

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

**WISPALS Executive Committee Meeting Minutes**  
**Wednesday, September 21, 2016, 9:02-10:10 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), Vince Mussehl (CVTC), Jane Roisum (FVTC), Scott Vrieze (WITC)

**Absent:** Gary Flynn (GTC)

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

**Call to order at 9:02 AM**

**1. Announcements**

Informational – K. Carpenter and All Members

Western Technical College finally has a full staff. WCTC has moved into their new location, and August was a very busy month! WCTC thanks K. LaPlante for the advice on how to move the books. WTC asks that K. LaPlante shares that information with them.

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

Action Required – K. Carpenter and All Members

M. Hernandez moved to approve, and J. Jiménez seconded. No further discussion, and motion passed.

**3. Project Manager Report**

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

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

- i. Communications and expectations: M. Clark would like to have a procedure for ILS outages in place. Previously, there was a phone triage procedure. The new outage procedure should be to contact M. Clark directly. If that is not successful, each executive committee member has an ILL Supportal login and should use that to contact ILL to report the outage. The Executive Committee should also be notified, via email, to see if the outage is system wide or specific to one school. M. Clark will draft a procedure for the committee to review.
- ii. Approval of IUG Membership Renewal (\$100): WISPALS is a member and pays this yearly membership fee of \$100. The perks include discounts for the conference, access to the IUG list serves, to wikis and like users. It also allows a voice in suggesting enhancement requests, and Innovative does take those seriously. The committee approved the renewal of this membership. M. Clark will follow up with G. Flynn to see if he would like her to be the IUG contact moving forward.
- iii. Patron Privacy within Sierra – Initiative follow up: One of the identified needs from strategic planning was to advocate to restrict access to patron information to that patron's home library, so not everyone can see patron information. Another issue has come up and that is when you search for a patron via name and get multiple search results, in that search result file, you do see patron messages. The patron message that shows is the variable length message. We could potentially ask to have those search results modified to have the patron message column removed. Per the committee's request, M. Clark will work with ILL to see if this is a possibility. M. Clark asked for

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discussion on the background of the patron privacy concern. This is related to FERPA issues and what information can be shared – “Directory information” is ok to share, but the definition of that changes from college to college. There is a statement that says that all WISPALS colleges are subject to FERPA. Patron Partitioning is enabled, which gives you an error message when you try to select a patron not registered at your library. We could request that this Patron Partitioning functionality to encompass more places that patron information is displayed.

- b. Cooperative Purchasing (A. Coffin):** There was concern expressed about how new cooperative purchases from WISPALS should be handled going forward, either as WISPALS or through WiLS. In the contract, cooperative purchases involving all WISPALS members would be made as WISPALS; cooperative purchases made individually or with a subset of members would be carried out by WiLS. While WiLS would have any consortial discount that would be available to WISPALS, and is likely to have more members of a purchasing group, the cost of WiLS’ service fee might make the price higher in the end. WiLS wants the WISPALS members to have the best price for a subscription. WiLS will consider this and report back next month.
- c. Website Update (A. Coffin):** The transition didn’t go smoothly. A. Coffin is working on it and feels bad about the inconvenience.
- d. Annual Calendar – Standing Agenda Items (A. Coffin):** No discussion. If members feel there is something that should be added, they will send that along to A. Coffin.
- e. Strategic Planning, Mission, and Initiatives Update**
  - i. Information Inventory and Needs (A. Coffin):** No discussion. WiLS will move forward onto the next step of researching potential platforms and report back next month.
  - ii. User Committees Pilot Proposal (M. Clark):** M. Clark introduced a pilot plan for committees. Feedback included having these plans align with the academic year would be best. The pilot proposes the first meeting would be in-person during the spring and not have to deal with weather, a six-month evaluation at the in-person meeting, and then a virtual meeting in the fall. Some committee members feel that this is a risk to have the in-person meeting first, because travel budgets are small and we’re unsure of the participation. Fall could be the face-to-face meeting if the committee decides that it would be beneficial. It would be hard to have all the people in one department gone at once. The in-person meeting could coincide with the Executive Committee, but members could be on two or even more of those committees. “Public services” may not be the best terminology – “user services” is better. The committee feels that the first meeting should be virtual, and M. Clark will adjust the pilot plan to reflect that.
- f. YTD Budget (A. Coffin)**
  - i. Innovative Annual Subscription:** M. Clark reported that in the WISPALS documentation they received last year, the budget listed the Innovative subscription cost at \$148,500. However, when reaching out to ILL to receive the invoice, it listed the subscription cost as \$149,359. They also sent the original, signed contract that listed each year’s cost and the \$149,359 is correct. M. Clark asked if anyone knows where the \$859 discrepancy came from? WISPALS members were not billed for that. Members were asked if anyone recalls a discount of sorts that WiLS should be pursuing? No one knows where it came from, but suspects a miscalculation. The committee agreed that the \$859 should be billed with the next project management payment.
- g. Contract Hours Reporting and WiLS Contract Renewal Proposal (A. Coffin):** 875 hours on the contract have been used as of the end of August. In response to the contract, the committee suggested two potential approaches to WiLS travel time: using hours out of the contract as travel time with an agreed upon formula or individual libraries are billed

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separately for training visits, as an add-on service. This might be a more equitable way to approach it, if only a few colleges need help. There are some exceptions that would warrant WISPALS to pay for the travel – the annual meeting, getting a new member started, etc. Since there is a surplus of hours, a formula for using hours for visits might be the way to begin. WiLS will consider some approaches and report back. It was requested that billing be moved to June 1<sup>st</sup> instead of June 30<sup>th</sup> for the first payment in the schedule.

### **4. Annual Report Approval**

Discussion / Action Required – K. Carpenter and All Members

No additions or modifications were suggested by the committee and the report is approved by consensus.

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

Discussion – K. Carpenter and All Members

There is a problem with Java 8 and the newest Sierra version (2.3), but we haven't upgraded to the newest Sierra. LTC and M. Clark have updated and neither has noticed any issues. PeopleSoft might be good discussion topic for the new user committee. OpenAthens, like EZproxy with single sign-in, has a promotion through the end of the December. FVTC is running a trial and will report back with what they learned. It's more expensive, but much more robust than EZproxy. It potentially will be used campus-wide at FVTC.

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

Discussion – K. Carpenter and All Members

M. Hernandez received an email from the MSTC IT director to find out if Sierra can be paid out of capital funds instead of operational budgets. Because it's installed on a computer it could be labelled software, which can be capitalized. The IT director is wondering if WISPALS can pay up-front for three years on Sierra contract. Technically, WISPALS has already purchased the software, but is still paying for hosting, so that includes both a subscription cost and a maintenance component.

K. Carpenter adjourned the meeting at 10:10.

**Next Meeting:** October 19<sup>th</sup> 9-10am, Conference Call: Dial 1-888-394-8197. Enter participant passcode 887730.