

V-Cat Meeting Minutes

February 6, 2014 (9:30am – 12:00pm)
Marathon County Public Library – Meeting Room
300 N. First Street Wausau WI 54403

Call to Order: M. Dunn called the meeting to order at 9:31 a.m. Roll call was taken and a quorum was present.

Members Present: M. Dunn, E. Grunseth, C. Taylor, V. Calmes, M. Gobert, S. Bedroske, D. Korenuk, K. Metzke, C. Lemerande, J. Bobrofsky (Go to Meeting), A. LaRoche, S. Stevens (E. Schwartz), M. Taylor, J. Gustavson, S. Lehr, C. Krupinski, E. Hughes; (Go To Meeting), T. Blomberg, C. Huston, J. Beloungy (Go To Meeting), J. Dixon (Go To Meeting), B. Schemenauer, A. Mroczenski, C. Celestina-Smith, and L. Petersen.

Members Absent: K. Heiting.

Also Present: L. Mayer, D. Litzer, I. Christman, K. Schulz, and M. Sepnafski.

Approval of the Order of the Agenda: J. Gustavson moved to approve the order of the February 6, 2014 V-Cat meeting agenda. C. Taylor seconded. Motion carried.

Approval of the December 5, 2013 Minutes: M. Gobert asked for clarification on who is able to delete bibliographic records. A discussion followed describing the circumstances for when a library can delete a bibliographic record and when they should mark it for deletion to notify WVLS. S. Bedroske wanted to know what to do if they are the last holding on a bibliographic record. A. Mroczenski stated to follow the recommended WVLS procedure of marking an item for deletion. M. Gobert moved to amend the December 5, 2013 minutes under "Other Bibliographic/Interface Committee Items" to state, "As of December 5, 2013, all Sierra cataloging logins have the ability to delete a bibliographic record at the time of its creation, if it is determined that the bibliographic record was created incorrectly. All other deletions should follow the recommended WVLS procedure of marking bibliographic records for deletion." T. Blomberg seconded. Motion carried. J. Bobrofsky moved to approve the amended December 5, 2013 Minutes. S. Bedroske seconded. Motion carried.

V-Cat Financial Report: I. Christman presented the V-Cat January through December 2013 financial reports and the summary report for approval. C. Taylor moved to approve the financial reports and summary as presented. S. Bedroske seconded. Motion carried.

Appoint Nominating Committee: C. Taylor accepted the Nominating Committee chair position per the upcoming WVLS bylaws. S. Bedroske and M. Taylor were appointed to the committee.

Bibliographic/Interface Committee Report: S. Stevens reported for the Bibliographic/Interface Committee. She stated that there is an upcoming cataloging workshop scheduled for either February 12 or February 13. Contact S. Stevens to sign-up. The workshop will focus on why the accuracy of MARC records is so important and address common cataloging errors. The next Bibliographic/Interface Committee meeting will be scheduled for some time in March.

Cooperative Circulation Committee Report: C. Taylor reported for the Cooperative Circulation Committee.

Instructions for Running Reports:

The instructions for running various reports are in the process of review by the committee.

Questions About the Damaged Process and Procedures:

C. Taylor has found some excellent procedures from IFLS (Indianhead Federated Library System) on the damaged process. The committee will review those procedures before making a recommendation to V-Cat.

Loan Rules:

The Cooperative Circulation Committee has started the process of reviewing loan rules. There are many loan rules to be discussed, so the committee decided to start with the following:

- how to unify some of the loan periods
- how to unify the hold-shelf period or the time that a patron has, to pick-up an item that is on the hold-shelf for them
- what is the maximum number of renewals of an item allowed

Cancelling Holds for the Only Item in the System:

C. Taylor stated that the committee recommends the following procedure: if a library cannot fill a hold placed by another library's patron, and that the owning library has the only item in the system, the owning library would send a courtesy email to the patron's library notifying them that the item is unavailable for that hold. Once this email is sent, the owning library can delete that hold. The email should include the patron's full name, the title of the item, and the Sierra item record number. Libraries can use the Sierra "Outstanding Holds" function to help find stuck holds to cancel. S. Stevens moved to accept the recommendation for notifying a library when cancelling a hold for the only item in the system. M. Taylor seconded. Motion carried.

The next Cooperative Circulation Committee meeting will be held on Thursday February 20, 2014.

Other Sierra Issues:

IUG Enhancement Update: K. Schulz talked about this year's Innovative User's Group (IUG) Enhancement Update. K. Schulz has submitted V-Cat requests for enhancements to IUG. K. Schulz will bring the final IUG list of proposed enhancements

for review to the April V-Cat meeting and WVLS will submit our votes to Innovative on April 4, 2014.

Demo of Express Lane: K. Schulz demonstrated how to use Express Lane, Innovative's self-check product. Schulz mentioned that there is an option with Express Lane to add another screen so staff can monitor patron actions.

Sierra Statistics for the 2013 Public Library Annual Report: I. Christman shared information about the Sierra Statistics for the 2013 Public Library Annual Report. Due to the migration and some minor adjustments to the new ILS, there were some complications when comparing the previous year's annual report data with the data in the 2013 report. WVLS has been working hard on correcting and verifying the accuracy of the 2013 annual report statistics. WVLS has discovered and noted problems with data integrity and how some of the codes may have been missing or misused and staff will be offering data integrity training to help remedy the problems and "cleanup" the database. WVLS encouraged the use of templates in order to make the process of data entry more accurate. K. Schulz explained the non-resident circulation breakdown and reviewed the process used to count and apply the numbers for the January – April 2013 "undetermined" online renewals.

Sierra Update: WVLS has postponed the most recent Sierra update due to problems noted in the Sierra listserv. A revised update will occur sometime in March or April.

Discount Purchase of Envelopes for Notices: There was an open discussion on purchasing envelopes. It was decided that each library would be purchasing their own and will not be purchasing them in bulk.

Billing Invoice: K. Metzke asked if there is a billing invoice template available. There is a template available on the WVLS training website.

Hold Cancellation Notices: After talking with IFLS, K. Schulz found that V-Cat should be running "hold cancellation" notices; otherwise, they build up and can cause system problems. K. Schulz will be setting up hold cancellation notice jobs for each library. Each library will incorporate this new job into their notices routine. M. Gobert also suggested that the Cooperative Circulation Committee review the notice language. WVLS still sends out pre-overdue notices automatically via email.

Courier Problems: I. Christman suggested that any questions about courier should be forwarded to Augo Hildebrand.

Report of Nominating Committee: C. Taylor stated that K. Metzke has accepted the nomination for 2015 V-Cat chair.

Election of Officers: C. Taylor asked if there were any other nominations from the floor and there were none. The Nominating Committee chair moved to accept K. Metzke as the 2015 V-Cat chair. M. Taylor seconded. Motion carried.

WVLS/V-Cat Steering Committee Report: C. Taylor highlighted the WVLS/V-Cat Steering Committee Report. Highlighted topics of the WVLS bylaws included participation, committee structure, meetings/quorum structure, and proxies.

- M. Gobert asked if the committee had considered that the primary contact person be the library director and stressed that it is important to get other director's viewpoints.
- E. Hughes suggested that V-Cat Council meet less often because that would accommodate the director's ability to attend meetings.
- C. Taylor stated that all committees should be more conscious of how much information is put on agendas so that non-director members can consult with their directors if need be.
- M. Gobert asked how Steering Committee members are appointed and what this process will be in the future. I. Christman stated that the committee members would rotate just as they do with other committees. Christman stated that there is no set ratio of Steering Committee members that must be library directors or WVLS board members.
- M. Gobert asked about the weight of votes. The weight of votes is not part of the revised bylaws, but will be discussed when the committee reviews the V-Cat Participation agreement.

Request for April 3, 2014 Agenda Items:

There were no requests for April 3, 2014 agenda items.

Upcoming V-Cat Council/Committee Meetings:

- **Cooperative Circulation Committee Meeting** February 20, 2014 9:30 pm - 11:30 pm at the WVLS office in Wausau, WI.
- **V-Cat Council Meeting:** April 3, 2014, 9:30 am – 12:00 Noon

Adjournment of the Meeting: S. Stevens made a motion to adjourn the meeting. M. Taylor seconded. Motion carried. The meeting was adjourned at 11:38 pm.

Submitted,
Kyle Schulz, Recorder