

## V-Cat Council Meeting Minutes

Thursday, February 6, 2020 9:30 a.m.

WVLS Headquarters, 300 N. First St., Wausau, WI



### Call to Order and Announcements:

Chair D. Frandrup (Antigo) called the meeting to order at 9:34 am.

J. Klingbeil (WVLS) reviewed the V-Cat Council bylaws concerning naming proxies occurred and clarification was made that proxies can be named right up until start of the meeting.

### Members Present:

J. Jochimsen (Abbotsford), D. Frandrup (Antigo), V. Calmes (Colby), S. Schmidt (Crandon), S. Devine-Jelinski (Gilman), F. Albrecht (Laona), T. Hall (Loyal), K. Roesler (MCPL), E. Clarkson (Medford), D. Kiefer (Merrill), P. O'Connell (Minocqua), J. Ziebell (Neillsville), T. Blomberg (Rib Lake), and H. O'Hare (Tomahawk).

### Via Go To Meeting:

K. Heiting (Granton), K. Metzke (Greenwood), L. Peterson (Owen), V. Roberts (Rhineland), A. Kuipers (Thorpe), C. Lemerande (Wabeno), B. Hardin (Withee).

### Also Present:

K. Wegner (Neillsville), C. Luebbe (MCPL), J. Kinney (MCPL), M. Derpinghaus (MCPL), J. Klingbeil (WVLS), K. Zimmermann (WVLS), R. Metzler (WVLS).

### Absent:

S. Bedroske (Dorchester) with J. Jochimsen (Abbotsford) as a proxy, and C. Huston (Stetsonville).

### Approval of the Agenda:

S. Schmidt (Crandon) moved to approve the agenda as written, seconded by H. O'Hare (Tomahawk). Motion carried.

### Approval of the November 7 Minutes:

J. Jochimsen (Abbotsford) moved to approve the minutes from the November 7, 2019 V-Cat Council meeting, seconded by K. Roesler (MCPL). **Motion carried.**

### V-Cat Financial Report:

J. Klingbeil gave an overview of the October, November and December 2019 financial reports. He explained that the annual pre-payment to OCLC was missed in the fall of 2019 due to staff turnover. The unspent funds carry over from 2019 to 2020 and will affect the 2020 budgeting process. The money will still be paid to OCLC monthly to continue the service. WVLS will carefully consider whether monthly or annual payments to OCLC are more beneficial to the consortium in the next budget process.

J. Klingbeil clarified that the general journal entry for \$15,000 under 5-6360 Hard/Software, Equip Ma as the amount that V-Cat pays WVLS for ILS hosting.

E. Brewster asked that future expense reports show budgeted amounts alongside actual expenses. J. Klingbeil indicated that he would make a note and follow up.

T. Hall (Loyal) moved to approve the October, November and December 2019 financial reports, seconded by E. Brewster. **Motion carried.**

### Nominating Committee:

Chair D. Frandrup (Antigo) asked for volunteers to form a nominating committee to choose nominees for V-Cat 2020 Chair elect/2021 Chairperson. S. Schmidt (Crandon), volunteered to chair the committee. T. Hall (Loyal) and H. O'Hare (Tomahawk) volunteered to serve on the committee.

### **Bibliographic / Interface Committee:**

There is nothing to report. The next meeting is scheduled for February 19, 2020 at 10 am. If you have any issues you would like to be addressed, please send them to C. Luebbe (MCPL).

### **Cooperative Circulation Committee Report**

#### **V-Cat Recommendation for Marking Damaged Items that Circulate.**

D. Frandrup (Antigo) gave an overview of the recommendation. He clarified that only the owning library marks the damage on items. If the damage is found by another library, the item should go through courier to the owning library with a slip on the front noting the damage.

J. Jochimsen (Abbotsford) asked to add language to indicate initials noted are person/library. D. Frandrup (Antigo) agreed that this language could be added.

E. Brewster moved to approve the recommendation, seconded by T. Blomberg (Rib Lake), **Motion carried.**

#### **Discussion on Recommendation for Check Out Periods #1: Books**

H. O'Hare (Tomahawk) shared concerns about voting on check out periods for some materials without knowing what the recommendations will be for others, such as new or high demand materials.

D. Frandrup (Antigo) pointed out the committee chose to address these materials first because the checkout periods were mostly consistent across libraries. He indicated that the Cooperative Circulation committee will send out a questionnaire to find libraries' preferences for the remaining types of materials including new and high demand items.

D. Frandrup (Antigo) clarified that Recommendation #1 for books applies to all non-new non-unique books.

C. Luebbe (MCPL) indicated that with a checkout of 21 days and 2 renewals of 21 days a patron would be able to have an item for 63 days. D. Frandrup (Antigo) agreed and indicated that the committee wanted to keep the initial loan period and the renewal period the same.

S. Schmidt (Crandon) pointed out that just because a patron has a book and can renew it twice doesn't mean they will keep it that long.

H. O'Hare (Tomahawk) raised about when these changes will go into effect, and whether libraries could wait until all the checkout periods recommendations were passed to make changes.

K. Zimmermann (WVLS) indicated that changes will be made on a library-by-library basis. As each library is ready, they should contact K. Zimmermann to make the changes.

D. Frandrup (Antigo) indicated that we could set a time, for example the beginning of May, so that libraries can bring it to their boards and indicate that this is what we are trying to do for consistency.

K. Roesler mentioned that libraries can wait until all the recommendations are passed before making changes.

D. Frandrup (Antigo) reminded the group that the committee chose to address loan rules one at a time to keep moving forward and expects that another list of recommendations would be ready for the April V-Cat meeting. He indicated that this process is going to take time, and that we don't want to rush people, but we do want to move forward as a group with the hope that by 2021 everybody have same loan rules, all set to go. It's about what is best for our patrons, we're here to serve the public.

J. Klingbeil (WVLS) drew attention to the fact that these are recommendations. WVLS is here to help libraries through the process. If it takes longer for some libraries to get there, that's ok. WVLS has a culture of flexibility.

D. Frandrup (Antigo) restated that these recommendations are based on feedback from libraries. We should be offering consistency of service across the board. Patrons would appreciate knowing that their books are due the same time regardless of which library they visit.

### **Discussion on Recommendation for Check Out Periods #2: Audiobooks**

There was no discussion regarding this recommendation.

### **Discussion on Recommendation for Check Out Periods #3: Non-Series Visual Materials**

K. Zimmermann (WVLS) recommended that "visual" be changed to "video" for clarity.

D. Frandrup (Antigo) indicated that additional recommendation for series visual materials will be coming. The recommendation will not be only based on number of disks but will allow libraries will be able to make their own calls for what is a series or not. S. Schmidt (Crandon) and K. Metzke (Greenwood) repeated that the committee is still discussing the series option.

H. O'Hare (Tomahawk) shared concerns about voting on vote on 7 day check out periods for some materials without knowing what the recommendations will be for series.

D. Frandrup (Antigo) committee wants to start with some recommendations that most libraries indicated they were already using, and were easiest to adopt.

S. Schmidt (Crandon) shared that the committee will be working on recommendations for new/high demand books for all audiences, new/high demand audio materials in all formats for all audiences, series visual materials, new/high demand visual materials, magazines.

D. Frandrup (Antigo) and T. Blomberg (Rib Lake) indicated that music CDs will also be discussed by the committee.

T. Blomberg (Rib Lake) indicated the committee wanted to start with these recommendations because most libraries indicated they were already using these checkout periods and are comfortable with them.

K. Zimmermann (WVLS) pointed out the spreadsheet of information gathered from libraries. The recommendations from the committee follow what most libraries indicated that they are already doing.

K. Roesler (MCPL) shared that when we put this information together it is good to hear from everybody, and it is much easier to put a recommendation together.

### **Recommendation for Check Out Periods #1: Books**

Motion has been made by Cooperative Circulation Committee, and a second is not needed.

Roll call vote: 21 yes, 3 nay (S. Bedroske (Dorchester) with J. Jochimsen (Abbotsford) as a proxy, D. Kiefer (Merrill), C. Lemerande (Wabeno)) **Motion carried.**

### **Recommendation for Check Out Periods #2: Audiobooks**

Motion has been made by Cooperative Circulation Committee, and a second is not needed.

Roll call vote: 21 yes, 3 nay (S. Bedroske (Dorchester) with J. Jochimsen (Abbotsford) as a proxy, D. Kiefer (Merrill), C. Lemerande (Wabeno)) **Motion carried.**

### **Discussion on Recommendation for Check Out Periods #3: Non-Series Visual Materials**

Motion has been made by Cooperative Circulation Committee, and a second is not needed.

Roll call vote: 21 yes, 2 nay (S. Bedroske (Dorchester) with J. Jochimsen (Abbotsford) as a proxy, C. Lemerande (Wabeno)) **Motion carried.**

K. Metzke (Greenwood) asked if C. Lemerande (Wabeno) could share her votes by email. J. Klingbeil indicated that her vote will not change the outcome but will gather the information so that it can be included.

### **Voting Models Exploratory Committee:**

Chair D. Frandrup (Antigo) and Past Chair T. Blomberg (Rib Lake) have asked for volunteers. M. Derpinghaus (MCPL), D. Kiefer (Merrill), E. Clarkson (Medford), H. O'Hare (Tomahawk), K. Heiting (Granton), T. Blomberg (Rib Lake). D. Frandrup (Antigo).

M. Derpinghaus (MCPL) was asked to recuse himself from the committee as MCPL does not want to influence the voting model.

T. Blomberg (Rib Lake) pointed out that the smallest V-Cat libraries are not represented but felt that K. Heiting (Granton) and herself could do their best to represent them.

K. Zimmermann (WVLS) will serve as the WVLS staff person assisting the committee.

Chair D. Frandrup asked E. Clarkson (Medford) to chair the committee, and she agreed.

### **Election of Vice Chairperson**

The nominating committee nominated S. Schmidt (Crandon) to be 2020 V-Cat Chair Elect. Chair D. Frandrup asked for additional nominations. There were no additional nominations.

T. Hall (Loyal) moved to accept S. Schmidt (Crandon) as the 2020 V-Cat Chair Elect. H. O'Hare (Tomahawk) seconded. **Motion carried.**

### **Sierra Projects**

#### **Teleforms Replacement Project**

J. Klingbeil gave a report on the project. RFPs have been sent to Innovative and Shoutbomb, and we are waiting for their responses. He plans to bring two competitive proposals to V-Cat Council with feedback from other library systems. Klingbeil assured the council that the current Teleforms system is stable but is concerned that a future Sierra upgrade may cause problems between Sierra and Teleforms.

K. Roesler asked how long it might take to get Teleforms back online if there is an issue.

J. Klingbeil responded that it depends upon the issue.

#### **Slow Search Function Issue**

K. Zimmermann shared that the slow search functions in Sierra are related to the Content Café image service. The Content Café servers cannot handle the security protocols. She shared a temporary fix is to turn on compact browse mode. Baker and Taylor manages the Content Café product and has an update that may fix this problem.

K. Zimmermann (WVLS) shared a recommendation to investigate other providers of book/media jacket images.

C. Luebbe (MCPL) asked if the web catalog has experienced slowness. J. Klingbeil indicated that it does, but it isn't as noticeable.

C. Luebbe (MCPL) asked for clarification on the recommendation. K. Zimmermann shared that if Content Café services is no longer viable then we may not have images in the Sierra Desktop Application and V-Cat Web Catalog. A change has been made in Sierra to allow connection without going through the secure port. We could stick with this, but there's a risk that something may break.

D. Frandrup (Antigo) asked about other vendors. K. Zimmermann indicated that WVLS has not yet identified specific vendors to consider. Possibilities include Google, Syndetics and Chili Fresh among others. She clarified that the recommendation would allow WVLS staff to choose a vendor at the cost of Content Café or below.

Dom – can you have ready for April

Katie – seems realistic.

C. Luebbe (MCPL) asked about missing images for DVDs in the online catalog and Sierra Desktop Application. Zimmermann explained that this is based on first identifier in a record. If the image service has an image that matches the identifier, then it will pull an image in. Some products have ability to do music cover images.

H. O'Hare (Tomahawk) asked that WVLS consult with libraries using the products to see what their experience has been. Zimmermann agreed to do so.

J. Klingbeil explained the concern about the lack of updated security protocol for Content Café. Soon web browsers may identify our catalog as a not secure site and tell the user that when they try to use it. Baker and Taylor assures us that they will be updating, but if they don't, we need to be prepared.

J. Jochimsen (Abbotsford) moved to approve the recommendation to secure alternative book/media jacket image source(s) H. O'Hare (Tomahawk) seconded. **Motion carried.**

### **Report ILS Admin**

K. Zimmermann (WVLS) indicated she is looking forward to getting to know V-Cat members better and helping them provide better service to their patrons.

Zimmermann gave an update on Xlibris, owned by ProQuest, has bought Innovative. Xlibris wanted the product to gain the public library market, with this change we may see some positive changes with Sierra.

Zimmermann is working through the V-Cat Guidelines webpage to verify that information is correct and make updates. If you see anything out of date let her know. She and Rachel are also working through training documents. Please let us know if you need updated training documents.

Zimmermann shared that OWLS is leaving Innovative. They have chosen CARL to replace Sierra. They will begin their transition in May and complete it by August.

Zimmermann noted that the Madison Public Library works with their local clerk's office to provide registration to vote at the library. She shared the League of Women Voters' resources for libraries regarding voter registration

and asked that libraries who are interested in having the League of Women voters train your staff on using the wi.gov site to assist patrons in registering to vote contact Kris Adams Wendt of WVLS.

### **Sierra Snacks**

#### **Offline Circulation**

K. Zimmermann indicated that WVLS would like every library to have the Sierra Offline Circulation app installed and ready to go. This can be used for checkout when your library experiences an internet outage or Sierra outage. She gave an overview of the app and indicated that training materials would be **shared** in the coming weeks.

#### **Totals Report**

R. Metzler gave an overview of the report for the council.

#### **Other V-cat topics**

T. Blomberg (Rib Lake) asked what libraries were planning to do to assist with the U.S. Census. She shared that her library will be setting up a computer dedicated to the census.

H. O'Hare (Tomahawk) shared that census information is out on the table with tax forms, as well as sharing FAQs on their website. They also have a dedicated computer for completing the census, and the library will be putting posters up in town to let people know they can come to the library to do their census.

T. Hall (Loyal) is also setting up a dedicated computer and has a representative coming in from Chicago to hire census workers.

#### **Request for April 2020 Agenda:**

Image sourcing and Teleforms will be included in the next V-Cat meeting agenda.

J. Klingbeil presented the 2020 V-Cat meeting planner with upcoming meeting dates.

#### **Adjournment:**

K. Roesler moved to adjourn the meeting, seconded by P. O'Connell. **Motion carried.**

Meeting adjourned at 12:09 pm