



# V-Cat Steering Committee Meeting

Thursday, March 18, 2020

10:00 am - 12:00pm



Wisconsin Valley Library Service Meeting Room  
300 First Street - Wausau WI, 54403

**Due to precautions concerning COVID-19 this meeting will be held by remote attendance only.**

**Arrival – 9:45 pm**

## Meeting Agenda

**Call to Order – 10:00 am** (Chairperson, Thomas Bobrofsky)

1. **Roll call** (Katie Zimmermann)
2. **Action:** Approval of Agenda (Chairperson)
3. **Action:** Approval of Previous Meeting Minutes (Chairperson)
4. **V-Cat Projects and Planning Summary**
  - a. **Report:** Projects and Strategic Planning (Katie Zimmerman)
5. **V-Cat Budget**
  - a. **Recommendation:** 2022 V-Cat Budget Draft (Katie Zimmermann)
    - i. **Discussion & Action:** Present 2022 Budget to V-Cat Council (Chairperson)
6. **Request for items to include on the next meeting agenda** (Chairperson)
7. **Upcoming Meetings** (Katie Zimmermann)
  - a. May 15, 2021 - WVLS Board of Trustees
  - b. April 1, 2021 - V-Cat Council
  - c. V-Cat Steering Committee (not yet scheduled)
8. **Action:** Adjournment (Chairperson)

## Remote Meeting Connection Information

**GoToMeeting Link** <https://global.gotomeeting.com/join/375672861>

**Dial in** +1 (312) 757-3121

**Access Code** 375-672-861

This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor counties.

If you are unable to attend this meeting, please notify Katie Zimmermann at [ils.admin@wvls.org](mailto:ils.admin@wvls.org) as soon as feasible.

Any person planning to attend this meeting who needs special accommodations in order to participate should notify the WVLS office by calling 715-261-7250.



# V-Cat Steering Committee Meeting Minutes

Thursday, March 18, 2020

10:00 am - 12:00pm

Wisconsin Valley Library Service  
300 First Street - Wausau WI, 54403

Due to precautions concerning COVID-19 this meeting was held by remote attendance only.

**Meeting was Called to Order at 10:02 a.m.** by Chairperson, Thomas Bobrofsky

**Members Present:** T. Bobrofsky, E. Grunseth, P. Pechura, D. Frandrup, L. Giordano, P. O'Connell, S. Stevens, M. Sepnafski, K. Zimmermann, K. Metzke (arrived at 10:25).

**Members Absent:** P. Knuth, S. Schmidt

**Others Present:** J. Klingbeil

**1. Action:** Approval of Agenda

Moved: L. Giordano    Seconded: S. Stevens    **Carried**

**2. Action:** Approval of Previous Meeting Minutes (Chairperson)

Moved: P. O'Connell    Seconded: E. Grunseth    **Carried**

**3. V-Cat Projects and Planning Summary**

**a. Report:** Projects and Strategic Planning

K. Zimmermann reported on projects and priorities for 2021 and 2022:

- Implement dual voting model as outlined in revised V-Cat Bylaws
- Strive towards a consistent borrowing experience for library users across the system.
- Select a Discovery Layer product that meets the needs of library users as expressed in library staff responses and library user survey
- Ongoing database maintenance
- Evaluation of V-Cat administration and support
- ILS Evaluation and review
- Continue to collaborate with ILS Administrators from other library systems using Sierra
- Take steps to refine and automate ILS data collection
- Provide scheduled and on-demand training
- Continue to work toward sufficient local funding of V-Cat

**4. V-Cat Budget**

**a. Recommendation:** 2022 V-Cat Budget Draft (Katie Zimmermann)

K. Zimmermann presented proposed budget allocations for 2022, and calculations of V-Cat Shares for V-Cat member libraries. She outlined funding options for potential discovery layer products and indicated that the tentative plan is to implement a discovery layer in late 2021 or early 2022 depending on the actions of the V-Cat Council.

**i. Discussion & Action:** Present 2022 Budget to V-Cat Council (Chairperson)

S. Stevens asked for more detailed information about the 2021 V-Cat Rebate. Zimmermann indicated that checks will not be issued to libraries for the rebate amount. The rebate amount will be noted on libraries' 2021 invoices for V-Cat Maintenance and libraries will be responsible for the balance of the share minus the rebate amount. Zimmermann also reviewed the source of the rebate – unspent funds from 2019 originally allocated for cataloging utility.

S. Stevens made a motion to accept the 2022 V-Cat Budget as proposed and send it on to the V-Cat Council for approval.

Moved: S. Stevens Seconded: P. Pechura **Carried**

**5. Request for items to include on the next meeting agenda**

No items were suggested for the next meeting.

**6. Upcoming Meetings** (Katie Zimmermann)

- a. March 20, 2021 - WVLS Board of Trustees
- b. April 1, 2021 - V-Cat Council
- c. May 15, 2021 - WVLS Board of Trustees
- d. V-Cat Steering Committee (not yet scheduled)

**7. Action:** Adjournment

Moved: E. Grunseth Second: P. Pechura **Carried**

**Meeting adjourned at 10:34 a.m.**

Minutes prepared and submitted by K. Zimmermann