

**Wisconsin Public Library Consortium
Technology Collaboration Steering Committee Notes
February 13, 2024, 3:00 pm – 4:30 pm
via zoom**

ATTENDEES: Kristen Anderson (WRLS), Sherry Anderson (NWLS), Melissa Aro (DPI), Wyatt Ditzler (PLLS), Steve Hesel (MCFLS), Karol Kennedy (BLS), Ben Miller (DPI), Marla Sepnafski (WVLS), Bruce Smith (DPI), Vicki Teal Lovely (SCLS), John Thompson (IFLS)

PROJECT MANAGERS: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

1. Call to Order

Chair V. Teal-Lovely called the meeting to order at 3:00 pm.

2. Review Agenda – changes or additions

There were no changes or additions to the agenda

3. Approval of minutes – [November 7, 2023](#)

J. Thompson moved approval of the minutes; M. Sepnafski seconded. Motion passed.

4. Review orientation packet

J. Chamberlain asked for questions related to board orientation packet and reminded the group that a couple of the documents are written pending approval from the WPLC board next week. There were no questions.

5. Discussion and Potential Action Items

a. Acceptance of Data Dashboard Workgroup Recommendation Report

The data dashboard workgroup has finished their work, and have submitted a findings and recommendations report to the Committee.

B. Miller shared that DPI is able to cover the cost of the pilot but wants to look at sustainable funding for after the pilot.

It was asked after the pilot will the group look at Tableau? There are concerns about using free software. M. Aro noted that the group spent a lot of time during the dashboard workgroup talking about all the great dashboards that are happening right now (SCLS, WVLS, Bridges, etc.) The group focused on a product just for a pilot and want it to be clear that this is not the product that will be a statewide product. The pilot is just to get something in front of folks to be able to respond to and provide informed decisions on where the state will go in the future.

M. Sepnafski moved to accept the report in full and bring the recommendation and highlights from this committee's discussion to the full WPLC board for consideration at next week's meeting. K. Kennedy seconded. Motion was approved.

b. Library Technology Community of Practice for System IT

Assuming approval of the Technology Collaboration Governance structure by the WPLC Board next week, this committee needs to identify a committee liaison to this new Community of Practice. V. Teal Lovely asked for a volunteer. W. Ditzler volunteered. The group accepted, and K. Kennedy seconded. W. Ditzler will serve as liaison to the group and represent and report back to the Technology Steering Committee.

It was clarified that this role is as a liaison, not a participant, and the responsibilities of this liaison are to support the group and listen for potential projects that could be taken back to the Steering Committee to explore and potentially develop a workgroup to consider.

V. Teal Lovely also asked if the group had thoughts on how this group should be structured and coordinated since this is a new model replacing the Technology Operations committee.

It was suggested to ask the group at their first meeting how often they want to meet, how they want to take notes, if they want the liaison attending each meeting, suggest that they have either a rotating host or at each meeting they select the host and note taker, and if they want any project manager support.

It was noted that the group did agree that they want to meet every other month.

Project managers can set up zoom meetings and calendar invites, if needed.

Next steps, project managers will synthesize suggestions for the Community of Practice and will share with the Steering Committee.

c. Upcoming changes to Backup and Digital Archives committee membership and operations

The group discussed how converting these steering committees to workgroups impact the Technology Collaboration Steering Committee by adding additional budgetary responsibilities to this group.

The workgroup position descriptions were reviewed, and the membership descriptions were discussed.

Suggested language: Membership, at a minimum, should include representatives from the host sites, at least three representatives from current and future collaborative partners, a DPI representative, and any other individuals desiring to participate in the workgroup. A call for participation will occur annually.

6. Look Ahead – preview of upcoming meeting topics

V. Teal Lovely provided a brief preview of several items for the committee to consider in the coming meetings.

a. Goals for Tech Steering for 2024 and beyond

V. Teal Lovley shared ideas for future discussion for the Technology Steering Committee to consider including:

- i. Backup Collaborative Reserve funding at SCLS and IFLS

1. There are LSTA funds that are being held and administered by SCLS and IFLS for the Backup Project and the Technology Steering Committee should discuss where these funds should live.
 - ii. New Backup agreements are needed and the Technology Steering Committee could provide guidance on these documents.
 - iii. Are there other groups like ILS administrators that WPLC could develop Communities of Collaboration with?
 - iv. Are there other areas out of the PLSR report that the WPLC could undertake?
 - v. Future and sustainable funding for current and potential projects.

7. Committee information sharing and questions

No additional questions or information was shared.

8. Meeting was adjourned at 4:13 pm

The next meeting will be May 14, 2024 at 3:00 pm