**WISPALS: Wisconsin Project for Automated Libraries**

“We have connections between our collections.”

###### WISPALS Executive Committee Meeting Minutes

###### Wednesday, March 16, 2016

**Conference Call**

ATTENDEES: Hans Baierl (MPTC), Kelly Carpenter (LTC),Colleen Cullen (WCTC), Ron Edwards (WTC), Gary Flynn (GTC), Linda Gau (NTC), Maria Hernandez (MSTC), Kim LaPlante (NWTC), Vince Mussehl (CVTC), Jane Roisum (FVTC), Scott Vrieze (WITC)

ABSENT: Terry Kemper (WCTC)

PROJECT MANAGERS: Stef Morrill (WiLS), Melody Clark (WiLS)

1. **Call to Order**

Meeting was called to order by S. Vrieze at 9:05 AM

1. **Announcements**

Informational – S. Vrieze and All Members

S. Vrieze reported he attended the WiLS board meeting and was very happy to have had the opportunity to meet Melody!

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

*Motion:* Approval of minutes

*Moved to approve:* Kim LaPlante

*Second:* Hans Baierl

*Discussion:* None. Motion passed unanimously.

1. **2016 In-Person Meeting Date**

Discussion – S. Vrieze and All Members

Monday, July 18th has been selected as the date for the in-person meeting, to be held at CVTC. V. Mussehl has reserved two rooms and is coordinating lunch; WiLS will begin coordinating other activities. Planning activities will take place that day.

1. **Project Manager Report**

Informational/Discussion – M. Clark and S. Morrill

* 1. **ILS**
		1. EDS catalog exporting schedule

There was a discussion on the need for consistency as to how often files are sent to EBSCO for each library. Once Scheduler and FTP access are fixed this will be automated and libraries can send as often as daily.

* + 1. Outstanding Innovative Tickets – The committee discussed the recently closed and open tickets and their status.
* Synergy has been installed as of Friday – Ticket is now closed
* Patron App – Mylibrary! Can now be configured because of the update.
* CASE issue – We are waiting to hear back from some libraries to test. With the upgrade, III can fix or we wait for Knowledgebase.
* Configuration for email for dueslips. Information was sent out on this ticket on the 1st, the III tech discovered because print templates are being used for due slips, this ignores the circ option file for email addresses. Still waiting to hear back from her as to whether or not this is the expected behavior
* Scheduler and FTP are not working as expected. Elaine Arata is going to have implementation team look at this. If they can’t fix she will push helpdesk folks to get it done.
* NTC – holds not working for Faculty/Staff Ptype of 63. This is resolved as of this morning.
* Instructors/Faculty linked to a course are not showing up in the Instructor/professor Facet in Encore.
* NTC – Acquisitions issue where they create invoices but data is missing after it is posted.
* GTC – My List Brief Display does not include call number in Encore
* GTC – Requested the 599 field to keyword search in Encore.

Melody met with Elaine Arata from III. Elaine had a questions about two products not currently installed: Agency Holds and Encore Harvesting. It was noted that both products had been discussed during implementation and was confirmed in the meeting that as of right now, the consortium would not implement these.

* + 1. **Upgrade Options**

There are a few options from the recent Sierra Upgrade that can now be turned on.

*Enhancement to improve URL hyperlinks so any MARC field (not just 856 or 956) with a subfield "u" designated to contain a Uniform Resource Identifier (according to the MARC standard) will be hyperlinked in WebPAC.*

After a discussion, members agreed they would like the hyperlinks in the 856 field to be turned back on.

*New WebPAC feature to notify patrons of upcoming card expiration. A new wwwoption and token will let you set and display the number of days before the expiration date the message will appear. This was a 2015 IUG Enhancement.*

Any interested library should let Melody know if this is something they are interested in using.

1. **Cooperative Purchasing**

WiLS will be sending out requests to vendors for next year’s pricing for subscriptions over the next few weeks.

1. **Other**

The WiLS contract is currently on a schedule of Nov 11 – Nov 10. WiLS would like have a mini contract starting in Nov. 2016 - June 2017 to get on WISPALS fiscal year schedule. A new invoicing schedule will be implemented with the invoice for first half of fiscal year in May for WiLS contract and the invoice for second half of the WiLS contract along with the III invoice, whenever that take place. An issue right now is III contract says we will be billed on July 1 but last year we did not receive the bill until October. WiLS will check with III on this schedule.

WiLS contract hours will be reported on a monthly basis at executive committee. Hours so far (November 11 – January): 74 hours. WiLS is changing the procedure so we can get reporting on a timely basis.

WiLS is currently implementing standards feedback process for consortia. WiLS would like to run it by the performance committee first and send out the feedback to the committee.

1. **Website Redesign Update**

Informational – S. Morrill

Feedback Questions:

1. Would a blog be useful for regular updating or posting on the website? - Right now the committee doesn’t think something like that would be used. WiLS will create a static front page with mission and about, etc.
2. Right now mission and purpose are separate. Can these be put together on a single page? No objection.
3. Which pages on the site would want to be password protected? Directory? Yes – Directory with all staff and responsibilities.
4. About page: Link to WISPALS members. The committee likes the color coded map. The committee agreed that they would like to update the logo.
5. **Strategic Planning Update**

Discussion – S. Morrill, S. Vrieze, and All Members

Elements to add for planning meeting:

* Information on what is happening on local campuses. WiLS will do research of like campuses.
* Short term goals and long term aspirations. There will be a brief worksheet to fill out before the July meeting.
* Stef will send out an email to gather questions to present to like consortia.
1. **Other Discussion**

Move next meeting to April 13 because of WAAL.

WAAL – S. Vrieze, M. Hernandez, and V. Mussehl plan to attend. WiLS will be conducting focus groups.

S. Vrieze noted that at the WiLS Board he participated in an Academic group breakout session. It was stated that communication within tech college is great, but there is not a lot of interaction with UW and private college. WiLS is working on how to help facilitate this including think tanks on how to work on bigger community problems, and the possibility to bring academics together to look at potential collaborations.

H. Baierl would like to resurrect Idea sharing question at the end of each meeting. It was agreed that “Idea Sharing Round Table” would be put on the agenda as a standing item.

**Next Meeting**: April 13, 2016 at 9:00 AM via Conference Call

**Adjournment:** Meeting adjourned at: 10:02 AM

RECORDER: Melody Clark