

Wisconsin Public Library Consortium
Board Meeting Notes
February 19, 2018
9:00 AM
SCLS Headquarters (Badger/Chester) and by GoToMeeting

ATTENDEES: Kirsten Anderson (WRLS), Mark Arend (WLS), Roxane Bartelt (SWLS), Evan Bend (OWLS), Amy Birtell (MLS), Alyssa Cleland (NWLS), Steve Hesel (MCFLS), Steve Platteter (ALS), Martha Van Pelt (SCLS), Mellanie Mercier (BLS), Lin Swartz-Truesdell (KLS), Maureen Welch (IFLS)

ABSENT: Anne Hamland (WVLS), Steve Ohs (LLS), Rebecca Peterson (MCLS)

GUESTS: Joshua Klingbeil (WVLS), Vicki Teal-Lovely (SCLS)

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

1. Call to order/Welcome & Introductions

The meeting was called to order at 9:02 AM

2. Consent agenda

- a. Review agenda - There were no questions or additions to agenda.
- b. Approval of minutes from [October 17, 2017](#)
- c. Acceptance of Steering Committee minutes from [November 16, 2017](#)
- d. Update report from [Steering Committee](#)

Motion to approve consent agenda was made by S. Platteter and seconded by A. Birtell. Motion passed.

3. New business

a. Discussion and action on Bylaws

At the October Board meeting, the Board reviewed the revised bylaws, along with one outstanding issue on which the Bylaws Workgroup did not have the opportunity to meet. The Workgroup has since met and developed new language, which was shared with the Board on January 17th. The Bylaws workgroup revisited the Section 3 on voting, particularly regarding the Steering Committee recommendations. Language was changed to clarify recommendation actions. The change includes the following, "any recommendation from the Steering Committee may be approved by a simple majority, or may be rejected by a 2/3 majority of all members of the Board, or shall be returned to the Steering Committee for further consideration.

K. Anderson noted that the committee spent quite a bit of time on this portion and feels very comfortable with the final version.

There was a question about membership shares. The Bylaws now state in article 4, section 2 that "Each partner must pay an annual assessment of an equal Share of the general operating budget and an assessment toward the buying pool, as determined by a formula created by a joint committee of the Steering Committee and Board and recommended to the Board by the Steering Committee. " This clause will begin with the 2019 budget.

Motion to approve the new bylaws with changes recommended by the Bylaws workgroup was made by M. Van Pelt and seconded by S. Platteter. Motion passed.

It was noted that section 4 and 9 of Article 5 do not have headers. S. Morrill will fix this before the bylaws are posted.

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

At their September 21st, 2017 meeting, the Steering Committee recommended that the Board use R&D funds to fund the BiblioBoard proposal. The Board discussed the proposal at their October 2017 meeting and had some additional questions. The project managers have created a document with these questions, have talked with other states about their experiences, and have created a preliminary implementation timeline.

Since the timeline went out, project managers were informed that the multi-state author contests are no longer in the Fall, but will be held in the Spring. The contest is open from April 1 – July 1. The main responsibility of the consortium would be to market the contest, as the submission forms are already created and the website does not require much customization. There is potential support from the READS unit of WLA to be the judges. There will be time to determine this process as the contest is open until July 1. LJ does the first review and there will be significantly less and higher quality submissions. DPI reported they intend to fund the first year and possibly half of the second year.

Including PressBooks, the total cost for 2018 is \$24,000.

The first two years could be considered a trial so there is not a need, at the moment, to decide how the payments would be dispersed for 2020.

Motion on the table. Motion Passed.

The Board agreed that Steering should govern the process.

A motion was made to defer governing to the Steering Committee by M. Van Pelt, seconded S. Hesper. Motion passed.

During the discussion, a question was asked about the alternate domain name that was approved for WPLC. M. Clark responded that it had not yet been implemented, mostly because there was not an immediate need for it. It can be implemented now that WPLC has a second vendor for digital materials. This work will be done prior to the annual membership meeting.

c. **Update from the Digital Collections Committee**

Last Fall, the Collection Development Workgroup finalized their collection recommendations, which were submitted to the Steering Committee for review and approval at their November meeting. The recommendations were approved and project managers and selectors worked to create the consortium and Advantage selector guidelines based on those recommendations. The Collection Development Workgroup will be meeting again in a month to make a recommendation on for the 2019 buying pool. The group will also consider the upcoming OverDrive Periodicals as part of their discussion.

It was suggested that accountability for Advantage selectors needs to be taken into consideration. This will be discussed with the Collection Development Workgroup.

d. Election of 2018 Steering Representative

At the October 2017 meeting, the Board elected a chair for 2018 but did not elect the 2018 Steering Representative. Maureen Welch from IFLS is willing to continue in the position.

A motion was made for Maureen Welch to continue as the Board Liaison to Steering by M. Van Pelt, seconded by A. Birtell. Motion passed.

e. Apportionment of the 2017 budget carryover

Each year, the Board takes funds not spent by the Consortium in the previous year and allocates them to the appropriate budget for the current year. This year, the following funds are remaining, and S. Morrill is suggesting the following allocations:

\$10,400 in donations: Suggest we allocate to digital content.

\$5,398.62 in other income minus overage for newspaper uploads: This is income for the newspaper project (upload costs) so it should go there.

\$5638.17 in digital content (plus \$2 of extra income): Suggest we allocate to digital content.

\$710.00 in research program: Suggest we allocate it back to reserve.

\$6,320 in R&D: Suggest we allocate it to R&D.

\$22,849.96: \$23,099.96 in reserve minus \$250 for duplicate refund: Suggest we allocate it to reserve.

The carryover recommendations are based on what the Board has done in the past. The +\$2 is because of rounding in the formula.

Motion to accept recommendations for carryover money was made by A. Birtell, seconded by Steve H. Motion passed.

f. Formation of Budget Committee

The annual Budget Committee needs to be formed. Last year, the Budget Committee consisted of:

- The Board Chair
- The Board Liaison to the Steering Committee
- A representative from any Board Subcommittee (currently the Historical and Local Digital Collections Committee)
- A volunteer from the Board

A motion was made to form the committee as currently listed by A. Cleland, seconded by S. Platteter.

A. Birtell volunteered as Board member. Motion Passed.

g. Board and Steering Communication Survey Results

At the Annual Membership meeting, it was suggested by Steering and Board members to survey both groups on their communication practices to identify best practices for communication between the WPLC Board and Steering. This work was done, and taken to the Steering Committee for their consideration.

In MCFLS, important information and decisions are taken to the directors' group. They might have a standing WPLC agenda item for their monthly director's meetings in the future. ALS has a standing agenda item and their Steering representative also attends the directors' meetings when necessary. BLS does the same at their director meetings.

A workgroup was created to review the guidelines. M. Welch and S. Hesper volunteered for the workgroup. Project managers will ask for representatives from the Steering Committee as well. The goal is to have the guidelines complete by the April annual membership meeting.

h. Planning for the 2018 Annual Meeting

The next meeting of the Board will be the WPLC Annual Meeting, held in conjunction with the Steering Committee. The group discussed potential topics for the meeting, and had the following suggestions:

- Advantage/Consortium Guidelines
- Future of purchasing models and Cost Per Circ: Share what systems do for Hoopla.
- Celebration of updated bylaws
- Communication guidelines
- Biblioboard
- Circ/collection update. (One slide of stats). DPI might have physical material numbers from 2017 for comparison.
- New URL/Domain.

There were questions about how much awareness there is beyond the systems as to what the WPLC is. It was suggested to create a brochure for WPLC and its projects for the next Library Legislative day. It was also suggested to ask in the next library survey what staff would like to see the consortium do. The project managers will bring something about a survey to the next meeting, and will work on the brochure after.

It was suggested to have the annual membership meeting followed by the Board meeting.

i. Annual review of consortium documents

As this is the first Board meeting of the year, the Board orientation packet was reviewed.

M. Welch had a question about the calendar and the Board's June 8th meeting. This was updated to June 18th at 10:00 AM.

There were some suggested changes to the Organization Chart:

- Change color scheme for the workgroups.
- Make workgroups one block and make more info in the table for them.
- Add Selection Committee charge once they have one.

Suggested changes to the Governance Document:

- Update Board & Steering info: new bylaws + add language about the Board rep being non-voting
- Add that the Board Liaison to the Steering Committee is a non-voting member.

The project managers will take care of updating the documents.

4. LSTA Digitization Grant and Collaboration between systems (M. Van Pelt)

SCLS shared there is some potential for LSTA digitization grants for system collaborations. If any system is interested, they should contact SCLS. Members were also invited to visit the digitization office that SCLS has established.

5. Information sharing from partners

- Winnefox and OWLSNet are at the beginning stages of discussing an ILS merger.
- Arrowhead has migrated to SHARE (LLS & KLS). This has been a very smooth process. Delivery is getting sorted out.
- MCFLS has an application process open for a new Library System Administration. Applications are open until March 2nd.
- SCLS has an opening for a Workforce Development Specialist. This will be a Limited Term Employee who will visit all libraries and set up a website for all resources that are available.
- SWLS will have a new website debuting in a few weeks. SWLS contracted with WILS for UW- DoIT. They do not have an update on the director search; it is still ongoing.

6. Meeting evaluation

The group agreed the meeting went well. It was suggested to add the year-to-date budget into the consent agenda.

7. Adjourn

The next meeting of the Board is on May 2, 2018

Motion to adjourn was made by M. Van Pelt, seconded by S. Platteter. Motion passed.

The meeting ended at 10:41 AM