

WYLD Training Committee  
Thursday, October 28, 2021

1. The meeting was called to order by Chair Lorene Peterson at 11:02 a.m. Jill volunteered to take minutes.
2. Lorene conducted the roll call:
  - a. Chair – Lorene Peterson -- present
  - b. Region 1 – Liz Palmer -- present
  - c. Region 2 – Nicholle Gerharter -- present
  - d. Region 3 – Jill Mackey -- present
  - e. Region 4 – Libby Ngo -- absent
  - f. Region 5 – Bailey Murray -- present
  - g. Region 6 – Kim Rees -- present
  - h. WSL Liaison – Katie Rahman -- present
3. Liz made a motion to approve the September minutes as presented, Bailey seconded, motion passed.
4. Skills Checklist Review – Reports Checklist
  - a. Lorene said she had just a couple of items. First, #8 under “Minimum Requirements” needs a period at the end of the sentence. Second, #6 under “Intermediate Requirements”, she said the link opened to a login page. She asked whether that was correct or should it open directly to the manual. Katie said all SirsiDynix manuals are through a login, but she would double-check the link. Lorene said everything else looked good.
  - b. Liz said everything looked good to her as well. She also said she had just tried the link mentioned above and, after logging in, it did go to the reports basic training guide.
5. Report from WYLD Staff –
  - a. Katie reported that open positions have been filled and they are now fully staffed once again. They are concentrating on getting their new staff members trained, otherwise “just putting out fires.”
  - b. The Workflows upgrade to version 3.7.1 will probably occur in December – nothing exciting, mostly just fixing bugs. Release notes will go on the support portal and Desiree will send out an email notification.
  - c. Enterprise also needs upgrading, probably early next year.
  - d. Katie said now that they are fully staffed again, things are more settled. They hope to get back to creating/updating training documentation and possibly conducting some one-on-one webinar trainings.
6. Other business – none
7. Future agenda items – Review of Reserves checklist. Lorene will email the checklist for review.
8. Next meeting November 18, 2021 at 11:00 a.m. via Zoom
9. Bailey made a motion to adjourn, Nicholle seconded, motion passed. The meeting was adjourned at 11:13 a.m.

**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.*