

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

1. Call to order/Welcome & Introductions

2. Consent agenda

- a. Review agenda
- b. Approval of [minutes from August 4, 2017](#)
- c. Approval of [Steering Committee minutes from September 21, 2017](#)
- d. YTD budget (will be available prior to the meeting)

3. New business

a. Discussion of comments on Bylaws

Background: 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 we received were from Josh Klingbeil. The comments were sent to the Bylaws Workgroup and Mark Arend (as chair). Mark 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 Josh's comments.

Additional documents:

- [Comments Received About the Bylaws](#)
- [WPLC Bylaws 2017-10-3 Original Revision](#)
- [WPLC Bylaws 2017-10-3 New 5.3.b and 5.3](#)

Questions for discussion:

- After reviewing the comments and feedback received, would you like the bylaws to be changed?
- Do the revised version of the bylaws address any concerns you have with the language?
- If not, what language would you propose?

b. Action on Bylaws

Background: The Board was sent two draft versions of the bylaws on October 3. If neither of those are the version the Board would like, this item will be tabled until the next Board meeting in February. If one of those versions is acceptable, the Board may take action on the bylaws.

Additional documents: See (a) above.

c. Project manager contract: Discussion and Action

Background: The contract with WiLS for project management ends on December 31, 2017. A contract for 2018 will be discussed and action taken on it. The proposed contract has minimal

changes from the one approved for 2017.

Additional documents: [2018 WPLC Project Management Contract Draft](#)

Questions for discussion:

- Are there activities included in the contract you do not think WiLS should be doing?
- Is there anything missing from the contract?
- Do you have any other questions or concerns about the contract?

d. BiblioBoard proposal: Discussion and Action

Background: At their September 21st meeting, the Steering Committee recommended that the Board use R&D funds to fund the BiblioBoard proposal. The Board will discuss the proposal and recommendation from Steering.

Additional documents:

- [BiblioBoard Proposal for WPLC](#)
- [BiblioBoard Presentation Recording](#)

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?
- If we do move forward, when would the Board like implementation to occur?

e. Update from the Digital Collections Committee: Discussion

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

Additional documents:

- Draft recommendations (will be available prior to the meeting)

Questions for discussion:

- Are the recommendations clear?
- Once the recommendations are approved by Steering, WiLS will draft the procedures needed for the Advantage selectors. Do you have any questions or concerns about what will be expected to be purchased for the Advantage accounts?

f. Election of 2018 chair

Background: At the August Board meeting, the Nominations Committee was formed (Joshua Klingbeil, Becky Peterson, Martha Van Pelt). There were no volunteers for the Chair position. Mark Arend has agreed to serve again, but would like to take nominations from the floor prior to the vote.

g. Annual committee review activities

i. Digital Collections Committee

Background: We would normally reaffirm the committee and reappoint/appoint members. However, the group is still in the process of completing their recommendations for this year. WiLS would like to propose that we 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 are being put in place in January 2018.

ii. Steering Committee seat apportionment

Background: 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. WiLS is proposing 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

Additional documents: [Annual Steering Apportionment](#)

Questions for discussion:

--Are you comfortable with this seat apportionment for 2018?

iii. Steering Committee job description

Background: Each year, the Board affirms the Steering Committee job description for the following year.

Additional Documents: [WPLC Steering Position Description](#)

Questions for discussion:

--Do you have any questions or concerns about the Steering Committee job description?

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

Background information: From SCLS: "In 2016-2018 SCLS used LSTA funds to provide support for digitization projects for our member libraries. We hired a part-time Digitization Assistant to manage this project. SCLS would like to continue this position and we 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."

4. Information sharing from partners

5. Meeting evaluation

How did the meeting go? Was everyone participating? How might we improve for our next meeting?

6. Adjourn

Next meeting: February 19, Time TBD

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