

Wisconsin Public Library Consortium
Board Meeting Notes
August 10, 2020 at 1:30 pm
by zoom

Present: Evan Bend (OWLS), Annie Bahringer (MLS), Jeff Gilderson-Duwe (WLS), Anne Hamland (WVLS), Jen Schmidt, proxy for Steve Hesel (MCFLS), Sherry Machones (NWLS), Karol Kennedy, proxy for 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)

Project Managers: Sarah Birkholz (WiLS), Jennifer Chamberlain (WiLS), Melody Clark (WiLS), Sara Gold (WiLS)

1. Call to order/Welcome & Introductions

Chair K. Anderson called the meeting to order at 1:30 pm

2. Consent Agenda

- a. Review agenda
- b. Approval of minutes from [June 15, 2020](#)
- c. Decisions made between June 15, 2020 and current meeting: None
- d. [YTD Budget](#)

There were no changes and the consent agenda were approved by consensus.

3. Updates from Previous Meetings/Projects

- a. S. Gold gave reported that RB digital has been purchased by OverDrive. This includes Transparent Language. The amount that was quoted back in June for the Transparent Languages 2021 renewal will still hold. After 2021 we are not sure what the future of Transparent Languages will look like.

4. New Business

a. Discussion and action: Form Board Nominations Committee

It was noted that it is time for the group to form the Nominations Committee that will solicit candidates to be the Board Chair, Vice-Chair, and Liaison to the Steering Committee. The positions will serve the 2021 calendar year. M. Clark asked for volunteers for the Nominations Committee. It was noted that the group should only need to meet to review candidates and make recommendation. It was also asked that if any board members are interested in being the 2021 Board Chair, Vice-Chair, or Liaison to the Steering Committee to let the project managers know. The group was reminded that the Vice-Chair position is not a chair-elect position.

Volunteers for the Committee: T. Vreeke and M. Welch

b. Discussion and action: Steering Committee seat apportionment

Each year, the Board should be validating the Steering Committee seat apportionment by agreeing upon the percentage of Buying Pool contribution that represents a seat, and determining if the seats are allocated by the percentage. WiLS is proposing the following percentages, which are the same as last year and would allow the allocations to remain the same for 2021: 1% - 5%: 1 seat, 6% - 10%: 2 seats, >11%: 3 seats.

It was asked if the group has any questions or concerns about the Steering Committee seat apportionment?

It was asked if the contribution is based only on shared pool or if Advantage is included. It was clarified that the apportionment only takes into consideration the buying pool and holds reduction amount.

J. Gilderson-Duwe suggested that for future, perhaps Advantage account contributions should be taken into account for the apportionment.

M. Welch moved to approve the 2021 Steering Committee seat apportionment. M. Van Pelt seconded. Motion passed unanimously.

c. Discussion and action: Digital Library Steering Committee position description

Each year, the Board affirms the Digital Library Steering Committee position description for the following year. It was noted that there were no changes to the position description. The group was asked if there are any questions or concerns about the Digital Library Steering Committee position description? There were no questions or concerns about the Digital Library Steering Committee Position Description.

M. Van Pelt moved to approve the 2021 Digital Library Steering Committee position description. R. Schadrie seconded. Motion passed unanimously.

d. Discussion and action: Technology Collaboration Implementation plan and position descriptions

At the last meeting of the Board, the group approved the formation and project management of two new bodies, a Technology Collaboration Steering and Operations Committee. An implementation plan and position description for each body has been drafted.

The group was asked if the meeting schedule makes sense? In addition, it was noted that assuming the Operations Committee will be preparing proposals/projects for the Technology Collaboration Steering Committee to respond to, the proposed schedule has the Operations Committee meeting first each quarter, followed by the Technology Collaboration Steering Committee. It was also asked then, if the Technology Collaboration Steering Committee should hold off and not meet until February, after the Operations Committee has had a chance to meet a few times and develop ideas/proposals for the Technology Collaboration Steering Committee to review?

It was asked if the Technology Steering Committee should meet early to consider bylaws. It was noted that bylaws review and creation is done at the Board level. The Board will need to consider adding the Technology Collaborations Committees to the bylaws next year.

It was stated that the group should follow precedent and have the board create and review Technology Collaborations Steering Committee bylaws as they do for the Digital Library Steering Committee.

Will decide if TCSC needs to meet in November or not during the October 23rd board meeting.

It was suggested that it would be good to wait to the Technology Collaborations Steering Committee wait until February to meet to give the Operations Committee a chance to meet a few times first.

It was noted that the position descriptions content was taken from the Technology Collaborations Committees proposal. The content in red was added based on existing WPLC bodies. The group was asked if they had concerns or thoughts on those expectations.

It was stated that although it may not need to be there now, one function that the Steering Committee might explore in the future is technology planning. Not sure what that charge will look like yet, but details may need to be added in the future.

It was noted that the Digital Library Steering Committee is primarily composed of members from libraries within our system. It was asked if that is the goal for this Steering Committee, or is the expectation that the Technology Steering Committee members are coming from the systems?

J. Gilderson-Duwe noted that when drafting the proposal, the intent was for this committee to comprised of system-level folks. K. Anderson confirmed that from being on the Technology Workgroup this was her understanding as well.

The group agreed to add “administrative-level” to the membership of the Technology Steering Committee so it now reads: *Membership on the Technology Collaboration Steering Committee will be open to one administrative-level representative appointed by each Wisconsin public library system.*

In advance of the meeting, S. Hesper suggested that the second to last expectation bullet point of the Operations Committee be removed and suggested this was outside the scope of the committee. The group agreed to remove the following expectation: Operations Committee representatives will, with advisement from the project managers and oversight by the Technology Collaborations Steering Committee, make all decisions relating to the day-to-day operation of any collaborative technology projects.

K. Kennedy motioned to approve implementation plan and position descriptions with suggested changes. M. Van Pelt seconded. Motion approved.

Project managers will update the plan and position descriptions and send out with the notes so Board members may use them to recruit Technology Steering and Operations Committee members.

e. Discussion: Potential 2021 R&D projects

This is an item that we consider each year around this time. It was noted that the advocacy work proposed by the Social Media Committee may extend into 2021 and the group was reminded

that there is a potential request from the Historical and Local Digital Collections Committee to cover the cost of a new platform fee. That cost could potentially come out of R&D funds for next year. Considering the R&D projects that are already either underway or are known potential projects, the group was asked if there are potential projects that might be good R&D projects for WPLC for next year or anything that the Collection Development Committee should be looking into for their 2021 recommendations? There were no suggestions currently.

5. Information Sharing from Partners

E. Bend noted that their go live for their ILS transition is next week.

6. Meeting Evaluation

How did the meeting go? Was everyone participating? How might we improve for our next meeting?

There were no comments.

7. Adjourn

J. Gilderson-Duwe moved to adjourn, A. Hamland seconded. Meeting adjourned at 2:23 pm

Next meeting: Board Meeting on October 23, 2020 at 1:30 pm