

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

WISPALS Executive Committee Meeting Minutes
Wednesday, December 7, 2016, 9:00 am
Conference Call

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), Stef Morrill (WILS)

The meeting was called to order at 9:00 AM.

1. Announcements

Everyone is very busy with the end of the semester. K. Carpenter will probably be present for the January meeting (her due date is January 20th) and D. Melanz from Gateway will be taking over after that. K. Carpenter will be available if there are any pressing issues.

2. Approval of Minutes from October Meeting

M. Hernandez moved approval; J. Jiménez seconded.

3. Project Manager Report

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

a. ILS (M. Clark)

- i. ILS Upgrades - Innovative will be upgrading both Encore and Sierra soon. Upgrading to the newest version of Sierra will allow us to implement Knowledge Base. Before we can do this, we have to upgrade to the latest release of Encore. This needs to be done first because of some scoping improvements in the newest release of Sierra. M. Clark will send out a list of new enhancements/changes that coincide with these upgrades soon. The upgrades will be scheduled sometime between 1:00 AM and 4:00 AM Tuesday – Thursday.
- ii. Copy from List Function in Create Lists – Many users are loading records but are not deleting the copied file in the Create Lists copy function. This is something we should be diligently deleting. M. Clark will send out information on this process and then will remove old LOAD INSERTED files.

b. Cooperative Purchasing (A. Coffin)

There were no questions or concerns.

c. Updates to email lists (A. Coffin)

Email lists will be updated after the new year and A. Coffin will send information about what the new lists are as well as reminders to the existing lists about the change before the holidays.

d. Strategic Planning and Initiatives Update

- i. Basecamp Update (A. Coffin)
Basecamp is purchased and being set up! The next step will be to move into the beta testing with the User Committees. More information will follow in the coming month.
- ii. User Committees (M. Clark)
There have been many additions to the committee sign-up sheet, and the group is encouraged to continue to add people as we move forward. [\(Document can be found](#)

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[here.](#)) A. Coffin and M. Clark will create agendas and schedule meetings, probably for February.

iii. Values statement discussion (S. Morrill)

The group liked the value statements. G. Flynn moved approval; K. LaPlante seconded. group approved by consensus.

V. Mussehl was concerned about the word “economical” in the mission statement. The group agreed to change it to “financially responsible.” WiLS will make that change on the website, along with adding the value statements.

e. **Evaluation Survey Results (S. Morrill)**

S. Morrill shared some information about the evaluation survey result report that was shared with the group. There were two measures that went down from June to December, and WiLS is interested in what might be done to improve. One was, “*redesigning the consortium website.*” The group discussed the website. One issue is that annual reports from 2011 to 2015 are missing. The reports should exist from those years, so WiLS will try to locate them and add them to the site or will add a note indicating that they are not available. There is a concern that there is so much information in so many places. It would be nice to have a “one stop” shop so that everything can be in one place: contacts, minutes, etc. The expectation is that the website will evolve and get there! Basecamp will also help.

The other measure was, “Answering questions in a timely manner.” WiLS is interested in figuring out how to improve this. Please email S. Morrill with ideas/suggestions or specific concerns. Basecamp could help, once we start using it. If we post a question in Basecamp, we aren’t just relying on WiLS and anyone can chime in. WiLS will meet with the Performance Review Committee in January to discuss and come back to the group with some ideas.

f. **Contract Hours Reporting (S. Morrill)**

In the second half of November, 52.24 additional hours were spent.

4. **Idea Sharing Round Table**

There was a question about the Sierra upgrade and if it will have any effect on the version of Java they are using. M. Clark responded that it won’t because Sierra has its own Java that will be updated when you log in the first time.

There was a question about if it is a good time to clean out create lists. Having a list of maintenance tasks each institution should do would be helpful. M. Clark created lists of maintenance activities everyone should do. She will be running the lists by the technical services committee and the circulation services committee and discuss with them to ensure the lists include the right activities. There may be a need to instruct on that as well, so she wanted to work with them to get their approval and guidance before sharing the list.

5. **Communications and Miscellaneous**

Discussion – K. Carpenter and All Members

There was no additional discussion.

Meeting adjourned at 9:26.

Next Meeting: January 18th 9-10am, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.