

V-Cat Meeting Minutes

Thursday, June 4, 2015, 9:30 a.m.

Marathon County Public Library, 300 N. First St., Wausau, WI

Call to Order:

K. Metzke called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present. Metzke introduced the new Edith Evans Library Director (Laona) - Felicia Albrecht, and thanked and congratulated Shirley Lehr on her retirement from the Owen Public Library!

Members Present:

C. Huston, E. Grunseth, C. Taylor, M. Taylor, M. Gobert, S. Bedroske, K. Metzke, E. Siverling, B. Schemenauer, A. LaRoche, E. Schwartz, S. Lehr, J. Gustavson, V. Roberts, F. Albrecht, T. Blomberg, J. Beloungy, E. Brewster, M. Dunn, C. Celestina-Smith.

Via GoToMeeting: K. Heiting, D. Korenuk, and L. Peterson.

Also Present:

C. Luebbe, A. Mroczenski, K. Adams Wendt, L. Meyer, M. Sepnafski, D. Litzer, M. Stachowiak, and I. Christman.

Absent:

V. Calmes (Proxy S. Bedroske)

Approval of the Agenda:

M. Dunn moved to approve the order of the June 4, 2015 V-Cat meeting agenda. S. Bedroske seconded. Motion carried.

Approval of the April 2, 2015 Minutes:

Corrections to April 2, 2015 minutes, E. Schwartz attended in person, not via Go To Meeting. J. Gustavson moved to approve the corrected April 2, 2015 V-Cat meeting minutes. E. Siverling seconded. Motion carried.

V-Cat Financial Report:

K. Metzke asked if there were questions regarding the V-Cat financial report documents distributed in advance of the meeting. M. Dunn moved to approve the financial reports and summary as presented. M. Gobert seconded. Motion carried.

2016 V-Cat Budget Draft with Discovery Product Timeline:

I. Christman presented the Discovery product timeline. M. Taylor inquired how V-Cat would cover the costs for the Discovery product implementation. I. Christman responded that the WVLS and the 2016 LSTA Technology grant will help cover the costs for implementation. The ongoing Discovery product subscription will be a line item in the V-Cat budget. C. Taylor moved to approve the 2016 V-Cat Budget. E. Siverling seconded. Motion carried.

Bibliographic / Interface Committee:

C. Luebbe, V-Cat Bibliographic/Interface Committee Chair, updated the Council on the Authority Control project. After a thorough review by the committee, Backstage was selected as the vendor. Two sample files were processed by Backstage to fine-tune the profile. Innovative is working on creating the load tables, indexing, and RDA conversion for this process. The Children's subject headings will be indexed. M. Gobert asked if the series authorities will be included and the answer was yes.

Tomahawk and Medford started using Z39.50 for cataloging in May. Eight V-Cat libraries are now using Z39.50 for cataloging. C. Luebbe reminded everyone that the updated Z39.50 instructions were on the V-Cat training website. A. Mroczenski reminded libraries cataloging with Z39.50 to be sure to record an "f" when adding their item as the first item on the new bibliographic record they added. Discussion about adding an "l" for the last item on a bibliographic record was deemed unnecessary.

Discovery Product Activity - The Council broke into four small groups with K. Metzke, E. Grunseth, C. Luebbe, and A. LaRoche facilitating and recording their comments. The final list of expectations will be consolidated by the Bibliographic Committee and shared at the August 6, 2015 V-Cat meeting.

(Break)

[Other Sierra Topics:](#)

2015 IUG Conference – V. Roberts shared her enthusiasm for the new Sierra Staff Mobile Workflows product that will be released in the second half of 2015. E. Schwartz talked about the new improvements to the Sierra Circulation module. I. Christman showed a small part of her Wisconsin Illinois Innovative Users Group (WILIUG) presentation that will be shared at next week's WILIUG Spring Conference at Marquette University in Milwaukee.

E-Commerce Update - The WVLS/V-Cat Steering Committee will meet next week to formulate a recommendation on the minimum amount that patrons can charge so that this process is cost efficient for member libraries.

Driver's License Legal Opinion (SCLS) – As an informational update, I. Christman shared a legal opinion that the South Central Library System (SCLS) received regarding the security for patron registration information and the library's liability. Further review of the patron registration form was delegated to the Cooperative Circulation Committee.

Connectivity to Sierra – Upgrade of Security Certificate to SHA2 - I. Christman reported that J. Klingbeil would email the Council with any updates on this topic.

Patron Check-out Receipt Option – A. Mroczenski presented a new option for the Patron Check-out Receipts. Please submit a help desk ticket if your library would like this modification.

Green Damage Slips/Notices – M. Dunn asked that members use removable tape for these slips and to place slips on the *front* cover of any damaged items. C. Smith asked that libraries check that the proper DVDs are in the case and to note any damage before returning them to the owning library. She also asked if libraries could ask their patrons to clean their DVD players.

Sierra Snack - E. Schwartz demonstrated the Decision Center featuring access to various training materials (including those created by the Indianhead Federated Library System), instruction sheets, and V-Cat Guidelines.

[Request for August 6, 2015 Agenda:](#)

K. Metzke asked if there were any items for the June 2015 V-Cat meeting agenda. None were suggested.

[Adjournment:](#)

S. Bedroske moved to adjourn the meeting. E.Siverling seconded. Motion carried. The meeting adjourned at 11:47 am.

SUBMITTED: 7/23/2015

I CHRISTMAN, RECORDER