2019-08-30 Resource Management Meeting Notes

Date
29 Aug 2019

Attendees
- Kristin Martin
- Jack Muhaney
- Paul Trumble
- Eric Hartnett
- Virginia Martin
- Abigail Wickes
- Kristin Martin
- Julie Brannon
- Martina Schildt
- Andrea Meindl
- Julie Brannon
- Dennis Bridges
- Kristen Wilson
- Kirstin Kemner-Heek
- Sara Colglazier

Discussion items

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<th>Item</th>
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<td>Minute taker?</td>
<td>Eric Hartnett</td>
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| Announcement/Updates | Kristin Martin | PC Updates:  
- Minutes: [https://docs.google.com/document/d/1qecmjgwhlyhUD7cEbDuYB3DRIfqHEaOmBEp6wSTLY-k/edit](https://docs.google.com/document/d/1qecmjgwhlyhUD7cEbDuYB3DRIfqHEaOmBEp6wSTLY-k/edit)  
- WOLFcon plenary session ideas: [https://forms.office.com/Pages/ResponsePage.aspx?id=yjb6UNN9BUSEPvzmjlpX5kd6A165Ph_UGljPi5CpURVZRNENJszIVSTNUNU9JNTtc5Mi9TV1FVNy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=yjb6UNN9BUSEPvzmjlpX5kd6A165Ph_UGljPi5CpURVZRNENJszIVSTNUNU9JNTtc5Mi9TV1FVNy4u)  
- WolfCON update - Figuring out space, how it will be portioned out to the various products under the OLF umbrella.  
- Capacity Planning review - There's a new spreadsheet in the PC minutes of MVP priority responses and rankings. Additional comments are due by September 5 so that the capacity planning review can be completed by September 12. |
| Receiving and check-in of packages/Renewals | Dennis Bridges | Receiving package = receiving multiple titles for the same PO line.  
Order form update - Now includes a "package" checkbox under the item details section. When this is checked, it affects other aspects of the form. The receiving information is now grouped together. There's a check-in box. If you check this, it manually creates a piece. Otherwise, the system will automatically create for each unit of quantity. A POL may result in the creation of a container in the future. Create inventory will still be done for material format. A POL for a package may directly relate to a record in inventory. In the Order app, you can view the POL and titles that have been received and also see how many items still need to be received.  
Check-in is slightly different from receiving. When setting up the order, there's a check-in box to indicate that check-in will be needed for the order. When checking in print plus online subscriptions, using a check-in button in the order screen, you can select whether the issue you're checking in is the print or the online. Within a PO Line, for pieces there is a "Received" section and an "Expected" section. You can check in/receive individual titles but choose not to add each individual title to inventory.  
Ongoing order section update - There's a review date and notes in the section as well as a checkbox for subscription. Checking this adds a subscription term end date, review period, renewal interval, and a checkbox to note if the subscription needs to be manually renewed. Comments are that this section will be hard to manually update. Consensus is that the renewal interval should not be a required field and there's concern about it being used to automatically adjust the term end date. |

Action items