



## WVLS - V-Cat Steering Committee - Minutes

Thursday, June 18, 2015 (10:30 a.m. – 11:30 a.m.)  
WVLS Office – Wausau WI

1. **President Alice Sturzl** called the meeting to order at 10:30 a.m.
2. Roll call was taken by **Christman** and it was determined a quorum was present.

### **Present**

Alice Sturzl, Chair (via Go To Meeting)  
Paul Knuth (via Go To Meeting)  
Leah Giordano  
Stacy Stevens (via Go To Meeting)  
Cynthia Taylor (via Go To Meeting)  
Anne LaRoche (via Go To Meeting)

### **Others Present**

Marla Sepnafski, WVLS Director  
Inese Christman

### **Member Absent**

Kay Heiting  
Mike Otten

3. **Adoption of agenda.** Sturzl asked for approval of the agenda. **Taylor/Knuth motion to accept the agenda. All Aye. Motion carried.**
4. **Approval of minutes from March 12, 2015.** Sturzl asked for approval of the minutes. **Stevens/Giordano motion to accept the minutes. All Aye. Motion carried.**

### 5. **Review V-Cat Reserves statement**

**Christman** presented the DRAFT V-Cat Reserve Statement. C. Taylor noted that at the June 4, 2015 V-Cat Council meeting, there was some discussion about using reserve V-Cat funds for the Discovery product implementation. **Christman** said that no reserve funds would be used, so no further questions were raised by the Council or the Steering committee.

#### **WVLS/V-Cat Steering Committee Policy Statement on V-Cat Minimum Reserve Funds**

- The V-Cat Reserve Funds will be maintained with no less than \$320,000 and no more than \$375,000.
- Annually 50% of any unspent funds which includes any unspent money in the line item for V-Cat Long Term Replacement Fund in the budget will be transferred to the reserve funds and the remaining 50% of unspent funds be transferred to V-Cat Special Projects.

**Knuth/Stevens motion to approve the V-Cat Reserve Funds Policy Statement as presented. All Aye via rollcall vote. Motion carried.**

### 6. **June 4, 2015 V-Cat Meeting update.**

- **Christman** announced that the draft 2016 V-Cat Budget was unanimously approved by the V-Cat Council. Next, it will be presented at the August 2015 WVLS Board of Trustees meeting for final approval.

### 7. **SCLS Library Patron Driver's License.**

- **Christman** provided background information on the statement from the South Central Library System. It was suggested that WVLS provide a statement that could be used by the member libraries to consistently inform their patrons if such a security breach were to occur. **Christman** suggested that the V-Cat Cooperative Circulation Committee review the entire Patron Registration form at their next meeting. **Taylor** suggested including a

disclaimer of liability on the written patron registration form and will have the Cooperative Circulation Committee draft a "Recommended Practice".

#### 8. Ecommerce Recommendation.

- **Christman** updated the committee on the Ecommerce project. A lively discussion about the minimum transaction fee followed. **Christman** noted that: "MasterCard and VISA permit any U. S. merchant to set a minimum transaction amount – not to exceed USD \$10.00 or any higher amount established by the Federal Reserve by regulation to accept MasterCard/VISA cards that access a credit account."

**Taylor/Giordano motion to recommend to the V-Cat Council "that the minimum amount be set at \$1.00 per ecommerce transaction and that the patron NOT be charged the transaction fee for the first year of the service." Also that the language on the V-Cat webpac be: "Online payments may be no less than \$1.00 per transaction." All Aye via rollcall vote. Motion carried.**

- WVLS offered to pay the \$60.00/month or \$750.00 per year service fee for the first year.
- The Steering Committee will review the service and service fee one year after implementation.
- If the V-Cat Council changes the minimum amount from \$1.00 per transaction to \$2.00 at their August 2015 meeting, **Christman** will report this to the Steering committee.
- 2/3rds majority vote of the V-Cat Council is needed to approve the minimum amount. The WVLS Board of Trustees will review this at their August Board meeting.
- **Taylor** inquired if any credit card scanner device is required. **Christman** responded that no device is required or supported by Innovative. The patron can type in their credit card number.
- **Taylor** will have the Cooperative Circulation committee review the current practice of having the item's owning library receive the payment for lost or damaged materials, while any overdue fines be kept by the library where the patron pays the fine. This recommendation will be presented to the V-Cat Council at their August 2015 meeting.

#### 9. Request for Agenda items.

- **Christman** talked about the upcoming Sierra contract renewal. With September 2015, V-Cat is beginning its 5<sup>th</sup> year of a 5-year contract and will need to notify Innovative in January 2016 about the renewal. Innovative is now renewing contracts on a one-year basis.

#### Set next meeting date.

**Sturzl** did not set a meeting date. If necessary, **Christman** will send out a survey to establish a date for a meeting.

**Sturzl** thanked and complimented all of the committee members.

#### 8. Adjournment.

**Taylor/Stevens** motion to adjourn. Motion approved. Meeting was adjourned at 11:50 a.m.

*Minutes submitted by Inese Christman July 10, 2015*