 [here](#). One of the strategic initiatives was to develop more visual ILS training materials and documentation. M. Clark has created a list of the high-priority topics to focus on, and the next step would be to create a plan. Some of those potential high-priority areas include create list searching and saved searched, weeding and circulation reports, rapid and global updating and cataloging original work using templates. The project managers would like to work with the two user

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committees, technical services and user services to make that plan. The committees can also test or contribute materials and provide input. There might be duplicate members on the user and technical services committee and after the first-year trial period we may want to re-evaluate the committee and potentially combine.

### **iii. Mission statement review (S. Morrill)**

The committee generally supported the draft mission statement, and suggested changing the beginning from “WISPALS” to “WISPALS Library Consortium” to add libraries to the mission statement. Without objection, the committee approved the mission statement with this change.

The draft value statements emerged from the words that committee members sent last month and some of the preferred sample mission statements. There was some concern expressed about the third draft value statement, with the hope that it is a given that people should work together, and that this concept potentially doesn't warrant being codified in a values statement. The second value statement expresses the collegial tone that has emerged during discussions. “Collegial” and “professional” are still good words and could be worth having embedded in the values. It was suggested that something be added that suggests being on the forefront of library service, pushing the field forward. S. Morrill will take this into consideration and send out another draft values statements in December.

### **e. Contract Hours Reporting (S. Morrill)**

670 hours will be carried over into the new contract.

### **f. Discussion of records retention (S. Morrill)**

There is no records retention schedule. K. Carpenter shared a document that establishes library rules for ILL and such. T. Kemper will share any record retention policies she knows about that focus on consortia. WiLS will move forward by collecting other policies toward creating a draft record retention policy and bring something back in January for the committee's input.

## **4. Approval of WiLS / WISPALS Contract**

Action Required – K. Carpenter and All Members

No concerns were raised from the committee about the proposed contract. K. Carpenter proposes a motion to approve the contract, with the addition of the carry over hours. Motion passed unanimously.

## **5. Idea Sharing Round Table**

Discussion – K. Carpenter and All Members

J. Jimenez is experiencing BadgerLink and EBSCO issues. K. LaPlante did have issues with CINAHL and patrons accessing remotely over EZProxy, and it was resolved by working with EBSCO. LTC had some issues with accessing Learning Express that was related to an update but it was resolved last week. J. Jimenez has done some remodeling at the Viroqua campus, and established a link with the Viroqua public library and asked the group for partnership suggestions. Ideas suggested included:

- an early learning program or collection
- on-site usage of databases for the public, and community members could access any small business / entrepreneurial resources.
- encouraging students to get library cards
- sharing information literacy programs and in turn promote the campus and programs.
- accounting students helping the public with their tax returns, if accounting students are at that campus.
- A career fair around health and business careers.

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J. Roisum had a question about Smart Cards, which allow room access and is also a debit card. T. Kemper’s campus is using them but they do not yet work with the library’s fine system. WTC does have smart cards that are also their library cards.

### **6. Communications and Miscellaneous**

Discussion – K. Carpenter and All Members

L. Gau is looking to add media management to course reserves to create a place to store research documents for users on campus to access and running into Java issues.

**Meeting adjourned at 9:46**

**Next Meeting:** December 7<sup>th</sup> 9-10am, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.