

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

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

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

Absent: None

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

The meeting was called to order at 9:01 AM

1. Roll Call

Procedural – D. Melanz and All Members

2. Announcements

Informational – D. Melanz and All Members

M. Hernandez announced her position elimination. She notified the Committee that MSTC is recruiting a new Manager of Learning Resources and that person may be her replacement on the WISPALS Executive Committee.

3. Approval of Minutes from February Meeting

Action Required – D. Melanz and All Members

M. Hernandez moved to approve the February minutes H. Baierl seconded. There was no further discussion.

4. In-Person Meeting Date

Informational / Discussion – D. Melanz and All Members

M. Clark reported that from the poll results, Monday August 14th works best for everyone. The Committee agreed on August 14th for the annual in-person meeting. It will be held at FVTC this year. J. Roisum will reserve the room.

5. Project Manager Report

Informational / Discussion – M. Clark and S. Morrill

- a. **ILS (M. Clark)** – M. Clark reported an update on Knowledgebase. Knowledgebase has been preliminarily installed for those libraries that were interested. The setup is still under review with ILL software engineering. M. Clark will send out the links and login information for each organization when it is ready. M. Clark asked if any members had ILS questions or information to share. There were no further questions or information shared.
- b. **Cooperative purchasing (M. Clark):** There were no updates to share. It was asked if anyone had any issues or information to share. There were no further questions or information regarding cooperative purchasing shared.

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- c. **Logo Update (M. Clark):** A survey of new logos was sent out at the beginning of March. M. Clark thanked those that participated and provided feedback. With the feedback a new survey will be sent out with a narrow selection focusing on a few logos and colors. M. Clark asked the group if they had any additional feedback and if they had feelings about keeping the current color scheme. H. Baierl shared that he preferred more compact designs.

- d. **Communication Plan Review - March (M. Clark):** An updated version of the Communication Plan was sent out with the agenda. M. Clark informed the Committee that there may be another update to this document before the year goes by as we determine how best to use Basecamp for sharing resources and for communication. For now, the changes made to the Communications Plan reflect the new mailing lists and the current Basecamp environment. M. Clark asked if anyone had questions or concerns about this plan. There were no concerns shared.

- e. **WAAL and WLA and WISPALS Meeting Dates (M. Clark):** The April meeting of this Committee is scheduled for the 19th, which is the day before WAAL. It was asked if the group wanted to hold that meeting the week before (the 12th) or after (the 26th) or hold the date as-is. A few members will be unavailable on the 19th. The group agreed by consensus to change the meeting date to April 12th. M. Clark asked who from this committee would be attending WAAL and if there was any interest to meet either as a group or one on one during WAAL. Committee members were encouraged to contact one another or the project managers if there was any interest.

The WLA Conference is also much earlier this year (Oct 17-20) and conflicts with this Committee’s October meeting on the 18th. It was asked if this group would prefer meeting the week before (the 11th) or after (the 25th)? There was a consensus to meet a week before, on October 11th.

M. Clark also explained that the project managers were considering moving this Committee’s meetings to WiLS’ GoToMeeting platform. This would offer some additional functionality to facilitate our monthly calls, including sharing documents and screens, and a chat feature. It was asked if there were any concerns from the group about that. There were no concerns and the group agreed that this would be a good format to try.

- f. **User Committees: First Meeting Recap (M. Clark):** The first meeting of the two of the user committees has already taken place. The Instructional Services Committee met on March 2nd and the User Services Committee met on March 10th. The Technical Services Committee will meet tomorrow, March 16th. Lots of ideas and shared challenges were presented. Both Committees felt that meeting more often would result in better work, so both will meet quarterly. The Committees are in the process of creating areas on Basecamp that we want to fill up with shared resources. Instructional Services Committee has already added fake news resources and added details about what each college is doing in instructional services. User Services is developing lists of best practices and priorities for documentation, which one of the strategic initiatives. T. Kemper and V. Mussehl attended and agreed that the use of Basecamp has a lot of potential.

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- g. Contract hours reporting (S. Morrill):** S. Morrill reported that project managers have used 109 hours last month which totals to 410 for the current contract. S. Morrill explained there were two other topics that were left off of the agenda that needed to be reported on; the bylaws review and the records retention categories. S. Morrill explained that the bylaws review was underway and the workgroup (consisting of V. Mussehl, J. Jimenz, and T. Kemper) has already provided great feedback that the project managers are incorporating into the next revision.

The Records Retention Categories document was sent out with the agenda. S. Morrill asked for feedback on the categories. T. Kemper noted that the those documents listed as “permanent” should be changed to “Seven years after dissolution.”

6. Idea Sharing Round Table

Discussion – D. Melanz and All Members

H. Baierl ask if there was any other member who had a need to be notified of items that were moved into billed status and asked if it was possible to have those billing notices be sent to the library as well as the patron. M. Clark explained with automated billing notes, once the notice is generated and sent it is cleared and cannot be recreated. However, it was suggested that a scheduled list was set up to either monthly or weekly create a list of items whose status has changed to billed in a specified time frame.

7. Communications and Miscellaneous

Discussion – D. Melanz and All Members

J. Roisum shared that FVTC will be present at the E-Affordability Summit at the end of the month and will be meeting with the CVTC folks on the evening before the conference and invited other attendees to join them.

Next Meeting: April 12, 2017, 9:00 AM, held via GoToMeeting:

<https://global.gotomeeting.com/join/381446645>

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