



# V-Cat Council Meeting

Thursday, September 2, 2021

9:30am – 12:00pm

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

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

**Audio tests and Conversation – 9:15 am**

## Meeting Agenda

**Call to Order – 9:30am** (Chair-Elect, Jenny Jochimson)

1. **Roll call and Introductions** (Meeting Facilitator, ILS Administrator, Katie Zimmermann)
2. **Consent Agenda** (Chair-Elect)
  - a. Review Consent Agenda Items
    - i. Approval of Agenda
    - ii. Approval of Previous Meeting Minutes: June 2021
  - b. **Action:** Approval of Consent Agenda  
(Note: This can be done with one motion for both the agenda and minutes together.)
3. **V-Cat Chair Vacancy**
  - a. Review of [V-Cat Bylaws](#)
4. **Financial Reports**
  - a. **Report:** Review of financial reports for May-July 2021 (ILS Administrator)
  - b. **Action:** Acceptance of Financial Reports (Chair-Elect)
5. **Committees**
  - a. **Bibliographic and Interface Committee** (Committee Chair-Elect, Chris Luebbe)
    - i. **Report**
    - ii. Review of V-Cat Large Print Guideline

- b. Cooperative Circulation Committee** (Committee Chairperson, Tammie Blomberg)
  - i. Report**
  - ii. Recommendation:** Standard Billing and Courtesy Notice Messages
    - 1. **Action:** Approval of Recommendation
  - iii. Recommendation:** Library Card Renewal Notices
    - 1. **Action:** Approval of Recommendation

**Break – 5 minutes**

- 6. Report of the ILS Admin** (ILS Administrator)
  - a. V-Cat Strategic Plan 2021-2023**
  - b. Standard Checkout Periods Update**
  - c. Aspen Discovery Layer Report**
  - d. V-Cat ILS Evaluation and Review Report**
    - i. Staff Survey Results
    - ii. Next Steps
  - e. V-Cat Training Report** (ILS Administrator and ILS Support Specialist)
  - f. Other Items to Report**
- 7. Report of ILS Support Specialist** (ILS Support Specialist, Rachel Metzler)
  - a. V-Cat Database Maintenance Report**
  - b. V-Cat Cataloging Report**
- 8. Other V-Cat Topics** (V-Cat Council Representatives)
- 9. Request for items to include on the next meeting agenda** (Chair-Elect)
- 10. Upcoming Meetings**
  - V-Cat Bibliographic Control and Interface Committee Meeting Tuesday, October 5 at 10 am
  - V-Cat Cooperative Circulation Committee Meeting Thursday, October 14 at 1 pm
  - V-Cat Council Meeting Thursday, November 4 at 9:30 am
- 11. Action:** Adjournment (Chair-Elect)

## Remote Meeting Connection Information

**Remote Meeting Link:** <https://global.gotomeeting.com/join/849230573>

**Dial in:** [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 849-230-573

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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 by email: [ils.admin@wvls.org](mailto:ils.admin@wvls.org) **by the end of day Wednesday, September 1, 2021.** Proxy assignment notifications must be made prior to the start of the meeting but to ensure notifications are expressly documented and noted, please make best effort to submit by email to both Katie Zimmermann ([ils.admin@wvls.org](mailto:ils.admin@wvls.org)) and Jenny Jochimson ([director@abbotsford.lib.wi.us](mailto:director@abbotsford.lib.wi.us)) **by the end of day Wednesday, September 1, 2021.**

Any person planning to attend this meeting who needs special accommodations in order to participate, including toll-free access, should notify the WVLS office by emailing [cio@wvls.org](mailto:cio@wvls.org)