**WISPALS: Wisconsin Project for Automated Libraries**

“We have connections between our collections.”

###### WISPALS Executive Committee Meeting Minutes

###### Wednesday, April 13, 2016

**Time**: 9:01 am – 10:00 am

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

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

**Minutes**: Andi Coffin (WiLS)

1. **Call to Order**

Meeting was called to order by S. Vrieze at 9:01 AM

1. **Announcements**

Informational – S. Vrieze and All Members

No announcements.

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

Action Required – S. Vrieze and All Members

M. Hernandez. moves to approve, and J. Roisum. seconds. No discussion, and motion passes.

1. **Project Manager Report**

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

* 1. **ILS**

Yesterday, an email was sent out about upgrading the Encore server, but it is not going to happen tomorrow. WISPALS has four Encore servers, and most consortia have just one. There is a two phase upgrade, downloading and running. As Innovative was doing the download last night there were problems replicating the software on all four services. They are holding off on the upgrade until they figure out why that’s happening.

There is a limit of 32 item types in the system, and WIPSALS has 23. A member has asked for another. Melody asked if the committee would like to review and approve the new codes before they are added since there is a limit. Previously the consortium was encouraged to use locations to differentiate item types instead of adding new item types. The requesting school will go back to see if location can be used instead of adding a new item type. [Update following the meeting: Item types were confused with item statuses. We are allowed 256 item types, but only 32 item statuses. The committee will review and approve item statuses and other limited fixed length field requests. Melody is adding the requested item type.]

Melody will send out info about the Patron App.

1. **Cooperative Purchasing**

Andi is in the process of aligning subscription starting dates, and will work individually with each college on a per-subscription basis.

The group was asked about their experience with Newsbank, in light of a recent call from a sales rep. The product seemed expensive and potentially redundant against other existing subscriptions. Other members of the committee had a similar experience; some dropped the subscriptions, and others found that Newsbank was open to pricing negotiations.

WiLS will consider opportunities and mechanisms to encourage information sharing about products among consortia members.

1. **Website Redesign**

Andi has spent the last month focused on updating WISPALS member information on the new website, including the Directory and About pages for each college. Each committee member is asked to provide Andi with “About” information, images (if possible), and a single contact email and/or phone number for their college.

The site will continue to be updated, and should be in a fully-reviewable state after that information is shared, hopefully by the May meeting.

1. **Strategic Planning**

There is a worksheet with instructions that will be sent to the committee members to work on ahead of time before the in-person meeting on July 18th.

Melody has been researching other consortia, and here is one example:

SCILS, the South Carolina Information and Library Services, was formed in 1994 and consists of 11 community and technical colleges. There are two governing bodies – an Executive Board of Directors which includes a rep from each member school and the Technical Advisory Committee, which has 15 members with at least one representative from each school and some with multiple members. The Chair of the Technical Advisory Committee has a two-year term and the group is more detail-oriented regarding the system, and makes recommendations to the Board and maintains standards and documentation for the consortium. They do data and information gathering, like collection, circulation, and catalog use statistics. They are running a SirsiDynix, Symphony system. The consortium has a full time systems librarian and a part time assistant. They do offer ILL to users.

Committee members would like to know more about how they interact with the ILS and how they collaboration on other things.

WiLS will send out the report and please feel free to let us know if there is more info you’d like to know.

WISPALS used to collaborate on things that don’t happen as much anymore. The WISPALS Board used to meet on a yearly basis, and this was a key element that brought the college Presidents in on decisions. There was also an information literacy project, and a variety of subcommittees that worked on various projects that have since completed or fizzled out.

As next steps, WiLS will send out the SCILS report and WISPALS can contemplate the consortium direction ahead of the in-person meeting.

1. **Other**

WiLS has created a survey to understand its performance as consortium mangers. The survey will be available in the next few days, and will be open for two weeks. WiLS will share the results at the May meeting. The survey can also be used to help the consortium perform evaluation of itself. WiLS will send along a copy of the contract with the survey to help clarify what’s being evaluated.

71 hours were expended by WiLS in February, and WiLS doesn’t foresee an hours overage for the year.

WiLS will be invoicing this month for the first half of our contract and for WebBridge, and this is the last of the invoicing (aside from cooperative purchasing) before the end of the fiscal year. Innovative is invoicing WiLS in July and they will invoice members soon after.

**4. Idea Sharing Round Table**Discussion – S. Vrieze and All Members

NWTC is trying to run statement of checked out items for all students before the end of classes to let them know what they still have checked out and need to return.

CVTC has to change due dates for the term, and clarifies that a hard date is needed. It is a Julian date (which can be Googled). Melody will help CVTC figure out what dates should be set.

MPTC has changed their patron type for templates to training patron to separate out overdues. Also, they are delving into open access textbooks (OpenStax) with faculty. CVTC is also doing the same thing as part of a committee that just began. There is an opportunity for libraries to support (with training about copyright, etc.) or lead.

CVTC is looking for some help with the Bursar function. NWTC is doing it, but it’s not working very nicely. They are willing to share, even if there are issues.

FVTC has shared a link to a website about bringing computer skills to all; NWTC is also starting an initiative around this to help the library understand if and which students are uncomfortable with computers.

**5. Other Discussion**Discussion – S. Vrieze and All Members

No further discussion.

**Next Meeting**: May 18, 2016 at 9:00 AM via Conference Call