



# V-Cat Council Meeting

Thursday, April 12, 2018

9:30am – 12:00pm

Wisconsin Valley Library Service Meeting Room

300 First Street - Wausau WI, 54403

## Meeting Minutes (draft)

(prepared by Kyle Schulz)

### Attendees

**Representatives (in person):** Antigo: Dominic Frandrup, Colby: Vicky Calmes, Crandon: Stephanie Schmidt, Dorchester: Sue Bedroske (proxy for Abbotsford: Jenny Jochimsen), Gilman: Ruby Wenzel, Greenwood: Kim Metzke, Laona: Felicia Albrecht, Loyal: Teresa Hall (proxy for Granton: Kay Heiting), MCPL: Kitty Roesler, Medford: Erica Clarkson, Merrill: Ellie Schwartz, Minocqua: Mary Taylor, Neillsville: Cara Hart, Owen: Lorelee Peterson, Rhinelander: Virginia Roberts, Rib Lake: Tammie Blomberg, Tomahawk: Heidi O'Hare, Westboro: Candice Celestina-Smith, WVLS: Ann Mroczenski (non-voting representative).

**Representatives (remote):** Stetsonville: Carla Huston, Thorp: Julie Beloungy, Withee: Teresa Minaitt

**Others (in person):** MCPL: Chris Luebbe, MCPL: Mary Stachowiak, MCPL: Matthew Derpinghaus, MCPL: Rachel Hitt, Neillsville: Kathy Wegner, WVLS: Joshua Klingbeil, WVLS: Kyle Schulz, WVLS: Marla Sepnafski

**Others (remote):** WVLS: Anne Hamland, WVLS: Jamie Matczak

### Not Present

**Representatives:** Abbotsford: Jenny Jochimsen (proxy assigned to S. Bedroske), Granton: Kay Heiting (proxy assigned to T. Hall), Three Lakes: Erica Brewster

### Meeting Called to Order – 9:30am (Tammie Blomberg, Chairperson)

#### 1. Roll call (Kyle Schulz, Meeting Coordinator)

Quorum present.

#### 2. Action: Approval of Agenda (Tammie Blomberg)

Motion to change all instances of Sue Bedroske in proposed agenda to Tammie Blomberg as T. Blomberg is able to fulfill duties as chair.

Motion: S. Bedroske

Second: D. Frandrup

Passed

#### 3. Action: Approval of February 1, 2018 Meeting Minutes (Tammie Blomberg)

Motion: K. Metzke

Second: M. Stachowiak

Passed

#### 4. Financial Reports

a. **Report:** Review financial reports for January - February (Schulz)

b. **Action:** Acceptance of Financial Reports (Tammie Blomberg)

Motion: S. Bedroske

Second: V. Calmes

Passed

#### 5. 2019 V-Cat Budget - Draft

Schulz presented the 2019 V-Cat Budget Draft and responded to questions about several budget items. There was consensus to remove WVLS from the calculation on the V-Cat Annual Maintenance Fee Shares moving forward. A final budget will be presented to the V-Cat Council in June.

## 6. Committees

### a. Bibliographic Committee (Chris Luebbe, Committee Chairperson)

#### i. **Report:** Cover Images for AV

The committee is investigating with the vendor why all cover images are not showing up in the catalog.

#### ii. **Report:** Large Print vs. Larger Print

#### iii. **Recommendation:** The committee recommends using the Library of Congress large print standard, meaning only items with 14 point or larger type can be considered Large Print.

#### iv. **Action:** Acceptance of recommendations regarding when to use Large Print

Motion: S. Schmidt      Second: K. Roesler      Passed

#### v. **Report:** Blu-Ray/DVD Sets

The committee recommended that "Items with multiple pieces (i.e. TV series) should not be broken up into separate bibliographic records or item records." Many issues were brought forward and the committee was asked to revise their recommendation and provide clarification to various scenarios. They were also asked for a recommendation on circulation items with missing parts.

#### vi. **Report:** Review of Checking/Deleting Extra ISBNs

Libraries were reminded that they can use bibs with extra ISBNs but need to make sure to "clean them up" by deleting any extra nonrelevant ISBN/s.

## Break – 10 to 15 minutes

### b. Cooperative Circulation Committee

#### i. **Report:** Updated V-Cat Damaged/Missing Form (Kitty Roesler, Committee Chairperson)

#### ii. **Action:** Acceptance of recommendation regarding changes to the updated V-Cat Damaged/Missing Form (Mary Stachowiak)

Motion: E. Schwartz      Second: K. Metzke      Passed

#### iii. **Report:** Updated V-Cat Invoice for Lost or Damaged (Mary Stachowiak)

#### iv. **Action:** Acceptance of recommendation regarding the updated V-Cat Invoice for Lost or Damaged

Motion: T. Hall      Second: S. Bedroske      Passed

Discussion on: Changing State field, and adding clarification on date field on the form

Motion to amend form to include changing State Field and adding clarification on date field.

Motion: T. Hall      Second: E. Clarkson      Passed

#### v. **Recommendation:** Use up existing green paper first and then use neon green paper for updated V-Cat Damaged/Missing Form

#### vi. **Action:** Acceptance of recommendations regarding the updated V-Cat Damaged/Missing Form

Motion: H. O'Hare      Second: S. Bedroske      Passed

## 7. Sierra Topics

### a. **Status:** Sierra Slowness (Schulz)

Explanation of the widespread problems with slowness within the Sierra client was provided.

**b. Status: Discovery Layer Usage (Schulz)**

Many libraries provided anecdotal feedback on staff and patron usage of the discovery layer. Much of it was the fact that it wasn't used. K. Schulz will be exploring ways to better utilize the discovery layer.

**c. Status: Temp Patrons (Schulz)**

Discussion and request for ideas on how to handle temporary patron cards. Requested from H. O'Hare.

**d. Status: Using Circa for Inventory (Schulz)**

Preliminary tests done by Schulz and MCPL have been successful and the Circa Inventory service is now available to use.

**e. Review of Monthly Statistics – Sierra Snacks**

WISCAT ILL will be subtracted out of total circulation within monthly statistic reports going forward.

**f. Other (V-Cat Council Representatives)**

V. Calmes asked how library circulation staff should handle the Marathon County address changes. The recommendation provided was for staff to ask patrons who live in Marathon County for their new address. Adding messages on patron records would be helpful as well.

K. Roesler demonstrated how the new MCPL talking book and braille items should be handled. Most importantly, the item's binding should be packaged in the lowest end of bag not at the top end.

M. Taylor asked libraries to encourage schools that have V-Cat cards to use them. Doing so, will reduce unnecessary WISCAT interloans, and expedite the resource sharing process.

J. Matczak will be starting "Monday Mentions" April 16, a new WVLS communications tool to reduce and streamline news to member libraries.

J. Klingbeil announced that WVLS Network Administrator Chris Heitman accepted a position with Grey Media who owns Channel 7 WSAW out of Wausau. His last day in the office will be April 20.

**8. Request for Items to include on the next meeting agenda (Tammie Blomberg)**

No requests made at this time.

**9. Upcoming Meetings (Kyle Schulz)**

- a. April 12, 2018 - Cooperative Circulation Committee
- b. May 24, 2018 - Bibliographic Committee
- c. June 7, 2018 - V-Cat Council

**10. Action: Adjournment (Tammie Blomberg)**

Motion: D. Frandrup

Second: S. Bedroske

Passed