**WISPALS: Wisconsin Project for Automated Libraries**

“We have connections between our collections.”

**WISPALS Executive Committee Meeting (conference call)**

**Wednesday, November 18th, 2015**

**MINUTES**

**Time**: 9:02 a.m. – 10:31 a.m.

**Recorder**: Hans Baierl, MPTC

**Attendees:** Scott (WITC), Ron (WTC),Linda and Kristin (NTC), Maria (MSTC), Terry (WCTC), Kim (NWTC), Gary (GTC), Kelly (LTC), Vince (CVTC), Hans (MPTC), Stef Morrill (WiLS), Andi Coffin (WiLS)

**Handouts**: 1. Agenda

2. WISPALSminutes08112015

3. WISPALSminutes09162015

4. 2016-17 Budget\_draft1

5. WISPALS Communication Plan (002)

**1. Announcements Informational**

Scott introduced Stef Morrill and Andi Coffin from WiLS.

**2. Approval of Minutes from August & September meetings** **Action Required**

Kim moved to approve the August minutes and Linda seconded. Motion passed.

Kim moved to approve the September minutes and Terry seconded. Motion passed.

**3. 2016-2017 Budget Discussion/Action Required**

Gary will update the budget reserves amount and prepare a spreadsheet of database costs soon. Gary noted Bob’s retirement benefit costs would be coming soon too. Linda inquired about the purpose of reserves and Kim noted they had been used for personnel and unexpected costs in the past.

Kim moved to approve the 2016-2017 budget and Terry seconded. Motion passed.

**4. Report on WiLS Transition Meeting Informational**

The new WiLS position’s structure, qualifications, and hiring process were discussed. Stef noted that WiLS is responsible for hiring but solicited WISPALS feedback. Stef also noted WiLS is taking a team approach to serving WISPALS, so we should contact Jeff Brunner for new WiLS purchases and Andi Coffin for existing WiLS contracts during this transition. The new WiLS employee is not dedicated just to WISPALS but serves a variety of WiLS duties. The performance evaluation team will meet monthly with WiLS in the short term during the transition and regular meetings will be scheduled after the transition. Stef hopes to get a new person hired as soon as possible.

**5. Draft WiLS Communication Plan Discussion**

Scott noted the plan is a draft and a few revisions are in the works. ILS questions should still be routed to Kim for a while longer until WiLS has someone in place and he or she is ready to field questions. Stef noted the communication plan and methods can evolve and WiLS is open to feedback. WISPALS members mentioned the advantage of having a team respond to our questions, rather than being dependent on one person.

**6. Discussion of Consortium Guidelines for WiLS tasks Discussion/Action Required**

General discussion of what is expected of WISPALS members and WiLS staff in regards to routine tasks, training documentation, sharing ideas, and regular maintenance and cleanup within Sierra. WiLS uses Toggl to log work performed by area and college, so the Executive Committee can determine what to do with that information in the future. WiLS will gather information from other consortia about how roles and responsibilities are determined.

**7. Update on discussion of Innovative contract parameters Discussion/Action Required**

Contract expectations were discussed and Ron helpfully described the III and EBSCO presentations during the annual meeting at Western. WiLS will inquire with each college about interest in either EDS or Duet and will follow-up with pricing information.

Linda moved to adjourn and Gary seconded. Motion passed.

**Meeting adjourned: 10:31 a.m.**

**Next Meeting**: December 16, 2015, conference call

**Next Meeting Minutes:** WiLS staff member

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| ***WISPALS: Wisconsin Project for Automated Libraries***[***www.wispals.org***](http://wctclnx.wctc.edu/~wispals) |
| **Chippewa Valley Technical College** | **Fox Valley****Technical College** | **Gateway****Technical College** | **Lakeshore****Technical College** | **Mid-State****Technical College** | **Moraine Park****Technical College** |
| **Northcentral****Technical College** | **Northeast Wisconsin Technical College** | **Waukesha County****Technical College** | **Western Technical College** | **Wisconsin Indianhead****Technical College** |
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