

Wisconsin Public Library Consortium
Board Meeting Notes
February 20, 2023, at 2:00 PM
by zoom

{Alternate in-person location: 709 N 8th St, Milwaukee, WI 53233}

PRESENT: Steven Platteter (ALS/PLLS), Karol Kennedy, proxy for Mellanie Mercier (Bridges), Katelyn Noack (IFLS), Rob Nunez (Kenosha), Rebecca Scherer (MCLS), Steve Hesel (MCFLS), Riti Grover (Monarch), Tracy Vreeke (Nicolet), Gina Rae (NWLS), Bradley Shipps (OWLS), Jean Anderson (SCLS), David Kranz (SWLS), Kristen Anderson (WRLS), Jeff Gilderson-Duwe (Winnefox), Anne Hamland, proxy for Rachel Metzler (WVLS)

GUESTS: Ben Miller (DPI)

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

1. Call to order

Chair S. Hesel called the meeting to order at 2:00 pm

2. Welcome, Proxy Announcements, and Introductions

Chair S. Hesel welcomed the group, asked for proxy announcements, and facilitated a round of introductions. Anne Hamland is serving as proxy for Rachel Metzler (WVLS) and Karol Kennedy for Mellanie Mercier (Bridges).

3. Consent Agenda

- a. Review agenda
- b. Approval of minutes from [October 24, 2022](#)
- c. Acceptance of Digital Library Steering Committee minutes from [November 10, 2022](#)
- d. Acceptance of Technology Steering Committee minutes from [November 14, 2022](#) and [February 9, 2023](#)
- e. Acceptance of Technology Backup Steering Committee Meeting notes from [December 8, 2022](#)
- f. Acceptance of Digital Archives Backup Steering Committee Meeting notes from [December 13, 2022](#)
- g. [YTD Budget](#)

R. Grover moved approval of the consent agenda. K. Noack seconded. Motion approved.

4. Committee and Project Updates

a. Advocacy Workgroup

S. Hesel noted that this workgroup was originally created to find ways to advocate for more funding for the Digital Library. To this end, presentations were made to COLAND and LD&L, and it was determined that increased funding to the Digital Library could jeopardize system funding as a whole. In response to this, the Advocacy Workgroup decided to focus less on funding and more on *awareness* of the Digital Library. S. Hesel would like to step down as the chair of this workgroup, and asked the Board if anyone else would be interested in taking on that role. T. Vreeke asked if the statewide marketing consortium could help with awareness work? S. Hesel agreed they could, as well as the WPLC Social Media Group. T. Vreeke suggested a small group

of folks discuss next steps; R. Grover agreed. S. Hesper will set up a meeting with interested WPLC Board members, as well as members of the state marketing consortium.

5. Discussion and Action Items

a. Discussion and Action: Apportionment of the 2022 Budget Carryover and Unbudgeted Expenses

Each year, we take the funds not spent by the Consortium in the previous year and allocate them to the appropriate budget for the current year. This year, we have the following funds to allocate:

- \$1.00 Member shares {recommendation: carry over to digital content}
- \$20,001.00 Magazine Collection {recommendation: carry over to same line}
- \$0.99 Transparent Languages {recommendation: carry over to digital content}
- \$600.00 Donations {recommendation: move to digital content}
- \$101,000.00 Other Income {recommendation: move to digital content}
- \$936.12 Website {recommendation: carry over to same line}
- \$(121,592.16) OverDrive Content {recommendation: carry over to same line}
- \$11,177.47 Digital Newspaper Hosting {recommendation: carry over to same line}
- \$12,099.33 Digital Newspaper Uploads {recommendation: carry over to same line}
- \$49,000.00 R&D {recommendation: carry over to same line}
- \$44,032.01 Reserves {recommendation: carry over to same line}

Additional Documents: [2022 End of Year Budget](#)

Questions for discussion:

- Are there any questions or concerns about the proposed allocations?

Discussion

M. Clark gave an overview of the carryover. K. Kennedy asked if the overspend will be taken out of the 2023 budget, to which M. Clark responded yes. S. Hesper asked if the extra funds in the magazines collection could be moved in to digital content? M. Clark answered that yes, if the magazines are not renewed, the funds could be moved into digital content. It was also noted that the Collection Development Committee recommended assessment of magazines in their recommendations, and the Budget Committee could also make recommendations to move any extra funds.

T. Vreeke moved to accept the apportionment as presented for the 2022 budget carryover and unbudgeted expenses. R. Scherer seconded. Motion approved.

b. Discussion and Action: Formation of Budget Committee

The Board needs to form the annual Budget Committee. Last year, the Budget Committee consisted of:

- The Board Chair
- The Board Liaison to a Steering Committee
- A representative from any Board Subcommittee
- A volunteer from the Board

The group confirmed the member makeup and ask for volunteers from the Board.

Questions for discussion:

- Does the Board wish to make changes to the Budget Committee's makeup?
- Who would like to serve on the Committee as the Board volunteer?

Discussion

The group clarified that the makeup of the Budget Committee is not defined in the bylaws, and verified the difference between a steering committee and a subcommittee:

- Steering Committees report to the Board, and are comprised of volunteers from system libraries and one board liaison.
- Subcommittees are comprised of board members

The group agreed that the 2023 Budget Committee should consist of:

- The Board Chair
- The Board Liaison to the Digital Library Steering Committee
- The Board Liaison to One Other Steering Committee
- Volunteer(s) from the Board

The Board members serving on the 2023 Budget Committee are:

- Steve Heser
- Rachel Metzler
- Jeff Gilderson-Duwe
- Riti Grover
- Jean Anderson

K. Kennedy moved to accept the Budget Committee of the five volunteers. R. Nunez seconded. The motion passed unanimously.

c. Discussion and Possible Action: System Merger Impact

With the merger of Arrowhead Library System and Lakeshores Library System, the Board asked project managers to examine the impact mergers will have on the WPLC. A [System merger impacts](#) document was presented and reviewed.

Because the merger between ALS and LLS happened after the 2023 budget was approved, and both systems have already paid their separate shares for 2023, the Board can decide if PLLS should retain two separate seats for 2023, allowing each to retain their voting rights and seats on the Digital Library and Selection Committees; then in 2024 they would be reflected as Prairie Lakes Library System.

An idea was also presented to install PLLS now, and use one of the payments for the former ALS or LLS to generate a credit for 2024 member shares that could help alleviate the increase for the cost of member shares.

The board agreed to move forward with the initial idea of allowing the representatives from ALS and LLS to retain two separate seats for 2023. This will be reflected in documentation and on the WPLC website as "Arrowhead/Lakeshores Legacy Representation."

d. Discussion and Possible Action: 501c Workgroup

At the last meeting, the Board decided to discuss the need for a 501c Workgroup to determine the direction of growth of the WPLC. It is recommended that a workgroup be formed to continue to explore and investigate into this idea. T. Vreeke, S. Hesper, and D. Kranz volunteered to meet informally to discuss further the options, benefits, and drawbacks for assigning the WPLC as a 501c. They will report to the Board at the next meeting in April.

e. Discussion and Possible Action: Collection Development Policy

Annually, the Board approves any updates and recommended changes made to the [Collection Development Policy](#) by the Selection, Collection Development, and Digital Library Steering Committee. Project managers presented the changes.

Project managers reviewed the changes. S. Hesper asked if there was anything in the Collection Development Policy that specifically talked about the magazines collection. It was noted that in Section III. B it states, "Currently, the collection is comprised of e-books, digital audio books, magazines, and video." D. Kranz noted that in Section III A, "comprised of" should be updated to "composed of."

T. Vreeke moved approval of the Collection Development Policy. J. Anderson seconded. Motion approved.

f. Discussion: Planning for the 2023 Annual Meeting

The next meeting will be the WPLC Annual Meeting. The annual meeting will be held at WAPL, in Oshkosh, WI, on April 26, 2023, at 1:00 pm.

Questions for discussion:

- What topics or specific concerns do we need to address at the annual meeting?

Discussion

S. Hesper suggested long-range strategic and budget planning for the WPLC; the group determined that this would be better as its own day-long meeting in the fall.

The group suggested the following topics:

- Statewide Delivery Network update from DPI
- Community feedback, planning and renewal of the magazines collection
- Planning for a WPLC Strategic Planning day

g. Discussion: Annual Review of Consortium Documents

Background: As this is the first meeting of the year, the group reviewed the [Board orientation packet](#). The communication procedure was highlighted, and the group was asked what they need to be successful with this? Would a recap or highlight at the end of meetings be helpful?

Discussion

Overall, the group agreed that these materials are great and really helpful.

The group agreed that, when the Board Meeting Notes are shared, including a highlight/bullet points of key decisions and topics in the body of the email/message would be beneficial: this

makes it easier to copy/paste to send to library directors, staff, etc. M. Clark will make sure to include bullet points of the key decisions and topics going forward.

6. Information Sharing from Partners

Questions to consider:

- What are potential opportunities for collaboration?
- What's new happening at your system?
- What issues are you facing?

Discussion

T. Vreeke shared that one area that they struggle with is just knowing who the go-tos are for different consulting projects, for example legal consulting, or who to contact during consolidation exploration/planning. S. Hesper and J. Anderson noted that PLSR had talked about and had ideas for a portal that would include contact information like this, however that discussion has since been put on pause. J. Gilderson-Duwe added that the League of Municipalities puts out a directory of services of interest to municipalities; maybe that could be used as an example that could be taken to WLA for consideration of something similar for systems and libraries. The group agreed that WLA seems like a good place for this to land.

J. Gilderson-Duwe shared that Nicole Hardeen-Williams will be the new Director at Neenah Public Library. Nicole is currently the chair of the Digital Library Steering Committee.

G. Rae shared that NWLS is exploring an ILS merger with WVLS. They are currently deep in budget reconsiderations, and exploring ways to share cataloging standards and potentially a statewide discovery layer thanks to an LSTA funded grant. Many thank yous to PLLS for sharing information from their recent merger.

J. Anderson shared that SCLS has a new building! The new location is near the airport, and the move will happen in May and June. SCLS is hopeful to be able to offer tours during 2023's annual WLA conference, which will be held in Middleton.

M. Clark shared that WPLC will be presenting at WAPL, and thanked everyone involved. Their presentation time and date have not been announced yet. The presentation is titled *REvolution of the WPLC*, and will be talking about how the WPLC has positioned itself to allow for future expansion and growth, and that that's already being seen through the Technology Collaborative; overall, an overview of the WPLC's history-to-date, Digital Library statistics, and showcasing successes and talking about new avenues of growth.

7. Adjourn

Next meeting: Annual Membership Meeting and Board Meeting on April 26, 2023.

Meeting ended at: 3:29pm