ATTENDEES: Lori Belongia (Marshfield/SCLS), Shawn Carlson (Waukesha/BLS), Heidi Cox (Mcfarland/SCLS), Dale V. Cropper (Brown County/NLS), Michael DeVries (Beloit/ALS), Noreen Fish (La Crosse/WRLS), Nicole Hardina-Wilhelm (Neenah/WFLS), Jamie Hein (Clintonville/OWLS), Sue Heskin (Superior/NWLS), Jennifer Loeffel (Franklin/MCFLS), Judy Pinger (Milwaukee/MCFLS), Roxanne Staveness (Manitowoc Public Library/MCFS), Jennie Stoltz (Pewaukee/BLS), Amy Stormberg (Amery/IFLS), 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), Anne Hamland (WVLS), Tina Kakuske (Door County/NFLS), Jessica MacPhail (Racine/LLS), Kelly Rohde (Mead/MLS)

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

1. **Call to order** A. Stormberg called the meeting to order at 1:00 PM

2. **Review Agenda – changes or additions** M. Clark requested that Biblioboard be added as agenda item 6e and Board/Steering Communication Best Practices as agenda item 6f.

3. **Approval of minutes –** November 2017
   Motion: Approval of Minutes
   Moved to approve: M. Warren
   Second: L. Swartz-Truesdell
   Results: Motion passed
   Discussion: None

4. **Reports: Committees, Workgroups and Project Manager Updates**
   a. **Decisions made in between 11/16/17 and 02/22/18 meetings.**
      A. Stormberg reported there were no decisions made between meetings.
   b. **WPLC Board Report**
      M. Welch reported that the WPLC Board met on Monday, February 19th. The WPLC Bylaws were passed, and the Board Liaison to the Steering committee (who is currently M. Welch), will no longer be a voting member of the Steering Committee. The Board voted to move forward with BiblioBoard which will be fully funded by DPI for the first year with potential funding for a second year. In addition, the Board reviewed the $10,400 in donations received for 2017 and apportioned them to digital content. The 2017 carryover for digital content was apportioned to 2018 digital content budget. A workgroup was formed to begin work on best practices for communication between the Board and Steering. The Board also began plans for 2018 annual meeting which will take place during the WAPL conference.
   c. **Selection Committee**
      S. Gold reported that the selector guidelines for the consortium are complete and a webinar that will be recorded for consortium selectors will be held on Tuesday, February 27th from 10:00 to 11:30 AM to discuss the guidelines. If your system does not have two selectors, the system

director has been notified to name selectors. The WPLC will promote the Wisconsin Reads, *The Round House* by Louise Erdrich. This is made possible in part, by an NEA grant and organized in part by Lori Belongia of Marshfield PL. The program runs from March 5th to March 28th, at which time, *The Round House* will be available as a simultaneous use ebook title. The program will culminate with Louise Erdrich speaking at LCO Ojibwa Community Library on April 28th.

d. **Digital Collection Workgroup**

M. Clark reported that the workgroup will be meeting on March 15th. They will be focusing primarily on the buying pool recommendation as the collection and selection recommendations they made late last year have just been implemented.

e. **OverDrive Update** – See OverDrive February Update

M. Clark referenced the OverDrive update document and shared an update of the new lending model, Cost Per Circ. The Board discussed this at their meeting and would like to discuss this option at the annual membership meeting and have those systems that subscribe to other venders that use this model share their experiences. The Collection Development Workgroup will also discuss this but will not be making a recommendation on it.

5. **Ongoing Discussion Items**

a. **Hold limits**

At the last meeting of the Steering Committee, hold limits were discussed. Project managers were tasked with investigating whether users could have 10 holds by format, Ex. 10 audio and 10 ebook. Talking with OverDrive, it is currently not possible to do this. The Committee was asked if they wanted to make a change to the 10 holds per patron limit.

The group decided that they want to leave the limits at 10 right now, but revisit after the Collection Workgoup's recommendations have had a chance to take effect. We will revisit in September after the 6-month evaluation.

b. **Get a Library Card Feature**

At the last meeting, the group discussed OverDrive's new Get a Library Card feature. Steering Committee members were tasked with discussing this option with their systems and libraries. There were two questions that the Committee had at the last meeting: 1.) Is there a way to limit users from obtaining a mobile card for OverDrive by age as there is a concern about users under the age of 18 obtaining access? And 2.) Is there any way to customize the message that is received by new mobile users that would include information on obtaining a full access library card, possibly the link to all of our libraries? OverDrive responded that It is not possible to limit approval of the mobile cards by age at this time, however they do require users to confirm they are over 13. The statement says "by clicking ok, you are confirming you are over 13." Also, the verification uses address information, so although they couldn't guarantee that under 18 year olds would not be approved, it's likely that in many cases they would not be able to confirm address info for minors and if not verified, their attempts would fail. In regard to the second question, it is not possible to customize the text of the confirmation message itself, but the link that's provided to users in that message is customizable, so we could provide a link that takes users to a page with the information we would want to include, such as a list of member libraries.

The Committee was asked if they want to proceed or table the topic until it has further development. The question was asked who pays the cost per library card? WPLC, individual libraries or systems? Funding of the cards would have to be discussed. There is a concern that this would not encourage patrons to come to the library. The Committee requested that this be discussed in conjunction with the Board at the Annual Membership Meeting.

c. **Patron Focus Group**
A. Stormberg explained this is an opportunity to discuss and identify questions for the WPLC Patron Focus Group. There were no questions for the group at this time.

6. **New Discussion Items**
   a. **Steering Committee Orientation Packet**
   The Steering Committee orientation packet was sent out to Committee members in advance of the agenda to give sufficient time for review. M. Clark reviewed the position description, bylaws and noted that the bylaws were approved as listed in the revised version, the governance description, organization chart, budget explanation, current budget and meeting dates were reviewed. It was noted that the June 8th board meeting was listed wrong, it will be held on June 18th.

   b. **Donation to Wisconsin's Digital Library**
   S. Gold reported that the WPLC received a donation for $10,000 for digital content for the Wisconsin's Library Consortium from Pat Wende of Sun Prairie. This is the third year, P. Wende has made a generous donation to the WPLC for digital collection. Following the process established for donations over $500, a thank you and receipt were sent on behalf of the WPLC. In addition, SCLS and Sun Prairie Public Library were notified of the donation.

   c. **2017 Support Statistics**
   A summary of support requests through the WPLC Support Request Form were sent out in early January. The summary shows comparisons of the support requests from the last three years. A question was asked if OverDrive has provided any statistics on the Libby support requests. Project managers will follow up with OverDrive to see if that information is available.

   d. **Consortium and Advantage Selection Guideline Review**
   In the November 2017 meeting, the Steering Committee approved the WPLC Collections Workgroup recommendations for changes to selection. Guidelines based on those recommendations have been created and distributed. A webinar was held on the 15th of February for Advantage selectors and there will be a webinar for the consortium selectors on next Tuesday, February 27, 2018. The group reviewed the guidelines and changes. It was asked if titles shared with the Advantage Plus program would still be owned by the Advantage account. The answer is yes, they are just shared, when available, to the rest of the consortium.

   e. **BiblioBoard**
   The Board met and discussed the BiblioBoard recommendation. They did approve moving forward with all three aspects, the author contest, pop up picks and Pressbooks. DPI has offered to fund the first year of this program and potential a portion of the second year. The Board

agreed to move forward with the program as a two- year pilot. The board also agreed that they would prefer that the Steering Committee oversee this project since it is closely related to the Digital Library.   It was asked if there were any concerns about the Steering Committee overseeing this project. There were no concerns.

Moving forward, it would be best to have a small BiblioBoard Implementation workgroup to help provide feedback. There most likely will not be many meetings, if so, they would be online. The group would primarily offer feedback on the direction of the program. M. Clark asked for a few volunteers. M. Warren, J. Stotz, and D. Cropper volunteered to serve on this workgroup.

f. **Board and Steering Communication Best Practices**
At the last meeting, the Committee reviewed survey results of how the Board and Steering members currently communicate and share information. This group made a few suggestions for guidelines including listings of current representatives for each system. The Board reviewed in their last meeting and would like to create a small workgroup consisting of a few Board members and a few Steering members. This group would review the communication best practices document that the project managers will prepare based on the feedback provided. M. Clark asked for a few volunteers for this workgroup. M. Devries, A. Stormberg, and H. Cox have volunteered to serve on this workgroup.

7. **Committee information sharing and questions**
A. Stormberg asked if there were any questions or information to share. S. Carlson asked if there is a lucky day collection opportunity for Advantage collections. M. Clark will follow-up with OverDrive and report back. The was a question about default checkout periods and after a discussion the Committee would like to review the default limits for ebooks and audio titles from 7 days to 14 or 21 days. M. Clark will take this to the Digital Collection Workgroup. A question was asked about Overdrive Periodicals. Project managers shared that periodicals are coming but there is not currently a release date, or other specific details. M. Clark has asked OverDrive to consider allowing periodicals at the Advantage level, regardless if the consortium participates. It was also asked about an update for Libby on Kindles and Chrome. Project managers will follow up with OverDrive on this as well. There was a question about the Wisconsin school ebook projects. S. Gold mentioned the Wisconsin Schools Digital Library Consortium is available to public and private schools and districts for $1.50 per student. Open enrollment is happening until April 1st for the consortium and more information can be found at: http://www.wils.org/wsdlc/

8. **Next Meeting Date:**
The next meeting date will be April 19, 2018 at 1:00 PM via GoTo Meeting.

Adjournment Time: 2:05 PM
Motion: To Adjourn
Moved to approve: L. Belongia
Second: J. Pinger
Results: Motion Passed