Wisconsin Public Library Consortium
Board Meeting Agenda
February 23, 2021 at 1:00 PM
by zoom*
{Alternate in-person location: 980 WI-16, West Salem, WI 54669}**

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

2. **Consent Agenda**
    a. Review agenda
    b. Approval of minutes from October 23, 2020
    c. Acceptance of Digital Library Steering Committee minutes from November 12, 2020
    d. Decisions made between October 23, 2020 and current meeting: None
    e. YTD Budget

3. **Updates from Previous Meetings/Projects**
    a. Historical and Local Digital Collections Committee Update
    b. DPI and WPLC Pandemic Use Report Update
    c. Technical Committees Update – notes from November and January meetings
    d. Advocacy Workgroup Update

4. **New Business**
    a. **Discussion and action: Apportionment of the 2020 Budget Carryover and Unbudgeted Expenses**
        Background: 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:
        - $2.00 Buying Pool {recommendation: carry over to digital content}
        - $7,685.76 Historical Newspaper Uploads {recommendation: carry over to same line}
        - $111,000.00 LSTA Historical Newspaper Project {recommendation: carry over to same line}
        - $1.00 Recorded Books {recommendation: carry over to same line}
        - $7,200 Donations {recommendation: move to Historical Newspaper Uploads} $7,200 from donations carryover needs to go to Historical Newspaper Uploads from mis-allocated Ann Tice/Stock Donations on 11/30/2018 and 1/8/2019
        - $8,800.00 Donations {recommendation: move to digital content}
        - $1,970.10 Website {recommendation: carry over to same line}
        - $958.40 OverDrive Content {recommendation: carry over to same line}
        - $6,815.33 Historical Newspaper Hosting {recommendation: carry over to same line}
        - $39,000.00 R&D {recommendation: carry over to the same line}
        - $32,373.73 Reserve {recommendation: carry over to the same line}
        - $(39.75) Other Expenses {recommendation: remove from reserve}

        Additional Documents: 2020 End of Year Budget

        Questions for discussion:
        - Are there any questions or concerns about the proposed allocation and changes?

b. **Formation of Budget Committee**
   Background: 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

   During the meeting: The group will confirm the members and ask for volunteers from the Board.

   Additional documents: None

   Questions for discussion:
   - Does the Board wish to keep the makeup of the Budget Committee the same as last year? Should the Technology Collaboration Steering Liaison be added as well?
   - Who would like to serve on the Committee as the Board volunteer?

c. **Discussion and Action: Bylaws Review**
   Background: According to the WPLC Bylaws, they are reviewed and updated every four years. We are due to approve any revisions in 2022.

   During the meeting: Project managers have reviewed and made suggestions for updating the bylaws. The Consortium has seen some considerable changes in the past few years and are recommending the bylaws be updated to reflect those and potential future changes.

   Additional documents: [WPLC Bylaws with suggested revisions](#)

   Questions for discussion:
   - Does the group think the changes are considerable to require a bylaws workgroup for this year?
   - Would you be interested in serving on a bylaws workgroup? (We would be looking for about two to three volunteers.)

d. **Discussion: Printing services for Social Media Committee work**
   Background: At the last meeting, the Board approved the Social Media Committee's proposal for marketing and advocacy of Wisconsin's Digital Library. In order for the group to proceed, they would like to identify a partner for printing to better understand the potential limitations of printing before they proceed further.

   During the meeting: The group will discuss if there are any interested and available systems to provide printing services. If multiple are identified, those systems will be asked to provide quotes. The group will decide if anything more formal needs to take place.

   Questions for discussion:

- The Social Media committee wants to know what a system might charge for printing and shipping a couple different assets (a single page full color flyer, a business card, a bookmark, for instance)
- Would the system have to cap the service somehow (so, factoring in their own capacity needs)?

e. **Discussion: Planning for the 2020 Annual Meeting**
Background: The next meeting will be the WPLC Annual Meeting. The annual meeting is typically held at WAPL, however WAPL will be held virtually, May 4 - 7, 2021. The group will decide when the meeting will be held.

Additional documents: None

Questions for discussion:
- When should the meeting be held? During the week of WAPL or a different week?
- At the last meeting the following topics were identified for the annual meeting. Are there additional specific concerns we need to address?
    - New Technology Committees update
    - 2020 recommendations update
    - Overview of the 2021 recommendations
    - Pandemic data review
- In the past the Board has requested a session during WAPL on various WPLC topics. Is there any interest this year and if so, what topics? (WAPL submission deadline is February 26th.)

f. **Discussion: Annual Review of Consortium Documents**
Background: As this is the first meeting of the year, the group will review the Board orientation packet.

Additional documents: WPLC Board Orientation Packet 2021

5. **Information Sharing from Partners**

6. **Adjourn**
Next meeting: Annual Membership Meeting and Board Meeting TBD

*Join Zoom Meeting
https://us02web.zoom.us/j/82417798475?pwd=TjFrMTl1RXo2QUNVYmZkZDF3NmN4dz09
Meeting ID: 824 1779 8475
Passcode: 757960
Dial by your location
    +1 312 626 6799 US (Chicago)

** Due to the pandemic, please notify project managers at wplc-info@wils.org 24 hours in advance if in person attendance is requested.