



WVLS - V-Cat Steering Committee - Minutes

Wednesday, March 26, 2014 (9:30 a.m. – 12:00 p.m.)
WVLS Office – Wausau WI

1. **President Alice Sturzl** called the meeting to order at 9:35 a.m.
2. Roll call was taken by **Christman** and it was determined a quorum was present.

Present

Alice Sturzl, Chair
Paul Knuth
Judy Bobrofsky
Mike Otten
Stacy Stevens
Rebecca Lemons
Anne LaRoche

Others Present

Marla Sepnafski, WVLS Director
Inese Christman, WVLS Assistant Director

Members Absent

Cynthia Taylor

3. **Approval of minutes from February 25, 2014.** Sturzl asked for approval of the minutes.
Bobrofsky/Stevens motion to accept the minutes. All Aye. Motion carried.

4. **Agenda Items: Adoption of agenda.** Sturzl asked for approval of the agenda.
Stevens/Knuth motion to accept the agenda. All Aye. Motion carried.

5. Update on Project WIN

Sepnafski provided an update on Project WIN. The first draft of the report has been submitted to each library along with a survey due on Monday, March 23, 2014. Sepnafski invited the Steering Committee members who served on the Project WIN Committees to speak on the progress being made. Several of the Steering committee members also commented that reviewing these reports and completing the surveys took a lot of time and effort by the library staff, but felt that this was well worth the effort.

All of the committees have received the survey results and will be meeting in the next few weeks to begin reviewing the recommendations. Once the committees have completed their review of the survey results, the reports will be revised to incorporate the staff's recommendations and shared with the libraries.

The next steps in this process:

- each library system will meet and review the revised report with their libraries
- all IFLS, NWLS & WVLS libraries will meet as a larger group to discuss the report
- information from the large group meeting will then be reviewed by the Project WIN Leadership Team
- Final Report will be made available to all libraries for discussion with their library boards, MORE, MERLIN and V-Cat, and staff.
- Vote on Project WIN

Sepnafski noted that many parties are involved in this process and we are going through uncharted territory. It is extremely challenging to pull this type of project together since it involves a variety of small, medium, and large libraries. The Leadership Team is constantly reviewing the whole process and is trying to provide as much time and opportunities for the libraries to ask questions, discuss the project, and make sure that this is a participatory process.

Sturzl commented that change is coming and we have to be at the forefront.

6. Review of V-Cat Bylaws

Sturzl asked for a review of the amended V-Cat Bylaws.

Bobrofsky/LaRoche motion to accept V-Cat Bylaws as printed. All Aye. Motion carried.

7. Work on V-Cat Participation Agreement

Sturzl reviewed the suggested list of categories for the Agreement:

- 1) Organization
- 2) Definitions (incorporate definitions from current V-Cat Bylaws document)
- 3) ILS Vendor Contract Statement
- 4) WVLS V-Cat Responsibilities
- 5) Member V-Cat Responsibilities
- 6) Insurance
- 7) Title to Equipment and Software
- 8) Resource Sharing
- 9) Term of Agreement
- 10) Amendments
- 11) Indemnification
- 12) Appendix A – Blank Innovative Interfaces Inc. Contract
- 13) Appendix B – V-Cat Bylaws**
- 14) Appendix C – Initial Costs and Annual Maintenance Fee Formula (include current membership fee)
- 15) Appendix D – Elements Included in the Central Site Costs.
- 16) Appendix E – Sample Letter to Member Who Missed Three **Consecutive** (?) V-Cat Meetings

Sturzl recommended the addition of an **Appendix B – V-Cat Bylaws** and started the discussion of articles 1 – 4 of the Agreement for Participation in V-Cat. **See attached document for suggested revisions.**

8. V-Cat Policies / Procedures Manual

Sturzl postponed this discussion until a later date.

9. Set next meeting date.

Sturzl set the next meeting date as **Monday, April 28, 2014, from 9:30 a.m. – 12:noon.**

Sturzl asked for agenda items for the next meeting. These are the topics for the April 28, 2014 agenda:

- Update on Project WIN
- Minutes from March 26, 2014 meeting

- Update on Bylaws and 2015 V-Cat Budget from V-Cat Council and the WVLS Board of Trustees meetings
- Review articles 1 – 4 of the revised V-Cat Participation Agreement
- Set next meeting date.

10. Adjournment.

Stevens/Otten motion to adjourn. Motion approved. Meeting was adjourned at 11:45 a.m.

Minutes submitted by Inese Christman 4/11/14