1. Call to order

   a) Appointment of recording secretary for meeting: volunteer

2. Review agenda

3. Information sharing from partners

4. Current project discussion/decisions

   a) *Library User/Non-user survey (Weinhold)*
   David will report on partner contributions for the survey; Joshua Morrill will be present to answer any questions.

   b) *OverDrive*

      i. *OverDrive Survey Results*
      The basic OverDrive Survey Results are available here: http://svy.mk/f0BavW
      Please review the results so we can discuss them and also next steps (how to use results; other analysis needed.)

      ii. *Contract*
      WiLS has received a contract for OverDrive support beginning in April. The cost for annual support has increased from $12,000 to $18,000. WiLS is still in negotiations with OverDrive regarding the annual cost and some specific sections of the contract. A discussion/decision is needed on proceeding with the contract, including if all partners want to see the complete contract before a final decision is made.

      iii. *OverDrive support update*
      By January 18th, WiLS had received 75 support questions in 2011: 40 were sent to OverDrive, 21 were answered by WiLS staff using available help pages, 12 questions were referred to the systems.

      According to the new contract, OverDrive will not provide direct support to patrons: WiLS or the systems will need to act as intermediaries. While this is not a change from our current process, it may be slightly different than the discussions we've had in the past regarding support, and may be worthy of discussion.

      iv. *Download stations/Media Console on patron workstations*
      According to the new contract with OverDrive, the Media Console cannot be used on patron workstations. Meanwhile, there is increased interest in the Download Station software. Should there be negotiations to change the contract to allow for the Media Console to be used on patron workstations? Are most systems more interested in the Download Station?

v. *OverDrive LSTA funding*
With the original 2011 LSTA allocations included around $100,000 for WPLC to use for OverDrive content. A grant application needs to be submitted, so it would be ideal for the board to approve pursuing this funding. It is likely that the amount will be less than $100,000 with the expected cuts in LSTA.

vi. *OverDrive e-book MARC records*
There may be an issue with e-book MARC records: have systems noticed that they are missing from their catalogs?

4. Budget

a) *2010 end-of-year budget*
The end-of year budget will be sent prior to the meeting and will be available in print at the meeting.

b) *2011 year-to-date budget: Decision regarding carryover*
Any bills SCLS paid after January 1, 2011 fall into the 2011 budget. Therefore, there is significant carryover in the digital content area and also other carryover that needs to be allocated.

5. Updates from previous meeting: asterisked (*) items will include reports at the meeting; other items will only be discussed if there are questions.

a) *Subcommittee on training**
The subcommittee will be starting with OverDrive content, and the "portal" should be rolling out by April. Many groups working on OverDrive training materials: how can we merge efforts*?*

b) *Log-in process*
At the 6/2010 meeting, the board charged WiLS with exploring the login options with OverDrive, including finding out what other customers have done and what costs would be involved.   No action on this as yet.

c) *Weeding netLibrary*
At the 6/2010 meeting, the group agreed that the Selection Committee could weed titles with no use. The list of titles to be weeded is completed; weeding is completed.

d) *Gadgets*
A Nook and an iPad were added to each gadget package. The OverDrive app was installed on the iPad. Adobe Digital Editions was installed on the netbook and an Adobe ID activated so the Nook could accept books checked out via OverDrive. The Kindle DX in Package 1 died and was out of warranty. Rather than replace it directly, a Kindle 3G was added to the package. The gadgets were repackaged in new, larger bins due to the increasing number of gadgets.

8. New Projects/Proposals

   a. *Learning Express Computer Tutorials (SCLS)*
   SCLS has purchased the Learning Express Computer Tutorials, and is aware of other systems doing so, too. Because the basic Learning Express system is available statewide, is there interest in getting the computer tutorials statewide as well?

7. Future directions

   a. *Planning retreat update*
   Results from the planning retreat, including a poll on possible 2011 directions, are available. A discussion of the polling results will take place at our next meeting.

8. Other

9. Next meeting date

   a. **Meet in March?**

"Parking Lot:"

   a. **Recorded Books One-Click**
   b. **Weeding OverDrive Collection**

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*Link to join the meeting (after 9:30):
https://www2.gotomeeting.com/join/934778659

For the audio: use a microphone and speakers (VoIP) or if you want to use a speakerphone instead of a microphone, the number to call is 646-558-2101. Access code is 934-778-659, pin is available once you've joined the meeting on the web. Meeting ID is 934-778-659.

Joy Schwarz will be available after 1:30 to test microphones and speakers prior to the meeting start time.