

WYLD Training Committee Meeting
Thursday, July 16th, 2020

1. Call meeting to order – The meeting was called to order at 11:03 a.m. Jill volunteered to take minutes.
2. Roll call – Lorene took roll call:
 - a. Present -- Chair – Lorene Peterson (2023) – lpeterson@natronacountylibrary.org
 - b. Present -- Region 1 – Liz Palmer (2023) – lpalmer@sublettecountylibrary.org
 - c. Absent -- Region 2 – Tracey Kinnaman (2022) – director@hsclibrary.com
 - d. Present -- Region 3 – Jill Mackey (2022) – crookcountylib@rangeweb.net
 - e. Absent -- Region 4 – Libby Ngo (2021) – libbyngo@caspercollege.edu
 - f. Present -- Region 5 – Bailey Murray (2023) – bmurray@acplwy.org
 - g. Absent -- Region 6 – Kim Rees (2023) – krees@uintalibrary.org
 - h. Present -- WSL Liaison – Katie Rahman – katie.rahman@wyo.gov
3. Approve previous minutes – Liz moved to accept the minutes as presented, Bailey seconded, all approved.
4. Skills Checklists Annual Review (last reviewed April 2019)
 - Katie Rahman-Acquisitions and Analytics – Katie reported that she has been doing a review of the skills checklists, working A through Z. She made some edits to the Acquisitions checklist, changing it to reflect the need for cataloging skills in acquisitions, and rearranged it a lot. She has started working on the Analytics checklist, adding some “expert” requirements.
 - Lorene asked where the board wants to go from here. She said she had looked through past minutes and found that the board usually only reviewed a couple of checklists a year. It was agreed to start with the Acquisitions checklist – Katie will send it to Lorene who will send it out to the rest of us.
5. Report from WYLD Staff by Katie
 - The RBdigital transitions has been keeping Desiree busy.
 - A survey for the ILS review will be coming from Carson in the next few weeks.
 - Katie reviewed & updated her tech notes for circulation, acquisitions, Enterprise, and Analytics. She added tech notes and recorded a webinar for Analytics, in support of the Public Library Statistics Survey. She updated the circ tech note on conducting inventories to reflect the use of Analytics to find items which have never been inventoried.
 - She added tech notes on how to remove patrons with a charge history and how to remove the “claims returned” error message on a patron’s account.
 - The WYLD office is looking at knowledge-based software – a better way to search for articles, tech-based articles, and best practices. They are looking at vendors. This has been a long-term goal of the WYLD office.
 - Bobbi updates the cataloging tech notes regularly.
 - Lorene had a question for Katie regarding RBdigital/Overdrive/Cloud library. Katie said RBdigital is becoming part of overdrive – our purchased titles currently in RBdigital will be going into Cloud Library.

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Magazines, however, will not transfer to Cloud and will be going away. Desiree has a good webpage with a link to more details (e.g. cutoff dates) on the Web Guides page. Katie will sent the link to the Web Guides page to Lorene, who will send it out to the rest of the board.

- Liz had a question regarding the RBdigital transition if libraries already have Overdrive. There should be no changes for those libraries who already have a contract Overdrive.

6. Other business – thanks were expressed to Katie for all the work the WYLD office has been doing.
7. Future agenda items – Lorene highlighted two items we will be on the meeting agenda in the future:
 - a. SirsiDynix self-paced courses – evaluation how well they’re working and how people are doing with them. We may be looking at doing a survey.
 - b. Centralizing WYLD Training page – there is stuff all over the place right now. Katie hopes knowledge-based software will help with centralization, but it is complicated due to password protections on some items.
8. Next meeting August 20, 2020 at 11:00 a.m. via Zoom
9. Motion to adjourn – Bailey made a motion to adjourn the meeting, Liz seconded, all approved. The meeting was adjourned at 11:00 a.m.

*Note: Jill has offered to take the minutes at every meeting as long as she is present. I will only ask for a volunteer when she is not present. Thank you, Jill!

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