



**Training Committee
Draft Minutes
Tuesday, August 1, 2023, at 2:00 p.m.
Zoom**

- I. Welcome and Introductions** – Smith (PC) welcomed everyone, and the committee members introduced themselves.
- Present:** Bonny (PC), Bradley (WO), Coulter (PC), Fine (PR), Hancock (LP), Smith (PC), Tedder (PC), Zanelli (PC)
- Guests:** Evans (SY).
- Absent:** Bazarek (FP), Blackmer (CV), Landis (PC), Peschang (RD), Slanicky (PC), Sullivan (RL).
- II. Committee Charge**
- a. To review current training resources and processes on an ongoing basis for needed revisions and additions.**
 - b. Advise PrairieCat staff on training needs of member library staff.**
 - c. Manage and recommend enhancements to Innovative using Idea Lab (Innovative’s enhancement site).**
 - d. Communicate and promote training initiatives in Idea Lab to PrairieCat members.**
- III. Approval of minutes from May 2, 2023 meeting** – There were not enough committee members present for a quorum, so approval of the May 2, 2023 minutes was postponed until the next meeting.
- IV. Training Projects Updates and Discussion**
- a. Newsletter Contributions / Did You Know? Tips** – Having a reminder for magazines was suggested. Send any suggestions for the monthly newsletter to elizabeth.smith@prairiecat.org. Send any suggestions for “Did You Know?” to melissa.landis@prairiecat.org.
 - b. IdeaExchange Feedback** – At the last meeting we discussed Innovative’s new IdeaExchange. It can be found here: <https://ideas.iii.com>. You can browse the ideas without needing a login. To vote on an idea, you do need to be logged in. It was recommend that PrairieCat libraries vote for Searching via shortcut votes for searching in Vega Discover and Increase access controls



for Vega Discover. It is easy to use IdeaExchange and set up an account. It is recommended that staff at all PrairieCat libraries continue to look at the ideas and add suggestions and vote for the ones that we need. Smith (PC) will promote IdeaExchange at the next Delegates Assembly meeting.

- c. Excel Training Sessions** – Landis (PC) is considering offering new Zoom Excel sessions with tips and tricks for working with Create Lists and is looking for member perspectives. Fine (PR) and Hancock (LP) volunteered to provide feedback with examples and suggestions.
- d. Prepare and review annual strategic plan survey questions** – FY24 is the final year of the current PrairieCat strategic plan. See the August 1, 2023 meeting packet for last year's survey questions. Smith (PC) reviewed the survey questions from last year and will change "Sierra/Encore" to "Sierra/Encore/Discover" and will add some questions about the new PrairieCat website at the end. The survey will be sent to the libraries in September to include all the school librarians.

V. Website Redesign

- a. Outstanding issues / feedback** – The login page has been updated to make logging in easier. PrairieCat staff are still working on fixing a few things. Statistics and reports for the past year are still being added. Only the meeting documents since May were migrated over. This includes meeting agendas and minutes. The Governance section goes back further. There will be some Zoom training sessions on Vega Discover before PUG Day and a live session at PUG Day. The Vega Discover information is on the PrairieCat website on the right side under Members. PrairieCat staff are still working on eCommerce integration.
- b. Talent LMS and New Resources Page on Website** – Things have been changing rapidly with Vega Discover, so training materials have not been added to Talent LMS yet.

VI. Vega Discover -

- a. Training Sessions / other support materials**
 - i. Marketing Materials** – Marketing materials can be found here: <https://support.prairiecat.info/marketing-materials>. Topics include Oconsortium, mobile apps, PrairieCat logos, Vega Discover, and digital resources.



- ii. **Vega Resources** – Vega resources can be found here:
<https://support.prairiecat.info/documentation/policies-procedures-documentation-online-catalog-and-patron-services>.

VII. Questions, Comments, Etc. – None.

VIII. Next Meeting: Tuesday, November 7, 2023, at 2pm via Zoom