

WYLD Training Committee Meeting
Minutes --- Thursday, March 18, 2021 11:00 AM

1. The meeting was called to order by Chair Lorene Peterson at 11:03 a.m. Libby volunteered to take minutes.

2. Lorene conducted the roll call.
 - a. Chair – Lorene Peterson (2023) – present
 - b. Region 1 – Liz Palmer (2023) – present
 - c. Region 2 – Nicholle Gerharter (2024) – present
 - d. Region 3 – Jill Mackey (2022) – absent
 - e. Region 4 – Libby Ngo (2021) – present
 - f. Region 5 – Bailey Murray (2023) – absent
 - g. Region 6 – Kim Rees (2023) – absent
 - h. WSL Liaison – Katie Rahman – present

3. Liz made a motion to approve the February minutes, Nicholle second, motion passed.

4. WYLD Annual Training Ideas (results from survey last year sent out last month)

Lorene asked for any input for training ideas, there were not any ideas at this time.

5. Focus Areas – Lorene

Lorene Visited with Katie about focus areas for our committee. Katie broke down 9 areas for us to take back to our libraries/departments and ask for input regarding training needs. Katie will take the leftover area. Katie discussed the input from the focus areas will help with training gaps and WYLD annual training. This will also help with what to information to put into Freshdesk for documentation and training. The committee will come back in May with information from our focused areas.

- a. Technical Services (Cataloging, Serials) – Libby
- b. Circulation – Nicholle
- c. WorkFlows (searching, installation, properties, etc.) & Academic Reserves – Katie
- d. Acquisitions (9xx Ordering, Central Acquisitions Program) – Kim
- e. Analytics – Liz
- f. Enterprise (WYLDcat public catalog) & Interlibrary Loan – Jill
- g. WYLDcat Mobile app – Lorene
- h. WorkFlows Reports (standard notices, HTML notices, remove discard reports, etc.) & MobileStaff app – Bailey

TRAINING COMMITTEE: *The committee, in collaboration with the ILS Support Team of the WSL, is responsible for updating the skills competencies on the ILS Users Group members pages, establishing a training needs assessment process, and planning and implementing training in the regions and for the ILS Users Group annual meeting. ILS Users Group members are responsible for communicating their needs to the committee.*

6. Skills Checklists Annual Review – Katie Rahman

- a. Questions/comments on the General Checklist
No comments/questions about the checklist.

7. Report from WYLD Staff – Katie

The WYLD office is mainly focusing on the Overdrive transition. Desiree created a LibGuide steering patrons from Cloud library to Overdrive. Katie has updated all SirsiDynix documentation in Freshdesk to the latest manuals. Curbside pickup documentation is also now in Freshdesk. Marc is working on a code that will allow the book rivers in Enterprise to be put directly on library homepages.

8. Other business

No other business

9. Future agenda items

No future agenda items

10. Next meeting April 22, 2021 at 11:00 a.m. via Zoom

11. Motion to adjourn

Nicholle made a motion to adjourn, Liz second, motion passed. The meeting was adjourned at 11:20 a.m.

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