###### WISPALS Executive Committee Meeting Minutes

###### Wednesday, August 17, 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), Kim LaPlante (NWTC), Donna Melanz (LTC), Vince Mussehl (CVTC), Jane Roisum (FVTC), Scott Vrieze (WITC), M. Clark (WiLS), A. Coffin (WiLS), S. Morrill (WiLS)

**Absent**: Terry Kemper (WCTC)

1. **Announcements**

Informational – K. Carpenter and All Members

The August 2016 WISPALS Executive Committee meeting was called to order at 9:03. No announcements were offered.

1. **Approval of Minutes from July Meeting**

Action Required – K. Carpenter and All Members

J. Roisum makes a motion to approve, G. Flynn seconds. No further discussion is offered and the minutes from the July Executive Committee meeting are approved.

1. **Project Manager Report**

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

* 1. **ILS (M. Clark)**
		1. **Course Reserve History:** A library would like this turned off. This function is like an item message, and any time a reserve is checked out or put on reserve, a note is created. This is currently turned on and is not options groupable (can only be on for everyone or off for everyone). The group prefers to leave this on.
		2. **Encore Harvesting:** WISPALS does not have a repository to harvest, and M. Clark will follow up with Innovative to let them know.
		3. **Reordering of items within one record (holdings):** Several libraries had requested a way to automatically reorder serials in reverse chronological order. This is currently not possible. M. Clark is going to submit an enhancement request for this. Libraries will need to continue to manual move items to the top of the list when adding in order for the newest to appear first in Encore. If multiple locations are attached to one record, move the newest item to the top its location code group.
		4. Scheduler is seeing the remote files but it is not pulling them in. Innovative software engineering is now working on this.
		5. Any Questions / Tickets? No discussion was offered.
1. **Cooperative Purchasing (A. Coffin)**

This time is dedicated to member questions, comments, or information sharing about cooperative purchasing. No discussion was offered.

1. **Website Update (A. Coffin)**

The site is in a state to be moved to the wispals.org domain, and the final content to create is documentation of WISPALS history. G. Flynn volunteered to help with the history section of the website and A. Coffin will follow up offline.

1. **Annual Calendar – Standing Agenda Items (A. Coffin)**

The project managers will add relevant yearly items and send with September meeting materials.

The question was asked if specific WiLS staff members calendars could be shared so that WISPALS members will know if they are busy or out of the office. WiLS has measures in place to ensure that they meet the service standards outlined in the contract with WISPALS, including away messages when a response will not be possible within one business day, the current contractual standard. WiLS will be sure to include information about either a direct backup and the wispals@lists.wils.org alias (covered by all three involved WiLS staffers) in these away messages.

1. **Strategic Planning, Mission, and Initiatives Update (S. Morrill)**

WiLS captured the results of last month’s meeting and translated it into activities and initiatives, which was shared with the Executive Committee prior to the meeting With regards to the information sharing initiatives, the project should begin by inventorying what resources already exist and what doesn’t, and then will move into decisions about platform.

For mission and values, the project managers would like to look at other consortia to see what they have for missions / values. Drafts or ideas will be shared at the next meeting.

1. **YTD Budget (S. Morrill)**

The year-end budget is just being wrapped up. The draft sent should not change, but the project managers will let members know if it does.

The YTD budget was sent as well, and will be sent monthly going forward. Internally, WiLS has some streamlining to do to make sure that numbers match between all the documentation.

These documents are available in Dropbox. Some Executive Committee members expressed that they did not know about the Dropbox. A. Coffin will add a link to the Dropbox on the website.

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

WILS has used756 hours as of the end of July for the contract of 1800 hours ending in November. If the contract is significantly under hours, there will be a discussion about reconciliation at contract time. WiLS would like to do a partial contract from November 14th through June 30th to begin the 2017 contract on July 1st.

1. **Annual Report Discussion**

Discussion – K. Carpenter and All Members

No comments were offered. If members have anything to add, they are asked to share with the WiLS team. WiLS will have a final version of the report for approval at the September meeting.

1. **Idea Sharing Round Table**Discussion – K. Carpenter and All Members

CVTC would like to know if anyone is buying physical encyclopedias. Many colleges have stopped, and older editions are still on the shelf, being watched to be pulled once they are too old.

Reminder, if you haven’t changed your semester end date on your loan rules, go in and do that.

NWTC, at the start of the new semester, cleans up their student information. You may also want to add new program codes if there are new programs.

NWTC also reviews items that were lost in the last year to make decisions about what to do with them.

1. **Communications and Miscellaneous**Discussion – K. Carpenter and All Members

No discussion was offered. The meeting was adjourned at 9:37.

**Next Meeting**: September 21st 9-10am, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.