

Wisconsin Public Library Consortium
Board Meeting Notes
October 25, 2021 at 1:00 pm
via Zoom

PRESENT: Kristen Anderson (WRLS), Jeff Gilderson-Duwe (WLS), David Kranz (SWLS), Rachel Metzler (WVLS), Steve Ohs (LLS), Steve Platteter (ALS), Gina Rae (NWLS), Rebecca Schadrie (MCLS), Bradley Shipp (OWLS), Tracy Vreeke (NFLS), Martha Van Pelt (SWLS), Maureen Welch (IFLS)

ABSENT: Steve Heser (MCFLS), Mellanie Mercier (BLS), Rob Nunez (KLS)

GUESTS: David Dowling (LLS), Ben Miller (DPI)

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

1. Call to order/Welcome & Introductions

Chair K. Anderson called the meeting to order at 1:00 pm.

2. Consent Agenda

- a. Review agenda
- b. Approval of minutes from [August 9, 2021](#)
- c. Acceptance of Digital Library Steering Committee Meeting notes from [September 16, 2021](#)
- d. Acceptance of Technology Steering Committee Meeting notes from [August 25, 2021](#)
- e. Decisions made between August 9, 2021 and current meeting: None
- f. [YTD Budget](#)

S. Platteter moved approval of the consent agenda, J. Gilderson-Duwe seconded. The consent agenda was approved by consensus.

3. Updates from Previous Meetings/Projects

- a. Budget & Buying Pool process and [formula review](#).

M. Clark explained that at the last meeting there was some discussion of potentially revisiting the buying pool formula. It was agreed that before determining whether or not to revisit it, they group should review the formula and the budget process. The budget was reviewed. The current buying pool is divided into a “base” amount that is applied to the shared collection and a “holds reduction” amount that is contributed to an Advantage account for each system. The current buying pool formula is a combination of 75% previous year’s circulation and 25% population for each system. The annual WPLC member shares amount is determined by the WPLC board.

M. Clark asked the group if they would like to pursue revisiting the buying pool formula. G. Rae asked that if the formula is not revisited, how are magazines going to be factored in? M. Clark reminded the group that magazines are separate right now, and the magazine budget can be revisited in 2022, with a review after one-year’s usage data is collected. T. Vreeke agreed that the formula does not need to be revisited, and that the magazine budget should stay as it is. M. Clark shared that S. Heser (absent) does not see a need to revisit the buying pool formula as well.

4. New Business

a. Discussion and action: 2022 Officers

The Nominations Committee has convened. On behalf of the Nominations Committee, G. Rae presented the following slate of officers for discussion and action:

Chair: David Kranz

Vice-Chair: Steve Heser

Digital Library Steering Liaison: Rachel Metzler

Technology Collaborations Steering Liaison: Jeff Gilderson-Duwe

G. Rae moved to approve the nominated 2022 WPLC Board slate of officers. S. Ohs seconded. Motion passed unanimously.

b. Discussion: Bylaws Update

The Bylaws workgroup has met and has a [draft](#) for the Board to review. J. Chamberlain shared the draft and provided an overview of what is in the draft document. This was an opportunity to provide feedback on the draft to the workgroup. Board members were asked to provide feedback on the document by either adding comments and/or questions as a comment, or by adding thoughts in the provided space at the end of the document.

The Board will vote on the final draft in February 2022.

J. Chamberlain asked the group specifically about the Wisconsin Open Meeting Guidelines portion of the draft. S. Platteter said that he doesn't feel like his county would be willing to handle the postings. T. Vreeke asked the committee why they decided to move in this direction? J. Gilderson-Duwe answered that it is at least in part because the WPLC is a voluntary association with a budget comprised predominantly of tax payer dollars (system state aid, LSTA), so it may be prudent to adhere to Wisconsin Open Meeting guidelines. B. Shipps added that there wasn't a consensus that WPLC needs to adhere to Open Meeting laws, but it should be decided one way or the other. M. Welch asked if this would affect the steering committees as well? J. Gilderson-Duwe answered that yes, that document would transmit to the committees as well.

J. Gilderson-Duwe asked how, for example, COLAND handles Open Meeting guidelines. B. Miller confirmed that COLAND is following the Open Meetings law, and works with DPI to have meetings posted and publicized. DPI has a "checklist" they go through to make sure guidelines are being met, and will share this with the Bylaws Committee.

S. Ohs suggested that the bylaws could have language that specifies the WPLC adheres to the open meetings standards except under a small number of very specific conditions that are not related to spending public funds, for example administrative exceptions. Overall, the board is most interested in establishing a process that can centralize the workflow for public notice.

J. Chamberlain asked the group if there were any thoughts on Robert's Rules, and potentially finding a different meeting format. M. Van Pelt has held concerns about Robert's Rules of Order, particular about meeting minutes. T. Vreeke is open to a new method, but would not want to stop using Robert's Rules without an alternative in place.

c. Discussion and action: WiLS 2022 Project Management Agreement

WiLS has provided a 2022 project management [agreement](#) for board discussion and action. J. Chamberlain provided a heads up to the WPLC board on an issue WiLS is exploring further regarding how the fiscal services WiLS provides to the consortium are described. In the current MOU, this arrangement is identified as a fiscal agent. However, that definition may need to be modified given current practice, and consider recognizing this relationship as a fiscal sponsorship agreement. The IRS distinguishes between fiscal agency (primarily back-office financial services like paying invoices and providing financial reports/budget management) and fiscal sponsorship which in addition to typical fiscal agency services includes the lending of the Sponsor (in this case, WiLS) 501 (c) (3) status to the project to allow for the receipt and recognition of tax deductible charitable gifts to the project. The latter appears to be a more accurate definition of our current arrangement in practice. J. Chamberlain's research has uncovered a list of requirements the IRS has in place for fiscal sponsorships that we should consider for our next MOU. In 2017, the WiLS board approved a Fiscal Sponsorship agreement that can serve as a template for this, however we have identified some problematic language within this agreement when rolling this out with other WiLS managed consortia. J. Chamberlain will send more information via email to the board for your consideration and possible integration into the 2022 WPLC MOU with WiLS.

J. Gilderson-Duwe supports this addition, and added that specifying WiLS as the fiscal sponsor adds an additional level of accountability and legal responsibility that is valuable. It was then asked if this ownership would also include the license to OverDrive and the materials in Wisconsin Digital Library? J. Chamberlain stated that right now it is unclear how those licenses work, and stated that the final document may be able to be define property and assets like this.

J. Gilderson-Duwe asked if the additional project management costs for the Digitization and Backup Steering Committees being voted on later in this meeting should be included in this document? M. Clark confirmed that those costs are not currently included, but if the committees are approved, these could be added to the MOU, and possibly use reserve funds for 2022.

The board will be asked to vote on the Project Management Agreement via email at a later date.

d. Discussion: Content Reconsideration Form and Procedure

There have been recent challenges to titles in the collection. This topic was raised at a recent system directors meeting. S. Gold reviewed the [current reconsideration](#) form and procedure and noted any recommendations for changes would go to the Digital Library Steering Committee.

G. Rae asked if there is a timeline between when a challenge is received and when the board needs to vote on removal? S. Gold confirmed there is no timeline outlined in the collection development policy, but this could be added. J. Gilderson-Duwe agrees that there should be a timeline included in the policy. S. Gold will discuss this with the Steering Committee at their next meeting on November 14th.

e. Discussion and Action: Technology Steering Proposal

The Technology Steering Committee has agreed to consider current, ongoing collaborative technology projects, specifically the Backup Collaboration project. The workgroup developed a

[proposal](#) and the Tech Steering Committee approved it at their last meeting. The proposal includes the following recommendations to the Board:

- Recommend to WPLC Board recognition of existing Backup collaboration as a "project" of WPLC
- Recommend to WPLC Board recognition of existing Digitization collaboration as a "project" of WPLC
- Recommend to WPLC Board creation of a Backup Collaboration Steering Committee to guide this project and advise WPLC Board on its development
- Recommend to WPLC Board creation of a Digitization Collaboration Steering Committee to guide this project and advise WPLC Board on its development

M. Clark also presented a [WiLS Project Management Proposal](#). It was noted that this proposal does not include as much time that is allotted for the other, current steering committees. It assumes as these are already current projects, not as much project management will need to be done.

D. Kranz asked why these would be two standalone committees instead of subcommittees of the Technology Steering Committee. J. Gilderson-Duwe answered that the scope, expense, complexity, and likely persistency of these two projects warrant ongoing formalized steering committees.

T. Vreeke moved to approve the recommendations as printed in the agenda. B. Shipp seconded. J. Gilderson-Duwe abstained from the vote as the WPLC Board liaison to these committees. Motion passed unanimously.

J. Gilderson-Duwe moved to approve the estimate of support for these two new steering committees be moved into the project manager budget for 2022. M. Clark asked the board if they would like to use reserve funds for the \$4,300 project management fee? J. Gilderson-Duwe accepted this as a friendly amendment. T. Vreeke seconded. S. Platteter abstained as a WiLS Board member. Motion passed unanimously.

f. Informational: Kanopy Update

OverDrive recently purchased Kanopy Streaming video service. Kanopy will remain its own service under OverDrive. Kanopy content will continue to be available through the Kanopy app and not through Libby. S. Gold gave the Board an update on Kanopy cooperative purchasing options.

Kanopy utilizes a Pay-Per-Use (PPU) streaming model with unlimited and simultaneous access to their entire film catalog based on a play credit system (Play credits are used to play videos on Kanopy. Each video will use 1 play credit regardless of length, unless you are accessing videos from Kanopy Kids, which will not require any play credits to view.) There are 4 areas of films that have different PPU price points:

- Major films available for 48 hours and \$4 per use
- Movies, Documentaries, and Series available for 72 hours and \$2 per use
- The Great Courses and Kanopy Kids \$5 per patron for all you can watch in 30 days for Kanopy Kids or an entire course for the Great Courses
- Monthly Credit free films for no credits available for 72 hours

The pricing we have received is estimated and is based on 3 prior years of spending for libraries of the same size who are current subscribers. The prices shared with the Board allocate 10 play credits per patron per month.

Kanopy has offered discount tiers based on the state's total annual spend. The idea being new subscribing libraries would opt in by Dec 1st and renewing libraries would opt in by Jan 1st at the quoted amounts and then discounts would be applied to subsequent monthly amounts. The price allocated annually per library would remain the same. The cost per use would go down as discounts were applied. So the libraries would be able to provide more play credits to patrons over time.

The invoicing would be done via Kanopy and libraries can choose to pay upfront (60% choose this) or allocate a monthly budget and be invoiced monthly. It was asked if libraries would need to opt-in by December 1st? S. Gold clarified that in order to see what sort of threshold of discount would be received, there is a December 1st deadline, however libraries would also be able to opt in later.

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. The last two years, the meeting has been online, previous to that, it has been in-person at the WAPL conference.

The group was asked if they would prefer to have the meeting virtually again or if they want to have it in tandem with WAPL. WAPL is to be held on May 11 - May 13, 2022 at the Ingleside in Waukesha. The group was asked to set a date and begin discussion of potential topics for discussion/information to share at the meeting.

The group decided to hold the meeting in-person at WAPL, tentatively on May 10th. Project managers will submit a proposal to WAPL for the preconference meeting.

The board was asked to think about topics to include for the membership meeting, due to time constraints the board will revisit this topic during the next WPLC Board meeting in February 2022.

h. Discussion 2020 and 2021 Recommendations Update

The 2020 Recommendations are ongoing and the current 2021 Recommendations were approved in May by the Digital Library Steering Committee. Project managers have begun work on recommendations. The Committee was given an [update](#) on the recommendations.

5. Information Sharing from Partners

Project managers noted that an evaluation feedback survey on WiLS project management will be sent out to the Board and Steering Committees soon and asked that each system please provide feedback to help improve WiLS' service to WPLC.

6. Adjourn

The next meeting of the Board will be held on February 22, 2022 at 2:00 pm

The meeting adjourned at 3:09 pm