

**Wisconsin Public Library Consortium**  
**Board Meeting Notes**  
**October 17, 2017**  
**3:00 PM - 4:30 PM**  
**In-Person at Kalahari Resort, Aralia Room and by GoToMeeting**

ATTENDEES: Kirsten Anderson (WRLS), Mark Arend (WLS), Roxane Bartelt (SWLS), Amy Birtell (MLS), Steve Hesel (MCFLS), Josh Klingbeil (WVLS), Sherry Machones (NWLS), Connie Meyer for Mellanie Mercier (BLS), Steve Ohs (LLS), Rebecca Peterson (MCLS), Steve Platteter (ALS), Lin Swartz-Truesdell (KLS), Vicki Teal Lovely for Martha Van Pelt (SCLS), Maureen Welch (IFLS)

ABSENT: Evan Bend (OWLS), Jamie Matczak (NFLS)

GUESTS: Anne Hamland (WVLS), Inese Christman (WVLS), Alyssa Cleland (NWLS), John DeBacher (DPI), Jeff Guilderson-Duwe (Oshkosh Public Library/WFLS), Jamie Hein (Appleton Public Library/OWLS), Amy Stormberg (Shell Lake PL/NWLS)

PROJECT MANAGERS: Melody Clark (WiLS), Andi Coffin (WiLS), Stef Morrill (WiLS)

**1. Call to order/Welcome & Introductions**

The meeting was called to order at 3:01 PM.

**2. Consent agenda**

**a. Review agenda**

There were no questions or additions to agenda.

**b. Approval of minutes from August 4, 2017**

Motion to approve minutes from August 4, 2017 was made by M. Welch and seconded by S. Ohs. Motion approved.

**c. Acceptance of Steering Committee minutes from September 21, 2017**

Motion to accept and acknowledge receipt of Steering Committee minutes was made by M. Welch and seconded by S. Platteter. Motion approved.

**d. YTD budget**

There was a question about the newspapers. The newspaper project budget was for the hosting fee and what was included in the expense was the hosting and the uploading fee. The libraries are paying for the uploading, WPLC will be reimbursed. The uploading fee was paid by a grant in the past, so it was not included in the original budget. S. Morrill will make changes to clarify.

**3. New business**

**a. Discussion of comments on Bylaws**

After the August Board meeting, the Bylaws Workgroup, the Steering Committee, and the Board had the opportunity to review the bylaws. The only comments (other than a typo) that were received were from J. Klingbeil. The comments were sent to the Bylaws Workgroup and M. Arend, as chair. M. Arend and two other workgroup members provided feedback, but the Bylaws Workgroup did not have the opportunity to meet again. Because the feedback was somewhat inconsistent, the Board was sent the comments and the feedback, along with two versions of the Bylaws: one as it was after the August meeting and another edited to try to accommodate J. Klingbeil's comments.

M. Welch shared she liked the new version with suggested changes making 5.3 and 5.3.b clearer. S. Machones stated she preferred the original version and thought the additional language was confusing. K. Anderson stated that the Bylaws Workgroup did not have a chance to meet again to review and would like to have the opportunity to discuss these sections.

A motion to defer the changes of sections 5.3 and 5.3.b to the Bylaws workgroup to make the decision and bring back to the Board at the next (February) meeting was made by S. Machones and seconded by M. Welch. Motion approved. There was consensus that the workgroup will review only section 5.3.

**b. Action on Bylaws**

No action. Decision was deferred to the Bylaws Workgroup.

**c. Project manager contract: Discussion and Action**

There is one change to the contract, under Governance 1. C. Subcommittee and Workgroups, section *vii. Produce requested supporting materials for the subcommittee or workgroup, including doing research, developing and fielding surveys, gathering statistics* was added to reflect practice.

There is no change in payment. It was asked if there were enough hours in the contract for the work. Project managers stated they typically run over each year. 2017 was an atypical year for the WPLC with the bylaws review and the Collection Workgroup's continued work, so more work was done.

Project managers were asked if the workload is appropriate or if it is growing. They stated that it is changing, but it is good. There is more data collection and OverDrive contact now and less support than in the past now that that has moved to systems/libraries.

A motion to approve the contract with the changes to the payment schedule dates (update to appropriate year) was made by A. Birtell and seconded by S. Ohs. Motion approved. Two board members abstained, S. Platteter and M. Arend, as they are WiLS Board members.

**d. BiblioBoard proposal: Discussion and Action**

At their September 21st meeting, the Steering Committee recommended that the Board use R&D funds to fund the BiblioBoard proposal. BiblioBoard runs independent author contests for other states. Their proposal was provided and a recorded webinar is available as well for more information.

There are three components to the proposal 1.) An Indi book/self-publishing author contest. This includes the platform and branded site. \$1000 for contest prizes is also included. 2.) Popup Picks which is an app with content available to anyone and it is geo located. Anyone in the state can have access and read immediately, as there are no use licenses. Biblioboard works with different publishers to feature Independent, smaller presses in the Popup Picks, and 3.) Biblioboard Core, which is a 25,000 ebook, primary source collection.

Pressbook, a platform to create ebooks, is another option. Project managers have talked to other states that have this feature, and there are mixed success results. This is not part of the contest.

The proposal is for a one-year pilot. In addition, if individual libraries want to purchase additional content, they can purchase for a discount.

It was suggested that, if pursued, that a WLA Committee should be involved in the author contest feature. The WLA READS committee would be involved.

J. DeBacher stated he admires the Illinois author project and feels this is a good venue to start something similar in Wisconsin. He is willing to take this to the LSTA board to write a proposal for half of the proposal money or \$10,000, which could include some second-year funding. When asked about DPI funding and timing, J. DeBacher stated he would see if this could be funded with DPI carry over funds.

The project could be great PR for WPLC as a contest for new authors could be great for the state.

There was some concern about the length of the pilot and concern about long-term costs. It was agreed that it makes sense to look into a longer pilot period, perhaps two or three years and that planning for this project should be set before it starts.

There was consensus to move forward with this but will be tabled for the time being to get questions answered.

The group identified the following list of questions. Project managers will follow up with Biblioboard to answer questions and bring back to the Board at a future meeting.

1. Are there MARC records? If so, is that an additional cost?
2. If WPLC is to pursue the pilot, can we get pricing for a second and third year to ensure costs do not skyrocket?
3. Are state level anthologies included? Is this a part of the core collection?
4. Are there Biblioboard generated marketing materials?
5. Pop up picks is listed as "in development" and is listed as free – will there be a cost for this in the second or third year?
6. How are use statistics gathered?
7. What is the criteria that Biblioboard uses for vetting submissions?
8. What is the cost if a single library wants to run their own contest?

Additional questions about the proposal can be sent to project managers.

**e. Update from the Digital Collections Committee: Discussion**

The Digital Collections Committee met on October 9, 2017 to finalize their recommendations related to Advantage and Consortium purchasing for 2018. A draft of these recommendations was shared with the Board prior to the meeting.

The goals and recommendations from the Workgroup were outlined. The recommendations will go to the Steering Committee for approval at their next meeting on November 16, 2017.

The recommendations include:

1. Cap the lifetime number of copies purchased per title.
  - a. "One copy, one user" titles will be capped at 80 copies.

- b. Metered titles will not have a cap.
  - c. A list of titles that hit the cap will be maintained and sent to Advantage selectors to purchase additional copies if needed.
  - d. Any capped ebook titles will be limited to a two-week circulation.
  - e. 40 copies will be immediately purchased for titles that are known best sellers and a change will be made in selector budget to accommodate the high publishing months.
2. Do not repurchase metered titles that do not have holds.
    - a. A list of those titles that are not repurchased will be sent to Advantage selectors.
  3. Purchase more simultaneous use titles.
  4. Selection and spending for the consortium should focus on bestsellers, preorders, holds and Request To Library (patron requests).
    - a. Use RTL as the basis for selection for titles that are not “known entities” or are older.
    - b. Keep the maximum of three requests for patrons each month and the minimum of five recommendations of the title to be purchased.
    - c. Share those RTL lists of titles not purchased with Advantage selectors.
    - d. Update collection policy section *III. D. Patron Recommended Materials* to include materials may be purchased “regardless of publication date.”
  5. Investigate the option of OverDrive showing similar titles when an item is unavailable.
  6. Include carousel of recently returned and available ebooks and audiobook on Libby.
  7. Change “always available” audiobook circulation periods to mirror ebooks.
  8. Advantage Plus Criteria
    - a. Titles will be shared not moved.
    - b. Titles will not be excluded based on last checkout date.
    - c. Titles with active checkouts and holds will be excluded.
    - d. All formats will be included.
    - e. Metered access by checkout titles will be excluded.
    - f. Titles will not be excluded by their on-sale date.
    - g. Only titles added to the Advantage collection over 30 days ago will be included.
    - h. Preordered titles will not be included.
    - i. The plan will be run automatically.
  9. Revisit all changes in 6 months to determine effect of changes.

There was a question about titles that are capped and then limited to 14 days. It was asked if patrons still have the option to choose seven days. Project managers verified that yes, patrons can still check out for seven days. Project managers will also investigate notifications about the possible 14-day checkout change.

**f. Election of 2018 chair**

At the August Board meeting, the Nominations Committee was formed (J. Klingbeil, R. Peterson, and M. Van Pelt). There were no volunteers for the position and M. Arend has agreed to serve for 2018. There was a call for nominations from the floor. There were none.

Motion from the Nominations Committee to appoint M. Arend as 2018 Chair was made by R. Peterson and seconded by M. Welsh. Motion approved.

**g. Annual committee review activities**

**i. Digital Collections Workgroup**

It is typical at this time of the year to reaffirm the Digital Collections Workgroup and reappoint/appoint members. However, the group is still in the process of completing their recommendations for this year. Project managers proposed to reaffirm the committee and reappoint/appoint members now, but narrow the scope of their work to focus only on a monetary recommendation for the first half of 2018. After June 2018, they would meet to review the recommendations that could potentially be put in place in January 2018.

M. Welch agreed to take K. Ross's place as the third board member.

A motion to reappoint the workgroup, add M. Welch as the new board member representative and to focus the scope of their work in 2018 was made by A. Birtell, and seconded by S. Heser. There was no further discussion. Motion approved.

**ii. 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. Project managers proposed the following percentages, which would allow the allocations to remain the same for 2018:

- 1% - 5%: 1 seat
- 6% - 10%: 2 seats
- >11%: 3 seats

A motion to implement the recommendation for Steering Committee seat apportionment was made by R. Peterson and seconded by A. Birtell. Motion approved.

**iii. Steering Committee job description**

Each year, the Board affirms the Steering Committee job description for the following year. There are no changes to the job description for 2018.

Motion to approve Steering Committee job description was made by S. Ohs and seconded by J. Klingbeil. Motion approved.

**h. Proposal from SCLS: sharing a Digitization Assistant**

V. Teal Lovely shared that in 2016-2018 SCLS used LSTA funds to provide support for digitization projects for their member libraries. They hired a part-time Digitization Assistant to manage this project. SCLS would like to continue this position and are wondering if other systems are interested in co-sponsoring the position. Some services that could be provided are a library-customized project plan; consultation and training on digitization best practices; assistance with the Recollection Wisconsin application process and setup; methods for creating metadata and uploading it to Milwaukee Public Library's Content DM server; assistance with proper use of digitization equipment.

SCLS is using LSTA funds but would like to turn this into a full-time position and is looking for other systems to partner with to share this service.

They estimate that about 24 library projects could be done within one year. They have created their own application process and only four libraries within SCLS have applied. At this point they are just looking for interest. Let V. Teal Lovely know if there is interest. This could be a possibility for WPLC as well.

BLS is interested as it is in their strategic plan. WVLS is interested as well.

**4. Information sharing from partners**

B. Gay has taken a new position at Waukesha Public Library and will start at the end of November. They are accepting applications now for MCFLS director.

**5. Meeting evaluation**

There were no concerns with the meeting.

**6. Adjourn**

The next meeting will be on Monday, February 19, 2018 at 9:00 AM. The location is to be determined but will be in person, in Madison, before Library Legislation Day.

Motion to adjourn made by C. Meyer and seconded by S. Platteter.

Meeting ended at 4:29 PM.