



WVLS - V-Cat Steering Committee - Minutes

Thursday, March 12, 2015 (9:30 a.m. – 12:00 p.m.)
WVLS Office – Wausau WI

1. **President Alice Sturzl** called the meeting to order at 9:33 a.m.
2. Roll call was taken by **Christman** and it was determined a quorum was present.

Present

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

Others Present

Marla Sepnanski, WVLS Director
Inese Christman

Member Absent

Kay Heiting

3. **Adoption of agenda.** Sturzl asked for approval of the agenda. **Otten/Knuth motion to accept the agenda. All Aye. Motion carried.**
4. **Approval of minutes from February 10, 2015.** Sturzl asked for approval of the minutes. **Stevens/Taylor motion to accept the minutes. All Aye. Motion carried.**
5. **Review DRAFT 2016 V-Cat Budget**
Christman presented the DRAFT 2016 V-Cat budget with noted changes from the February 10, 2015 meeting. **Christman** provided additional information regarding the WVLS contribution for staff support costs of \$44,470.00 and the WVLS covered costs for courier services at \$106,062.00. **Sturzl** reminded the committee to be prepared to provide additional information regarding this budget recommendation at the April 2, 2015 V-Cat meeting. **Taylor/LaRoche motion to increase the budget by 13.75% via an additional \$10,000 for Special Projects. All Aye. Motion carried.**
6. **Review DRAFT 2015 – 2016 V-Cat Strategic Plan**
Sturzl reviewed the updated DRAFT 2015-2016 V-Cat Strategic Plan. The plan will be discussed at the April 2, 2015 V-Cat Council Meeting. **Taylor/Giordano motion to accept the updated DRAFT 2015 2016 V-Cat Strategic Plan. All Aye. Motion carried.**
7. **Request for Agenda items**
Christman requested some guidance on the V-Cat implementation of the ECommerce program since it will include some financial decisions. The committee discussed the various aspects of providing patrons the functionality of paying fines with a credit card. WVLS has started working with Merchant Services and Innovative for preliminary setup and asked that the committee discuss the determination of a minimum payment for transactions. Since there is a 2.20% cost per transaction as well as a \$.20 cost per transaction. A \$5.00 minimum per transaction seemed reasonable by most of the committee. Further investigation into the attached security questions will be done by WVLS and brought back to the committee via email before the next meeting.

Set next meeting date.

Sturzl set the next meeting date for **Tuesday, April 7 2015 from 9:30 a.m. to 12:00 noon if needed.**

Sturzl asked for agenda items for the next meeting. Topics recommended include:

- Further Review of the 2016 V-Cat Budget
- Further Review of the 2015-2016 V-Cat Strategic Plan.
- Prepare for the May WVLS Board of Trustees meeting.
- Recommendations for set-up for V-Cat Ecommerce.
- Set next meeting date

Sturzl thanked and complimented all of the committee members.

8. Adjournment.

LaRoche/Taylor motion to adjourn. Motion approved. Meeting was adjourned at 11:43 a.m.

Minutes submitted by Inese Christman March 23, 2015