

Wisconsin Public Library Consortium
Board Meeting Notes
October 24, 2022, at 2:00 pm
via Zoom

{Alternate in-person location: 1300 Industrial Drive, Suite 2, Fennimore, WI 53809}

PRESENT: Steven Platteter (ALS), Mellanie Mercier (Bridges), Katelyn Noack (IFLS), Rob Nunez (Kenosha), David Dowling, proxy for Steve Ohs (LLS), Rebecca Scherer (MCLS), Steve Hesel (MCFLS), Riti Grover (Monarch), Tracy Vreeke (Nicolet), Gina Rae (NWLS), Bradley Shipps (OWLS), Martha Van Pelt (SCLS), David Kranz (SWLS), Kristen Anderson (WRLS), Jeff Gilderson-Duwe (Winnefox), Rachel Metzler (WVLS)

GUESTS: Jean Anderson (SCLS), Bill Herman (DPI), Matthew Murphy (Milwaukee PL), Emily Pfothenauer (RW), Vicki Teal-Lovely (SCLS),

PROJECT MANAGERS: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

1. Call to order/Welcome & Introductions

Chair D. Kranz called the meeting to order at 2:00 pm

2. Consent Agenda

- a. Review agenda
- b. Approval of minutes from [August 8, 2022](#)
- c. Acceptance of Digital Library Steering Committee Meeting notes from [September 15, 2022](#)
- d. Acceptance of Technology Steering Committee Meeting notes from [August 15, 2022](#)
- e. Acceptance of Technology Backup Steering Committee Meeting notes from [September 22, 2022](#)
- f. Acceptance of Digital Archives Backup Steering Committee Meeting notes from [September 28, 2022](#)
- g. Decisions made between August 8, 2022 and current meeting: None
- h. [YTD Budget](#)

J. Gilderson-Duwe moved approval of the consent agenda. S. Platteter seconded.

M. Van Pelt asked that there be more discussion on item 2h before approval. J. Gilderson-Duwe moved approval of the consent agenda with a friendly amendment to consider item 2h separately. The motion was approved.

Discussion:

M. Van Pelt asked for clarification on how the merger of ALS and LLS would affect the shared fees for 2023. S. Platteter confirmed that both ALS and LLS agree to pay the amounts that their systems have already approved. The Board agreed that the approved 2023 budget could move forward, however, would need to be reassessed for 2024. In particular, to look at the impact the merger may have on the membership share formula, the number of representatives from systems on the Digital Library Steering Committee, etc.

J. Gilderson-Duwe asked if a subcommittee should be developed ad hoc for discovering the impacts of system mergers. M. Clark offered to assess the impact of system mergers across the WPLC, and will share findings at the next board meeting; the board can then determine whether or not to create a subcommittee.

T. Vreeke moved to approve the YTD budget. M. Van Pelt seconded. The motion passed unanimously.

3. Committee and Project Updates

a. [Digital Library Recommendations Update](#)

A written update on the Digital Library recommendations was provided. It was asked if there were any questions. There were none.

b. Social Media Committee

The group was informed that the Social Media Committee will be running a Facebook ad for the November Big Library Read from November 2nd-10th. Estimated cost is \$100. There was no further discussion.

4. Discussion Topics

a. Discussion: Recollection Wisconsin

Recollection Wisconsin has recently become a partner of the WPLC through the new WPLC Technology and Digital Archives Backup projects. The [Recollection Wisconsin](#) consortium is undertaking a sustainability planning process in order to identify diverse funding sources for FY24 and beyond. They are interested in hearing how public libraries use Recollection Wisconsin, what the libraries and systems need from Recollection Wisconsin, and how WPLC and Recollection Wisconsin can further their partnership.

M. Murphy posed a series of questions to the Board for their thoughts and feedback on how Recollection Wisconsin can best help:

- Do any of your member libraries use Recollection Wisconsin in your public programming or references services? Can you see any improvements that need to be made, so that Recollection Wisconsin can better serve these tasks?
 - Multiple Board members shared that they do share Recollection Wisconsin with staff at their libraries, and encourage its use, however, do not know for certain if/how it's being used by staff.
- Are any of your member libraries contributing members of Recollection Wisconsin? Have they been planning on adding more materials, but have been unable to due to logistical (or other) roadblocks?
 - Multiple Board members shared that staffing levels and high staff turnover have affected contributions to, and use of, Recollection Wisconsin. Some libraries would also like to utilize volunteers for this work. However, it's hard to find people wanting to do this.
- What do libraries need most from Recollection Wisconsin? How can we best leverage the Recollection Wisconsin/WPLC partnership to meet your needs?
 - MCFLS has talked about pursuing an intern, but hasn't had the capacity yet.

WPLC Board members were encouraged to also email their answers, thoughts, and ideas to E. Pfothauer, M. Murphy, or the Recollection Wisconsin team at any time.

b. Discussion and possible action: Tech Backup MOU Addendum

The WPLC Technology Backup Committee has been working on a backup project [MOU addendum](#) that's goal is to flesh out the communication expectations and responsibilities of

each involved party and to provide meaningful and concise language around what each party will be responsible for, without being overly restrictive on how each party carries out their responsibilities. At the last meeting of the committee, the group approved the MOU addendum pending acceptance from the current signatory parties (LEAN WI and SCLS).

T. Vreeke asked for clarification if this document would need to be signed again by those who signed the original agreement? V. Teal-Lovely verified that yes, it would be only systems that are already participating or plan to participate that would sign. V. Teal-Lovely then added that this document protects and lays out the expectations of all parties, not just SCLS.

J. Gilderson-Duwe moved to approve the amendment to the addendum to the WPLC Technology Backup Committee's MOU. R. Grover seconded. The motion passed unanimously.

c. Discussion and possible action: Fiscal Sponsorship

Board member T. Vreeke has contacted an attorney regarding fiscal sponsorship and WPLC's potential 501(c)3 status. The attorney shared that how the WPLC and WiLS are currently acting is in accordance with the Fiscal Sponsorship Agreement already, as WiLS is currently serving as the WPLC's custodian. There are advantages and disadvantages in establishing WPLC as its own 501(c)3, which would take some time to discuss; these discussions can occur at any point while the WPLC is in a Fiscal Sponsorship Agreement with WiLS.

D. Kranz provided a reminder of where this discussion is coming from and reiterated that these discussions do not come from a place of dissatisfaction with the current Project Management team or practices.

M. Van Pelt asked if it was clear what property the WPLC would be able to "claim" if they were to enter into a Fiscal Sponsorship with WiLS now, and later become a 501(c)3. T. Vreeke reminded the board that WPLC currently does not have any property, but if any were acquired, it could be written into documentation that it is the property of the WPLC.

K. Noack asked who signs the licensing agreement with OverDrive: WiLS or WPLC? J. Chamberlain confirmed that the most recent agreement was signed by Stef Morrill on behalf of the WPLC in 2011. The agreement is between the WPLC and OverDrive.

S. Hesel voiced that he would be comfortable moving forward with the fiscal sponsorship and investigating the WPLC becoming a 501(c)3 to see if there are any benefits next year. Multiple board members voiced their agreement with this action, with J. Gilderson-Duwe adding that he would be comfortable exploring benefits to any type of, or a more formal, legal structure for the WPLC. M. Van Pelt also added that she would like to see WPLC continue to grow and to work independently, and also stated that having the same body as both the Project Manager and Fiscal Agent was discomfoting and asked if documents are audited. J. Chamberlain answered that a full audit is completed every 2 years, with a review on off years, by Wegner CPAs out of Madison, WI. T. Vreeke added that the attorney did not see this setup as uncommon. J. Chamberlain also shared that the attorney she contacted verified that it was also very commonplace for a project manager to serve as a fiscal sponsor as well.

K. Anderson suggested that the WPLC board could look at having these discussions at dedicated meetings. T. Vreeke suggested the formation of an ad hoc committee that can determine the

direction of growth of the WPLC, and discuss with the attorney the best legal entity to imagine itself as; and also to develop an ad hoc committee to look at other future possibilities such as system consolidation, delivery, and technology.

T. Vreeke made a motion to move forward with the fiscal sponsorship with WiLS for 2023. J. Gilderson-Duwe seconded. As a WiLS Board member, S. Platteter abstained from voting. D. Dowling did as well. The motion passed unanimously.

d. Discussion and action: 2023 Officers

The Nominations Committee has convened and presented the following slate of officers for discussion and action:

Chair: Steve Heser

Vice-Chair: Rebecca Scherer

Digital Library Steering Liaison: Rachel Metzler

Technology Collaborations Steering Liaison: Jeff Gilderson-Duwe

Technology Backup Collaborations Steering Liaison: Katlyn Noack

Digital Archives Backup Collaborations Steering Liaison: Jean Anderson

K. Anderson moved approval of the candidates for 2023, M. Van Pelt seconded. The nomination was approved unanimously. The committee and officers were thanked.

e. Discussion and action: Digital Library Steering Committee seat apportionment

Each year, the Board validates the Digital Library 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. Last year, the Board agreed to include Advantage spend. The group reviewed the apportionment and was asked to determine whether or not to continue including advantage spend in the formula.

M. Van Pelt asked for clarification on the Advantage spending that is being used: is it Advantage at the system-level, or at the library-level? M. Clark verified that it's the system Advantage account spending; anything that is purchased under a system account, including totals from the holds reduction amount or funds that a library has added to their Advantage account. As a reminder, these totals are an average of the last three years.

There was a suggestion that holds reduction purchasing only benefits the system that is making those purchases, however this was countered with the idea that holds reduction purchasing benefits everyone by "freeing up" consortium copies.

M. Van Pelt moved to remove Advantage purchases from the formula. M. Clark added that another option would be to update the percent apportionment and continue to calculate with Advantage spending. M. Van Pelt withdrew her motion.

T. Vreeke moved to adjust the percent apportionment of seats to 1%-9; 10%-18%; >19, K. Noack seconded. M. Clark clarified that these adjustments would go into effect for 2023, and that with this motion, Advantage purchasing would continue to be used. The motion was approved.

f. Discussion and action: WiLS 2023 Project Management Agreement

WiLS has provided a 2023 [project management](#) agreement for board discussion and action. The group reviewed the document and it was asked if there were any questions. There was no further discussion or questions.

S. Hesper moved to approve the WiLS/WPLC 2023 project management agreement. T. Vreeke seconded. As a WiLS Board member, S. Platteter abstained from voting. The motion was approved.

g. Discussion Annual Membership Meeting

Each year, the Board and Steering Committees have a joint meeting in Spring that is designated as the WPLC Annual Meeting.

It was shared that the WAPL 2023 conference is scheduled for April 26 - April 28, 2023, at the Best Western Premier in Oshkosh. The group was asked if they would like to hold the meeting during WAPL on the 26th. The board agreed that they would like to have the meeting in person at WAPL, and gave their support for offering a hybrid meeting.

The group began a discussion of potential topics for discussion/information to share at the meeting. Those topics included:

- Recap of the previous year
- New initiatives
 - Example: Statewide delivery

5. Information Sharing from Partners

T. Vreeke asked if the group would like to discuss more on the WPLC becoming its own entity. D. Kranz suggested that it will be an agenda item at the next meeting.

D. Kranz shared and thanked NLS and SWLS for piloting a program to offer Wisconsin State Park passes, beginning November 1st. Some libraries have already been getting questions from patrons on when this will be available.

6. Adjourn

2023 meeting dates have not been set yet. A poll went out to determine if there was a standard meeting day and time that worked for all. All who filled out the poll are available on Mondays at 2:00 pm.

Meeting ended at 3:49 pm.