



WVLS - V-Cat Steering Committee Meeting - Minutes

Thursday, March 28, 2019
WVLS Office – Wausau WI

1. **President Tom Bobrofsky** called the meeting to order at 1:04 p.m.
2. Roll call was taken by **K. Schulz** and it was determined a quorum was present.

Present:

Tom Bobrofsky, Chair
Pat Pechura
Eileen Grunseth
Leah Giordano
Dominic Frandrup (via Go To Meeting)
Kim Metzke (via Go To Meeting)
Mary Taylor (via Go To Meeting)

Others Present:

Marla Sepnanski, WVLS Director
Kyle Schulz
Rachel Metzler
Anne Hamland (via Go To Meeting)

Member Absent:

Stephanie Schmidt
Stacy Stevens
Paul Knuth

3. **Adoption of agenda.** **T. Bobrofsky** asked for approval of the agenda. **E. Grunseth/P. Pechura** motion to accept the agenda. **All Aye. Motion carried.**
4. **Approval of March 20, 2018 Minutes.** **T. Bobrofsky** asked for approval of the March 20, 2018 minutes. **L. Giordano/P. Pechura** motion to accept the March 20, 2018 minutes. **All Aye. Motion carried.**
5. **2020 V-Cat Budget.** **K. Schulz** presented the DRAFT 2020 V-Cat Budget. **Schulz** reviewed each line item of the budget and responded to questions from the committee. **E. Grunseth** asked about the "Audit" line. **Schulz** responded that the Audit line is empty but held for legacy reasons from previous budgets. **Grunseth** asked about how the e-Commerce transaction fees are handled. **Schulz** clarified that the e-Commerce service was started in 2017 and that V-Cat, through the budget, pays the first \$1000 of these fees. If the fees exceed this, WVLS will pay the remaining. **M. Taylor** asked if the Discovery Layer was still a "work in progress" and if people were still using it. **L. Giordano** stated that, in general, MCPL patrons or staff don't use the Discovery Layer product. **Giordano** doesn't believe it fills a need and that the frequency of its current use might not be more than once per month. **T. Bobrofsky** suggested that there should be a poll to member libraries to survey their use of the Discovery Layer. **Schulz** will add it to the V-Cat agenda. **A. Hamland** updated the committee on improvements that have been made and future improvements for the Discovery Layer. **Bobrofsky** summarized that the committee could approve the budget with the acknowledgment it could change pending V-Cat council decision about continuing Discovery Layer subscription. **L. Giordano/E. Grunseth** motion to recommend the DRAFT 2020 V-Cat Budget with the decision to continue the Discovery Layer made by the V-Cat Council. **All Aye. Motion carried.**
6. **Discussion of Minimum Reserve Fund.** **K. Schulz** presented on the current status of the Minimum Reserve Fund. The fund is over its approved limit of \$375,000. **Schulz** presented an option to apply the overage to the V-Cat Administration Fee in the DRAFT 2020 V-Cat Budget, increasing the amount by \$1232.45 to \$72232.45. **P. Pechura, K. Metzke, D. Frandrup, and M. Taylor** expressed support of this plan. **L. Giordano/E. Grunseth** motion to rescind previous motion to recommend the 2020 V-Cat Budget with the decision to continue the Discovery Layer made by the V-Cat Council. **All Aye. Motion carried.** **P. Pechura/E. Grunseth** motion to accept "The reserve fund overage of 2018 budget (\$1232.45) acts as a credit for the 2020 budget, as an increase equal to that overage (\$1232.45) added to the V-Cat Administration Fee line without changing the overall budget total presented." **All Aye. Motion carried.** **L. Giordano/E. Grunseth** motion to recommend the 2020 V-Cat Budget with the decision to continue the Discovery Layer made by the V-Cat Council and the inclusion of the 2018 Reserve Fund Overage Credit. **All Aye. Motion carried.**

7. Request for Future Agenda items.

Discussion of 2019 Minimum Reserve Fund Overage.

Reevaluation of 2020 Budget contingent on Discovery Layer decision from V-Cat Council.

Discussion of minimum V-Cat costs and reevaluation of V-Cat Budget formula.

8. Set next meeting date.

T. Bobrofsky said that a meeting will be in Fall 2019. **K. Schulz** will send out a survey to establish a date for a meeting.

8. Adjournment.

P. Pechura/ E. Grunseth motion to adjourn. **Motion carried.** Meeting was adjourned at 2:09 p.m.

Minutes submitted by Kyle Schulz May 7, 2019.