

Wisconsin Public Library Consortium
Digital Library Steering Committee Meeting Minutes

November 16, 2017 1:00 PM

ATTENDEES: Lori Belongia (Marshfield/SCLS), Desiree Bongers (Winneconne/WLS), Inese Christman (WVLS), Dale V. Cropper (Brown County/NLS), Michael DeVries (Beloit/ALS), Noreen Fish (La Crosse/WRLS), Jamie Hein (Appleton/OWLS), Tina Kakuske (Door County/NFLS), Jessica MacPhail (Racine/LLS), Judy Pinger (Milwaukee/MCFLS), Sue Queiser (Barron/IFLS), Kelly Rohde (Mead/MLS), Roxanne Staveness (Manitowoc Public Library/MCFS), Amy Stormberg (Shell Lake/NWLS), Lin Swartz-Truesdell (Kenosha/KCLS), Laura Tomcik (Fall Creek/IFLS), Molly Warren (Madison/SCLS), Emily Vieyra (Shorewood/MCFLS), Maureen Welch (IFLS), Karina Zidon (Platteville/SWLS)

ABSENT: Mary Alice Bodden (Theresa/MLS), Heidi Cox (Mcfarland/SCLS), Jennifer Loeffel (Franklin/MCFLS), Amy Lutzke (Dwight Foster/BLS), Jennie Stoltz (Pewaukee/BLS)

GUEST: None

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

1. **Call to order:** D. Cropper called the meeting to order at 1:00 PM
2. **Review Agenda – changes or additions:** There were no changes or additions to the agenda.

3. **Approval of minutes**

Motion: Approval of Minutes

Moved to approve: M. DeVries

Second: M. Welch

Results: Motion passed

Discussion: None

4. **Reports: Committees, Workgroups and Project Manager Updates**

a. **Decisions made in between 9/21/17 and 11/16/17 meetings.**

D. Cropper reported there were no decisions made between meetings.

b. **WPLC Board Report**

M. Welch reported that the WPLC Board met on Oct 17th in person at the WLA Conference and had a productive meeting. The Board discussed the Bylaws and took no action but referred back to the Bylaws workgroup for a final time. The Board approved the 2018 project manager contract with WiLS. The Biblioboard proposal was discussed at the meeting and the Board had many questions including broader involvement beyond WPLC. In addition, the Board received an update on the Digital Collections Workgroup recommendations and elected new Board Chair, Mark Arend. The Board looked at the Steering apportionment for representation among systems and had no changes as well. Finally, a proposal from SCLS for a shared digital assistant was reviewed.

c. **Selection Committee**

S. Gold reported that any recommendations approved at today's meeting will begin to be implemented at both the shared and Advantage collection levels. These recommendations may change the makeup and responsibilities of selectors.

d. **Digital Collection Workgroup**

D. Cropper reported that the Digital Collection Workgroup update will be provided as agenda item 6a.

e. **OverDrive Update**

M. Clark referenced the OverDrive update document and shared an update on the Get a Library card option that is now available to consortia. M. Clark explained that the Committee will not be voting on the GLC at today's meeting, but will discuss and take back to their systems and libraries to get feedback. The group will discuss and make a recommendation to the Board at the next Committee meeting. M. Clark reviewed and discussed questions regarding the Get a Library card option including:

- Mobile users with only a digital card will not be associated with a home library and thus will only have access to the shared collection and not have access to Advantage accounts. In addition, these patrons will not be validated through library catalogs.
- Stats for users in this program will not be able to be associated to a particular library or system at this time.
- Consortium will be billed for this feature. The cost is \$.0.99 per card.
- The digital cards are valid for one year from the time of issue.
- It will be up to the libraries to check and see if mobile card users are in fact actual cardholders already. A list will be provided by OverDrive of users on a regular basis.
- Will OverDrive have any kind of push notices to help get mobile card holders to stop by their local library to get an actual card? Project managers will look into this.
- The service is available to people under 18. Project managers will ask if there is a way to monitor this.

5. **Ongoing Discussion Items**

a. **Patron Focus Group**

D. Cropper explained this is an opportunity to discuss and identify questions for the WPLC Patron Focus Group. There were no suggestions or questions for the group at this time.

b. **Steering Chair Nominations Committee**

D. Cropper explained that in the last meeting, the Nominations Committee was formed consisting of J. MacPhail, M. Warren, D. Cropper and they are recommending Amy Stormberg for WPLC Steering Chair for 2018. D. Cropper asked J. MacPhail as representative of the Committee to make the motion.

Motion: The WPLC Steering Nominations Committee is recommending Amy Stormberg for the WPLC Steering Chair for 2018.

Moved to approve: J. MacPhail

Second: M. Warren

Results: Unanimous approval

Discussion: No discussion

c. **OverDrive Wish List**

It was explained that at the September meeting the Committee was asked to review the remaining OverDrive Wish List items from last year and was given time to share with member libraries and systems to submit new development requests. The Committee then reviewed the submissions and discussed priorities to present to OverDrive. Committee members were asked to [vote here after the discussion](#). Voting will be open until December 7th. It was suggested that changes to Marketplace features for selectors and other behind-the-scenes users should be advocated for by these users. Any questions about options, should be directed to M. Clark.

6. New Discussion Items

a. **Digital Collections Workgroup Recommendations**

For the past few months, the Digital Collections Workgroup has been researching and exploring data to better understand the current usage of the collection and to better understand the habits and needs of its patrons. The Workgroup has created a recommendation that includes best practices for consortium and advantage selectors to address the current holds issue and to promote better communication and collaboration among the two bodies. This recommendation was sent out earlier to the Committee in order to give the Committee representatives time to share with their system and libraries to obtain feedback.

Discussion: Clarification was asked about the Advantage Plus Criteria. The criteria were reviewed and it was clarified that all System Advantage accounts would opt in to share items with the entire consortium based on the criteria recommended.

It was asked if a library has signed up for Advantage but not the system how will that work for monies being shared out? Will the system have to create an account? It was clarified that all Systems in the state have Advantage accounts now and that any funds above the \$1,000,000 buying pool will be distributed to system Advantage accounts only using the new formula. It was agreed that any individual library with an Advantage account should comply with selection guidelines followed by the system Advantage accounts and new individual library Advantage account requests should come through the system.

Motion: Approval of the recommendations from the Digital Collections Workgroup with inclusion that the Advantage guidelines should apply to individual library Advantage accounts as well.

Moved to approve: M. DeVries

Second: A. Stormberg

Results: Motion passed

Discussion: Question was asked if guidelines for selectors has been documented yet. It was explained they will be created with input from WPLC selectors after the recommendations are approved.

b. **Board and Steering Communication Survey Results**

The survey results were introduced and reviewed. The survey was done to help identify best practices for communication between the WPLC Board and Steering.

Discussion: It would be nice to have guidelines for Board and Steering members to make sure everyone is on the same page in terms of responsibilities. In addition, it would be great to have clear identification of who the Board and Steering representatives are. It was suggested to share links to Steering meeting minutes with the WPLC community members.

c. **Hold Limits**

The WPLC Digital Library currently has a limit of ten holds per patron. The Steering Committee has been asked to revisit this limit.

Discussion: J. MacPhail explained she had a patron ask for an increase in the holds limit to accommodate the fact that she has many devices. Some members expressed concern that raising the holds limit would require significantly more money to fill the holds.

The question was asked if users could have 10 holds by format? Ex. 10 audio, 10 ebooks? Project managers will see if this is possible via OverDrive. This topic will be revisited at the next Steering Committee meeting.

7. Committee information sharing and questions

D. Cropper asked if there were any questions or information to share. K. Zidon mentioned she worked with six classes of 8th graders yesterday and they were really happy about the teen "no wait" collection in OverDrive now!

8. Next Meeting Date:

The next meeting will be held on February 22, 2018 at 1:00 PM via GoTo Meeting

The next Steering committee meeting date conflicts with an all-day PLSR workgroup meeting. Project managers will look into another date.

Adjournment Time: 2:29 PM

Motion: To Adjourn

Moved to approve: R. Staveness

Second: L. Belongia

Results: Motion Passed