Wisconsin Public Library Consortium
Board Meeting Notes
June 15, 2020 at 9:00 am
by Zoom

Present: Kristen Anderson (WRLS), Evan Bend (OWLS), Annie Bahringer (MLS), Jeff Gilderson-Duwe (WLS), Anne Hamland (WVLS), Steve Heser (MCFLS), Sherry Machones (NWLS), Mellanie Mercier (BLS), Rob Nunez (KLS), Steve Ohs (LLS), Steve Platteter (ALS), Rebecca Schadrie (MCLS), Martha Van Pelt (SCLS), Tracy Vreeke (NFLS) Maureen Welch (IFLS)

Absent: David Kranz (SWLS)

Guest: Martha Berninger (DPI)

Project Managers: Sarah Birkholz (WiLS), Melody Clark (WiLS), Sara Gold (WiLS), Emily Pfotenhauer (WiLS)

1. **Call to order/Welcome & Introductions**
   Chair K. Anderson called the meeting to order at 9:00 am

2. **Consent Agenda**
   a. Review agenda
   b. Approval of minutes from April 29, 2020
   c. Acceptance of Steering Committee minutes from May 21, 2020
   d. Decisions made between April 29, 2020 and current meeting: None
   e. YTD Budget

   "Review Agenda" was removed due to J. Gilderson-Duwe's request to move item 4.b. to 4.a. as the new committees' formation may have implications for budget. YTD Budget was removed as M. Van Pelt had some questions.

   After item 2.a. and 2.e. were removed from the consent agenda, consent agenda was approved by consensus.

   It was clarified that M. Van Pelt actually had a question on the upcoming, 2021 budget, not the YTD budget. M. Van Pelt moved to approve the YTD budget, S. Platteter seconded. YTD budget approved.

3. **Updates from Previous Meetings/Projects**
   a. Collection Update
   S. Gold stated that a portion of the $250,000 LSTA funding from IMLS was spent to purchase 181 simultaneous use titles, the majority of which are audiobooks. The titles purchased were selected based on high holds and those purchased filled over 10,000 holds immediately. In addition, there has been a request from several systems to add several titles by select authors

related to antiracism as cost per circ titles. This would allow these titles to be available immediately.

b. Historical and Local Digital Collections Committee Preproposal
E. Pfotenhauer provided an update on the newspaper platform selection process. It was shared that the WPLC Historical and Local Digital Collections Committee began to investigate alternative platforms for providing improved centralized access to digitized historical newspapers. WPLC Project Managers also began conversations with the Wisconsin Historical Society regarding potential collaboration around a shared platform. The Historical and Local Digital Collections Committee recommends Veridian as the preferred platform due to ease of use, a modern and responsive interface, support for METS/ALTO (the best-practice technical specifications for digital newspaper reproductions and metadata), and adoption by numerous statewide digital newspaper initiatives.

A tentative implementation budget and timeline were also shared.
There were no questions or discussion at the time.

4. **New Business**
   a. **Discussion and action: Technology Collaborations Project Proposal**
   Background: At the February meeting of the Board, a workgroup was formed and charged with exploring SRLAAW's proposal and making a recommendation to the Board.

   The appointed Technology Workgroup submitted a proposal to the Board for their review and approval for creating two new bodies, a Technology Collaborations Steering Committee and a Technology Operations Committee.

   Questions:
   It was asked how long might implementation take? There are some ideas and projects out in the works already. It was noted that the creation of the bodies and structure could be quick but the projects themselves would likely be more dependent on the board. The structure should be able to be implemented within this year. J. Gilderson-Duwe clarified this is just a formalization of a structure that has already been operating. The system technology front-line people have already been meeting and talking and working on some technology, low-hanging fruit projects, like the Dell combined purchasing agreement. The original proposal never intended to claim any jurisdiction over technology collaborations that are already underway. This is really about planning and moving toward the future and future projects.

   A second question was if the Historical and Local Digitization Committee would fall under this structure? It was clarified that it would not. That would remain a separate body that would report to the Board for the time being.

   Project managers wanted to be able to provide the Board with a project management estimate for these new committees. In order to do so, a few questions needed to be determined, like meeting frequency, leadership structure (chair/vice chair), activities of the bodies, budgets and fiscal agents. A baseline estimate was provided with core services, approximately $7,500 per year (84 hours). The core services include:
   • Solicit and maintain membership

- - Operations: Manage communications about upcoming meetings/projects to allow representatives to join as desirable
    - Steering: Facilitate annual process to affirm/add members
  - Organize and facilitate meetings (8 quarterly meetings)
    - Prepare agendas, create and gather supporting materials from members
    - Attend and facilitate meetings
    - Take notes
  - Maintain tasks and deadlines
    - Develop to-do lists from meetings
    - Follow up with members to ensure completion of deliverables

Additional services could also be provided for an additional cost, approximately $4,000 - $5,000 annually. Those could include:
- Create and maintain foundational documents
- Facilitate planning processes
- Create and maintain budgets
- Serve as fiscal agent
- Develop agreements
- Other projects determined by Steering

The Budget Committee did talk about this potential need for additional project management and decided funds could be taken out of reserves for 2021.

There was a question for clarification: For this year, and for 2021, we would use reserve funds to pay for the extra project management, but in 2022 and future, it would be added to the project management budget line? It was noted that yes, this year and next, it would come from reserve., but in future years it would be added to the project management line in the budget.

J. Gilderson-Duwe moved that Wisconsin Public Library Consortium establish a new project to organize and govern System technology and collaboration projects. T. Vreeke seconded.

There was a question if project management by WiLS needed to be included in the motion. It was clarified that because WiLS is the project manager for WPLC already, it was applied in the motion.

S. Platteter abstained from voting, as a WILS board member, otherwise motion passed unopposed.

b. **Discussion and action: 2021 Budget**
Background: The Budget Committee has recommended a budget for 2021 and the Steering Committee has recommended a buying pool amount that includes an increase for the next five years.

It was noted that the changes between the 2020 and 2021 budgets are a slight increase in project management fees (an increase of $1000) and the buying pool increase recommended and approved by the Digital Library Steering Committee. The Budget Committee decided to allocate $5,000 to R&D and $10,000 to Reserve for 2021. This change was to increase the

amount of Reserve funds for the year if the Board decided to move forward with the Technology Collaborations Committee. The funds in Reserves can be used to cover project management costs for the year.

There was a question about the increase in partner fees. It was clarified that the Board approved an increase of $3,000 in project management in 2019 for the creation and maintenance of the WISPUBLIB list serv, but the amount didn't get added into the budget. The Board did approve the amount be taken from Reserves at their last meeting. From 2020 to 2021 there will be an additional $1,000 increase due to WiLS' restructuring of their business model and consortia management fees.

It was also asked if Transparent Languages was renewed. It was noted yes, and that the direct subscribers were contacted about it.

There was a question about amount needed for the Tech Committee and the potential cost for the Local Historical Digitization Project platform. The WPLC currently has $39,000 in R&D and $36,118 in Reserve, so there will be enough for the extra project management and if the Board chooses to move forward with the platform. It was asked if the Veridian deal goes through, would that will be a yearly commitment? E. Pfotenhauer stated that yes, that would be annual cost. R&D funds would only cover the first year. There are a lot of unknowns, but Wisconsin Historical Society will be covering most project management fees and possible cost going forward, after start up.

S. Platteter moved to approve the 2021 budget, M. Welch seconded.

BLS, MCFLS, NWLS voted no due to 5% increase, all others present, voted aye. Motion carried.

5. **Information Sharing from Partners**
    No information sharing.

6. **Meeting Evaluation**
    How did the meeting go? Was everyone participating? How might we improve for our next meeting?
    No discussion or suggestions.

7. **Adjourn**
    Meeting adjourned at 9:46 am
    Next meeting: Board Meeting on August 10, 2020 at 1:30 pm.