

**Wisconsin Public Library Consortium
Technology Collaboration Steering Committee Agenda
March 9, 2021 at 2:00 pm
via zoom***

1. Welcome and Introductions

2. Discussion and Action: Nomination of Technology Steering Chair

Background: This is the first meeting of the Tech Steering Committee. A chair for this body has not been designated. The intent of this group is to mirror the Digital Library Steering Committee, which has chair and vice chair positions.

During the meeting: The Committee will discuss and potentially nominate and elect a chair.

3. Discussion: Committee Roles, Responsibilities, Meeting Frequency and Orientation Packet

Background: The WPLC Technology Collaboration Project Proposal was approved by the WPLC Board in June of 2020. An implementation plan was created and the committees were formed with the goal that the Technology Operations Committee would meet in advance of the Technology Steering Committee.

During the meeting: The group will review the responsibilities of the committee.

Additional documentation: [WPLC Technology Collaboration Project Proposal](#) and [Technology Steering Committee Orientation Packet](#)

4. Discussion: Review of Technology Operations Committee Notes and Information

a. Review of proposal submission form

Background: The Technology Operations Committee has met twice and reports directly to this body. They have identified an idea/proposal submission process.

During the meeting: The Committee will review and discuss the project proposal submission form and process.

Questions for discussion:

- Are there missing data elements in the submission form that should be included in order to consider a project?
- Is there a better way to gather this information?

Additional documentation: [New submission form template](#)

b. Review of potential projects

Background: The Tech Operations Committee has identified three potential projects.

During the meeting: The Committee will review the projects and provide feedback and next steps for the Operations Committee.

Questions for discussion:

- Does the Operations Committee need to put together more robust proposals for consideration?
 - If so, what should that proposal entail? Examples:
 - Goals of the project?
 - Who is interested statewide?
 - Potential vendors and costs?
 - Who already has a solution that we could learn from? Piggy back on something existing?
 - Address the issue how a single tool work across different systems?
- Should a workgroup be employed to further investigate? If so, at what stage? Before the idea goes to the Steering Committee? After it is approved by the Steering Committee to move forward?

Additional documentation: [Project Ideas Submissions](#) and [Tech Operations 1-27-21 Notes](#) and [Tech Operations 11- 3-2020 Notes](#)

5. Next Meeting Date

The next meeting of the Technology Steering Committee will be held on May 4, 2021 at 1:00 pm

***Connection Information**

<https://us02web.zoom.us/j/86454474062?pwd=VIA4bitZQmhZZDdDWDZVZFphZXRiZz09>

Meeting ID: 864 5447 4062

Passcode: 074201