Wisconsin Public Library Consortium
Board Meeting Agenda
February 19, 2018
9:00-12:00
SCLS Headquarters (Badger/Chester) and by GoToMeeting*

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

2. **Consent agenda**

   a. Review 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

3. **New business**

   a. **Discussion and action on Bylaws**
   Background: 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. A full version of the revised bylaws was sent to the Board on February 5th.

   Additional documents: WPLC Bylaws 2018-2 Revision

   b. **BiblioBoard proposal: Discussion and Action**
   Background: 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. At the October meeting, DPI expressed some possibility of funding for the project, and will share more information at the meeting.

   Additional documents:
   --BiblioBoard Proposal for WPLC
   --BiblioBoard Presentation Recording
   --WPLC Questions for BiblioBoard
   --BiblioBoard implementation timeline

   Questions for discussion:
   --What body (Steering or Board) will be responsible for oversight of the project?
   --What questions or concerns do you have about the project or the implementation timeline?

   c. **Update from the Digital Collections Committee**
   Background: The Collection Development Workgroup finalized their collection recommendation last fall, 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.

Additional documents: None

Questions for discussion:
--Do you have any additional questions or concerns about the work of the Collections Committee, including the selector guidelines?

d. **Election of 2018 Steering Representative**
Background: 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.

Additional documents: None

Questions for discussion: None

e. **Apportionment of the 2017 budget carryover**
Background: Each year, we take the funds not spent by the Consortium in the previous year and allocate them to the appropriate budget for the current year.   This year, we have the following funds remaining:
$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

Additional documents: 2017 end of year budget

Questions for discussion:
--Are there any questions or concerns about the proposed allocation?

f. **Formation of Budget Committee**
Background: It's time for us to form our annual Budget Committee. 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

At this meeting, we should confirm the members and ask for volunteers from the Board.

Additional documents: None

Questions for discussion:
--Does the Board wish to keep the makeup of the Budget Committee the same as last year?
--Who would like to serve on the Committee as the Board volunteer?

g. Board and Steering Communication Survey Results
Background: At the Annual Membership meeting, it was suggested by Steering and Board members to survey both groups on their communication practices. This was done to identify best practices for communication between the WPLC Board and Steering.

Additional documents: Survey Results

Questions for discussion:
--Based on the survey results, what guidelines or standards might you suggest?

h. Planning for the 2018 Annual Meeting
Background: Our next meeting will be the WPLC Annual Meeting, held in conjunction with the Steering Committee. What goals would we like to accomplish at this meeting? Are there any specific concerns that we need to address?

Additional documents: None

Questions for discussion:
--What goals do we have for the Annual Meeting?
--Are there specific concerns we need to address?

i. Annual review of consortium documents
Background: As this is our first meeting of the year, we would like to review the Board orientation packet.

Additional documents: Orientation packet

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

5. **Information sharing from partners**

6. **Meeting evaluation**
How did the meeting go? Was everyone participating? How might we improve for our next meeting?

7. **Adjourn**

Next meeting: May 2, 2018

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