

**Wisconsin Public Library Consortium**  
**Board Meeting Notes**  
**February 22, 2022 at 2:00 PM**

**PRESENT:** Arrowhead: Steven Platteter, Bridges: Mellanie Mercier, IFLS: Maureen Welch, Kenosha: Rob Nunez, Lakeshores: David Dowling (Proxy for Steve Ohs), Manitowoc-Calumet: Rebecca Scherer, Milwaukee: Steve Hesper, Monarch: Riti Grover, Nicolet: Tracy Vreeke, Northern Waters: Gina Rae, OWLS: Bradley Shipps, South Central: Jean Anderson (Proxy for Martha Van Pelt), Southwest: David Kranz, Winding Rivers: Kristen Anderson, Winnefox: Jeff Gilderson-Duwe, Wisconsin Valley: Rachel Metzler

**GUESTS:** DPI: Ben Miller

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

**1. Call to order/Welcome & Introductions**

Chair D. Kranz called the meeting to order at 2:00 pm

**2. Consent Agenda**

- a. Review agenda
- b. Approval of minutes from [October 25, 2021](#)
- c. Acceptance of Digital Library Steering Committee minutes from [November 11, 2021](#)
- d. Acceptance of Technology Steering Committee minutes from [November 2, 2021](#)
- e. Decisions made between October 25, 2021 and current meeting: None
- f. [YTD Budget](#)

J. Gilderson-Duwe moved approval of the consent agenda, S. Platteter seconded. The consent agenda was approved by consensus.

**3. Updates from Previous Meetings/Projects**

**a. Discussion and Action: Magazine Renewal**

- i. Renewal for 2022 was quoted at \$100,000 but the actual cost was \$80,000. The Board was asked if they wanted to allocate the remaining \$20,000 to Digital Library content or apply it toward 2023's magazine renewal? It was noted that the 2023 amount is still estimated at \$100,000 but could be lower as well.

M. Welch voiced her opinion that the remaining \$20,000 should be set aside for 2023's magazine renewal. Multiple members agreed to that suggestion. D. Kranz asked for clarification on if the \$20,000 is put into reserves, would that amount be added to the magazine line? M. Clark clarified that yes, the \$20,000 could be either placed in reserve or in the magazine line, and then used for the 2023 \$100,000 magazine renewal and the systems would only be charged \$80,000 for 2023.

J. Gilderson-Duwe moved to use the \$20,000 for application of next year's magazine payment. T. Vreeke seconded. This motion passed unanimously.

**b. Update: Historical and Local Digital Collections Committee**

It was noted that the update is a bit of a non-update in that the Committee and the newspaper project are still on hold. Project managers are convening the Committee in March or April to discuss the current situation with the Wisconsin Historical Society and messaging for interested libraries.

**c. Update: Advocacy Workgroup**

J. Chamberlain led the discussion on the Advocacy Workgroup and noted that this group has not met since April 2021. As a reminder, this workgroup had identified the following activities to pursue:

- Explore funding partnerships and collaboration with potential partners including COLAND, the state education community, counties, etc.
- Start a conversation with LD&L for state level funding.
- Consider strategies for private or grant sources of funding.
- Explore county reimbursement and counting of digital circulations in non-libraries resident use.

So far the workgroup has focused on the first two bullet points, and have made connections with COLAND and LD&L. Through this work, COLAND had drafted a letter of support that they sent to the Superintendent on behalf of the WPLC, showing the value of the collection and advocating for continued and new support. S. Hesper added that going forward, and when thinking about the future direction of the WPLC, this workgroup should focus on working closely with LD&L. T. Vreeke asked if there may be interest in proposing adding the WPLC in with the state library budget next biennium? S. Hesper answered that while it's something he's briefly thought about, he isn't sure how well it would work. J. Gilderson-Duwe agreed that focus should be on state system aids and LD&L, instead of making a specific money ask to support a WPLC project, since the WPLC is a member organization of all library systems. B. Miller reminded the Board that DPI commissioned a study on the efficacy of WPLC and WSDL collections during the pandemic, which is available here:

[https://dpi.wi.gov/sites/default/files/imce/pld/pdf/wplc\\_wsdlc\\_pandemic\\_digital\\_collection\\_research\\_project\\_FINAL\\_REPORT\\_2021.01.pdf](https://dpi.wi.gov/sites/default/files/imce/pld/pdf/wplc_wsdlc_pandemic_digital_collection_research_project_FINAL_REPORT_2021.01.pdf)

S. Hesper asked if anyone was interested in joining the Advocacy Workgroup for the upcoming year. B. Shipp mentioned they would be interested in joining later this year, once their system office move is settled. S. Hesper will be sending out an email to the board to call for volunteers.

**4. New Business**

**a. Discussion and Action: Apportionment of the 2021 Budget Carryover and Unbudgeted Expenses**

Each year, the funds not spent by the Consortium in the [previous year](#) are allocated to the appropriate budget for the current year. It was shared that this year, the following funds need to be allocated:

- \$5.00 Member shares {recommendation: carry over to digital content}
- \$2.00 Buying pool income {recommendation: carry over to digital content}
- \$0.99 Recorded Books {recommendation: carry over to same line}
- \$11,285.00 Donations {recommendation: move to digital content}
- \$953.11 Website {recommendation: carry over to same line}
- \$2,743.94 OverDrive Content {recommendation: carry over to same line}

- \$8,710.46 Digital Newspaper Hosting {recommendation: carry over to same line}
- \$2,379.57 Digital Newspaper Uploads {recommendation: carry over to same line}
- \$41,179.44 LSTA Historical Newspaper Project {recommendation: carry over to same line}
- \$44,000.00 R&D {recommendation: carry over to same line}
- \$34,833.98 Reserves {recommendation: carry over to same line}
- \$(199.70) Other Expenses {recommendation: remove from reserve}

It was noted that the \$199.70 for other expenses was for the Social Media printing costs that the Board had previously approved.

The group was asked if there are any questions or concerns about the proposed allocations? There were no questions.

G. Rae moved approval of the apportionment as presented. S. Hesper seconded. The motion passed unanimously.

**b. Discussion: 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 the Digital Library Steering Committee
- A representative from any Board Subcommittee (currently the Historical and Local Digital Collections Committee)
- A volunteer from the Board

The group was asked if there were any suggested changes to the makeup of the committee. It was noted that D. Kranz is now the Chair and there is only one other Board rep (B. Shipps) on the Historical and Local Digital Collections Committee and it was asked if there should be two volunteers instead since B. Shipps isn't able to be on the Budget Committee. The Board discussed that because of the additional steering committees that have recently been started, the makeup of the budget committee should be looked at again in the future, but for this year, the current makeup is acceptable.

Volunteers: J. Gilderson-Duwe, R. Grover.

R. Metzler will serve on this committee as the Board Liaison to the Library Steering Committee.

M. Welch moved to approve the composition of the Budget Committee. K. Anderson seconded. The motion passed unanimously.

**c. Discussion: Bylaws Review**

The WPLC Bylaws Committee has been working on revising the current bylaws. The changes were presented to the group in various formats, [WPLC Bylaws 2022 Draft with suggestions](#), [WPLC Bylaws 2022 Draft clean copy](#), [WPLC Bylaws 2018](#)

J. Chamberlain asked the board for suggestions of at least two news outlets in which to post upcoming WPLC Board meetings. Suggestions include Wisconsin Public Radio, Wisconsin Public

Television, the Wheeler Report (COLAND posts here), wispublib email list, and DPI's blog. B. Miller noted that following COLAND's procedures is helpful, and that the Board is moving in the right direction to follow open meetings laws.

D. Kranz asked if the bylaws should include the list of specific outlets. The board discussed and agreed that specific outlets should not be named; the bylaws are intended to stand for a period of time, and there is uncertainty in how long any specific news outlet may be available. J. Chamberlain also clarified that open meetings laws do not apply to subcommittees; subcommittees bring recommendations to the Board, and the Board makes final decisions.

The Board agreed that they will circulate a clean copy of the bylaw revisions to their system libraries. The group will vote on the bylaws at a future meeting.

J. Chamberlain gave a huge thank you to J. Gilderson-Duwe, B. Shipps, and S. Hesper for their hard work on the bylaws revision.

**d. Discussion: Planning for the 2022 Annual Meeting**

The next meeting will be the WPLC Annual Meeting. The annual meeting will be held at WAPL on May 11, 2022, the time is yet to be determined.

The group was asked what topics or specific concerns do we need to address at the annual meeting?

Suggestions include:

- Quick data year in review
- Update from the Technical Committees
- Sharing anecdotes or stories from libraries about the impact of the digital library-potentially survey membership in advance
- Updates to the Collection Development Policy and reconsideration form and process
- OverDrive's sunsetting of the OverDrive App and migration to only Libby
- Collection Development Committee's 2022 recommendations

The group was reminded that the annual meeting is scheduled for one hour, with a Board meeting immediately following. Once the time for the meeting is finalized, M. Clark will send out calendar invites to everyone.

D. Kranz asked if the Social Media Committee is still active and if it would be appropriate for this group to publicize the annual meeting? M. Clark confirmed that yes, there is a Social Media Committee, and that they can share the details out to libraries.

**e. Discussion: Annual Review of Consortium Documents**

The group reviewed the [Board orientation packet](#). It is updated at the beginning of every year to include updated information for the group. The packet was reviewed and the communication channels provided were highlighted. These are available to view on the WPLC website at <https://www.wplc.info/governance/board>

There was no further discussion.

## 5. Information Sharing from Partners

*Question:* For those systems that requested the OverDrive statistics with patron information, how will you be using that data?

It was mentioned that SCLS uses this to get demographic information, and that LLS has done the same in the past. D. Dowling uses the patron information at some libraries to determine the municipality of users, and uses that to get circulation numbers from residents vs. nonresidents; he has not done this across the system as a whole. J. Gilderson-Duwe uses this data in the same way. J. Anderson also uses this data to map usage, and combines this with their ILS data.

M. Welch asked if there is an end-date or a budget-cap for printing and posters? B. Shipp confirmed that there will be a printing hiatus from March 3<sup>rd</sup> – March 15<sup>th</sup> as they move their office and get the printing systems set up, and they expect to be back at full printing capacity at the beginning of April.

M. Welch noted that Chippewa Valley Technical College will be joining MORE soon, and asked if any other systems include any colleges; wondering how/if this will affect OverDrive, the WPLC buying pool, etc. A few other systems do have colleges included; these colleges do have access to OverDrive through the WPLC.

M. Welch noted that this is her final board meeting since she is retiring. Her final work date isn't set yet, as she will be helping to train her replacement. Board members and project managers gave their congratulations and well-wishes to Maureen on her retirement.

M. Clark provided an update on the WPLC website: Winnefox hosts the website and will be updating the software later this year. The WPLC website will see a redesign with this update.

B. Miller provided a preview of the LSTA working budget as it relates to the WPLC: They are writing into their guidelines for up to \$100,000 of leftover funds for the WPLC. They are hoping for these guidelines to be released in April.

## 6. Adjourn

It was noted the next meeting will be the annual meeting followed by the Board meeting at WAPL. Specific date and time will be sent out once confirmed by the WAPL Proposal Committee.

S. Hesper moved to adjourn the meeting. M. Welch seconded. The motion passed unanimously.

The meeting adjourned at 3:32pm