

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

**WISPALS Executive Committee Meeting Notes**  
**Wednesday, February 15, 2017, 9:00 am**

**Attending:** Hans Baierl (MPTC), 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

No announcements were shared.

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

Action Required – D. Melanz and All Members

M. Hernandez moved to approve the January minutes and S. Vrieze seconded. There was no further discussion.

**3. WISPALS Chair Election of V. Mussel for 2017-2018**

Action Required – D. Melanz and All Members

M. Hernandez moved to approve and H. Baierl seconded. The full Committee approved, and V. Mussehl was confirmed as the incoming WISPALS Executive Committee Chair for 2017-2018.

**4. Bylaws Review: Process and Team Recruitment**

Informational / Discussion – D. Melanz and All Members

This process aims to make sure that practice is in line with the bylaws. T. Kemper, V. Mussehl, and J. Jiménez volunteered to serve on this team. S. Morrill will follow up with them as soon as possible, and the Committee was asked to share any specific issues they felt should be reconsidered by the team. No issues were discussed.

**5. In-Person Meeting Date and Location Discussion**

Informational / Discussion – D. Melanz and All Members

FVTC will be the location for the 2017 in-person meeting. A. Coffin will send out a poll for the weeks of August 7<sup>th</sup> and 14<sup>th</sup> to identify a date and share that date as soon as possible.

**6. [Disaster Recovery Plan](#) Update**

Informational / Discussion – D. Melanz, M. Clark, and All Members

This plan is in need of updating as it contains reference to many servers and systems no longer in place. M. Clark will draft a new version, and consult with T. Kemper at WCTC as needed as WCTC still hosts one file server. Information about the Innovative system will be added and brought back to the committee for review. There was a concern expressed about backups on the WCTC fileservers as there are periods of time where data is hosted there before it is picked up by colleges. M. Clark

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will verify that nothing else is on the WCTC server that relates to the Disaster Recovery Plan and share an updated version in a future meeting.

### 7. Project Manager Report

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

#### a. ILS (M. Clark)

- i. Upgrades – The upgrade to Sierra 3.0 happened on Monday, and there were no major issues that are known right now, and no committee members reported problems. The Committee was asked to contact M. Clark if issues arise.
- ii. Hold pickup locations – GTC has recently enabled holds for their libraries. In implementing this process, they asked if it was possible to remove or limit the pickup locations for users in Encore. It is possible to limit the pickup location to the home library, so patrons are not able to select other locations. This, however is a system wide setting and is not customizable. It was asked if the committee would want to implement the restriction of users to home library pickup. The committee agreed they would not as many libraries user’s default library is not the appropriate campus.
- iii. Ticket Update – M. Clark gave an update on a few current open Innovative tickets:
  - Book Jackets in Encore - Book jackets do not appear when an ISBN or UPC is in a 024 tag. Our Encore instances are set up to search Amazon. III was asked if they could possibly set the system to look at 024 if no 020 exists. Innovative did report that the way Amazon formats the URL does not allow for customization in Encore. However, the tech did send an enhancement request for consideration with their developers for a possible future roll out.
  - Listing and Exporting Review Files – When printing (list) course records and selecting "9" (ITEM ID) fields, Sierra is supposed to include the bib, title and author information with it. However, when you export, our system is not including bib information. When we export the ITEM ID, the bib title and author information is not included in the export. This is still under investigation.
  - Encore Export List Email From Address - When we email an item or cart from the catalog, it has the appropriate library email in the “From” section, however, when you export a saved list, the email is wrong. For each of the eleven libraries, the “From” email should be the same for the export of the saved list as it is for when you email a cart or item. However, when you currently email a saved list the “From” email is: [library@cvtc.edu](mailto:library@cvtc.edu) for all libraries.
  - Scheduler - Scheduling exports out of the system has been working for quite some time and patron imports are close to being resolved as well. We are waiting for a few more patron loads to run. We have made a lot of changes and done quite a bit of testing, and we will know more on Monday morning after the final test.
  - Knowledge Base – M. Clark submitted a Service Commitment to implement Knowledge Base and will update the Executive Committee when she has more information.

H. Baierl is curious about simultaneous users for SierraWeb. His staff likes the update but they don’t want to overload it. M. Clark is not sure if the limit of five is still in place, and will ask Innovative and share what she learns. – *UPDATE: Since the meeting it has been confirmed that the limit of five simultaneous users is still in place. This limit will remain until a future release.*

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### **b. Elevator speech draft (M. Clark)**

A draft was sent with the agenda with two versions of the elevator speech: one for administration and one for potential members. The administrative version emphasizes cost-savings and the version for potential members is more generalizable to other audiences. The Committee had no comment at the time. Project managers will post both speeches to the website so members can use as needed.

### **c. Response time and availability update (M. Clark)**

This topic stems from the most recent evaluation survey in which the evaluation of WiLS response time had declined. We have considered a variety of different approaches: office hours, a shared calendar, a document that outlines our availability, etc. But after much thinking, after talking with the Performance Review Committee last month, we think the issue is a perception of availability. WiLS Staff do not work on WISPALS projects 100% of the time and WiLS Staff do have a number of other projects. It may be assumed that staff have specific times set during the day where they are working on WISPALS projects or other projects and, because of that, there are certain times when they are unavailable to WISPALS members, which is really not the case. WiLS does have other projects but all move very fluidly between those and will respond to any questions or issues at any time during the work day. If there is anything specifically that WiLS staff isn't responsive on, please let them know as early as possible, and feel free to contact whichever WiLSian you feel most comfortable approaching. WiLS tries hard to balance the time they spend on the WISPALS contract so it's equitable to all member colleges. The group suggested that if there is one college that is requiring more time than others, it might be beneficial to share that information directly with the college. If there are a lot of questions at the same time about the same thing from multiple libraries, WiLS shares that information to all members. Basecamp may help with these situations because members will be able to share directly with one another.

### **d. Cooperative purchasing (A. Coffin)**

Pricing for 17-18 is coming in, and it was reported that we've had good success negotiating with vendors to keep yearly price increases at 3% or below. There was no discussion from the Committee about cooperative purchases.

### **e. Logo Update (A. Coffin)**

Members of the Committee agreed that “library consortium” (or some variation of that) might be helpful to add to the text in the logo. The Committee also felt that the current tagline, “We have connections between our collections,” doesn't accurately describe the consortium and can be removed where it is found. Logo options will be sent for input via a survey in the next few days and discussed at next month's meeting.

### **f. Upcoming Communication Plan Review - March (A. Coffin)**

Following this meeting, A. Coffin will share the working version of the Communication Plan to make sure that practice aligns with documentation. This plan will change again once Basecamp is introduced and becomes part of the workflow. The plan will be discussed at the March meeting.

### **g. Contract hours reporting (S. Morrill)**

It was reported that 301 hours have been used on the contract so far, with 100 added in the last month.

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### **8. Idea Sharing Round Table**

Discussion – D. Melanz and All Members

V. Mussehl investigated if CVTC has a records retention schedule for the library, and they do not, but the business office does. T. Kemper will share the recently-updated records retention schedule for WCTC with the full Committee and project managers.

J. Jimenez has been asked to create a critical function recovery profile and wondered if others have done something similar. K. LaPlante has one for NWTC, which she will update and share. It may be required to include the cost of assets, which can be provided by WiLS in reporting so let M. Clark know that information is needed.

### **9. Communications and Miscellaneous**

Discussion – D. Melanz and All Members

H. Baierl suggested that a roll call be reintroduced at the beginning of each Executive Committee meeting so everyone is aware of who is on the call, and the Committee agreed that was a good idea. It will be added to future agendas.

The meeting was adjourned at 9:45.

**Next Meeting:** March 15<sup>th</sup>, 9-10am, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.