Wisconsin Public Library Consortium
Board Meeting (Annual Meeting) Minutes
April 26, 2017

ATTENDEES: Kristin Anderson (WRLS), Mark Arend (WLS), Roxane Bartelt (SWLS), Evan Bend (OWLS), Amy Birtell (MLS), Steve Heser (MCFLS), Joshua Klingbeil (WVLS), Mark Merrifield (NLS), Connie Meyer (BLS Proxy for Mellanie Mercier), Steve Ohs (LLS), Rebecca Peterson (MSLS), Steve Platteter (ALS), Michael Sheehan (NWLS), Lin Swartz-Truesdell (KCLS), Martha Van Pelt (SCLS) Maureen Welch (IFLS/Steering Committee Liaison)

GUESTS: Jean Anderson (SCLS), Kent Barnard (Patterson/WLS), Desiree Bongers (Winneconne/WLS), Beth Carpenter (Appleton/OWLS), Dale V. Cropper (Brown County/NLS), Michael DeVries (Beloit/ALS), Noreen Fish (La Crosse/WRLS), Bruce Gay (MCFLS), Emily Laws, Cedarberg/MLS), Susan Lee (Madison/SCLS), Leann Lehner (Jefferson/BLS), Jessica MacPhail (Racine/LLS), Shirley Miller (Vaughn/NWLS), Beth Price (Madison/SCLS), Sue Queiser (Barron/IFLS), Anne Hamland (WVLS), Margie Navarre Saaf (Madison/SCLS), Amy Stormberg (Shell Lake/NWLS), Molly Warren (Madison/SCLS), Karina Zidon (Platteville/SWLS)

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

1. **Call to order/Welcome & Introductions**
   K. Ross, current Board Chair is no longer with SWLS. M. Welch officiated the meeting until the new chair was elected. Introductions were made.

2. **Consent agenda**
   a. Review agenda
   b. Approval of minutes from February 20, 2017
   Motion to approve the consent agenda was made by M. Van Pelt. Seconded by A. Birtell. Motion passed unanimously.

3. **Updates from previous meetings/projects**
   a. Steering Committee update – M. Welch reported the Steering Committee met on April 20th. They did not make any decisions on the Collection Workgroup recommendation. They will do so at their next, May 25th, meeting. There was discussion on the new OverDrive Advantage Plus but they decided to table a decision until the Formula Workgroup's recommendation has been approved by the Board. The Committee also looked at a holds explanation that was drafted by project managers and provided feedback on the document.
   b. Historical and Local Digital Collections Committee/Newspaper project – S. Morrill reported a bulk upload of historical newspapers is currently being processed. It is expected to be available in the Archive of Wisconsin Newspapers in BadgerLink before the end of April. This batch includes more than 100,000 pages of microfilm scanned by the Wisconsin Historical Society representing eleven newspaper titles from six libraries. A list of all newspaper titles that are available in BadgerLink can be found here. The Wisconsin's Newspapers Database vendor is working to improve searching speed and make other enhancements to the user interface. The Digital Projects Toolkit online training course, created by Recollection Wisconsin and funded by WPLC, wrapped up in March. 18 people, primarily library system staff, completed part or all of the course. The Google Community created to complement the course is now open more broadly to anyone working on digitization projects in Wisconsin.

c. [YTD budget review](#) – The Budget was sent out for review with the carryover from last year allocated as was discussed at the last board meeting. It was noted that bills for collection at the time the budget was sent out were not paid. However, a bulk payment has been paid as of the meeting today.

4. **Action on recommendation from Nomination Committee on chair**
   The Nominations Committee (S. Platteter, M. Sheehan, M. Van Pelt) are recommending Mark Arend to complete the 2017 chair term. **Seconded by M. Welch. Motion passed unanimously. There were no other nominations or discussion.**

   From this point in the meeting, M. Arend presided over the meeting.

5. **Action on the User & Non-User Survey Workgroup Recommendation**
   M. Arend explained that because we did not have time at the February meeting to vote on the User & Non-User Survey Workgroup Recommendation, and because it was desirable to move the project forward, an email voting method was used to approve the recommendation. Because our bylaws do not allow for email voting, the group is asked to take action on it.

   M. Welch made a motion to accept the recommendation of the Workgroup. M. Van Pelt seconded. Motion approved unanimously.

   It was noted to add email voting to the bylaws discussion list. The Workgroup was thanked for their work.

6. **Recommendation of Formula Workgroup**
   The Formula Workgroup convened in 2016 to develop a potential new formula for dividing costs for the buying pool, and has a recommendation to present to the Board for consideration and discussion, [Summary of Formula Workgroup](#)

   B. Gay, Workgroup member, explained the recommendation came out of the increase of the buying pool from last year's budget recommendation. Last fall, there were some systems that raised concern about the $150,000 increase, issues with wait times and how Advantage can better help deal with those issues. The Workgroup developed the proposal to keep the formula as is for the $1,000,000 and anything above that be allocated back to system Advantage accounts with a different formula. That formula is based entirely on the number of holds each system accrues.

   There was a question about demographic hold differences. One of the concerns is that some systems do not have as many holds as others and are managing holds with what is in their Advantage accounts now. There is also a potential that holds will get filled faster. With this formula, there is more ability for systems/libraries to have control over their spending on additional needs for their patrons. The Collection Workgroup is also continuing their work this year to look at the relationship between consortium selection and Advantage selection regarding coordination and timing in purchasing.

   Project managers will share a report of the last two years of holds at the system level. Reporting is still an issue and is being discussed with OverDrive. It has been determined that some of the ratios on the OverDrive reports is not correct. This is currently an ongoing discussion with OverDrive and has been the focal point of the Steering Committee's wishlist this year.

M. Merrifield was concerned with the formula used for Nicolet and OWLS' unique situation. Holds for Info Soup were split by the ratio of usage. **Project managers will re-look at those figures for Info Soup.** It was determined to still vote on the formula as the group is voting on the philosophy of the formula.

M. Welch made a motion to accept Model Two of the Formula Workgroup's recommendation. R. Peterson seconded. Motion approved unanimously.

7. **Califa Copyright Reform Statement Update**
   At the October 25, 2016 meeting, the WPLC Board voted in favor of supporting and signing the Library Copyright Reform Statement, drafted by Califa and presented to various library consortia around the country. Copyright Reform Statement.

   It was noted that Paula Mackinnon of Califa, has sent a link to the Statement that asks that WPLC designate an individual contact as the signer on behalf of the WPLC. It has been suggested that the Chair of WPLC or the Project Mangers could be the designator.
   There was consensus that the Chair should be the designator.

   It was also discussed how the WPLC can present this Statement to audiences around the state. P. Mackinnon did say she was unsuccessful in getting the Librarian of Congress to agree to participate in the petition. **It was agreed that this could be referred to SRLAAW and LD&L for distribution.**

8. **Review & possible action on draft bylaws** Redlined version of draft bylaws; draft bylaws without redlines
   J. Klingbeil, Workgroup member, explained that the Bylaws Workgroup has drafted a new version of the bylaws. In addition, there were some additions added to the bylaws regarding electronic meetings that the Workgroup has not had a chance to review. It was decided to compile a list of issues related to the bylaws for the Workgroup to address. The Board will then meet and discuss the revision at their August 24th meeting. **Board members are encouraged to send additional thoughts and bylaws changes to the Workgroup at wplc-bylawsworkgroup@wils.org by June 15th.**

9. **Break – time needed to reconfigure room and prepare for discussion.**

10. **Welcomes and introductions**
    All were welcomed to the discussion portion of the Annual meeting. Introductions were made.

11. **Presentation of information for discussion**
    a. Recommendations from the Steering Committee Digital Collection Workgroup
       E. Bend from the Digital Collections Workgroup presented the Workgroup's 2018 recommendations. The full recommendation can be found here. There were five main topics the Workgroup focused on this year; Non-English Language Materials, Adult Literacy Materials, New Vendors/Platforms, Holds & Advantage Collections, and the 2018 Buying Pool Amount.

       The recommendations for each section are as follows:

Non-English Language Materials
RECOMMENDATION: Do not purchase materials in languages other than Spanish and English. $5000 should be put toward adult popular Spanish materials. Additional measures should be taken to promote and market the collections:

- Request OverDrive generate a list of top circulating Spanish language titles to purchase.
- Create a featured collection on the website.
- Create a marketing plan for Spanish materials.
- Run mid-year usage statistics to see how promotion should be changed.

Adult Literacy Materials
RECOMMENDATION: At this time, do not include adult literacy materials as they are outside of the current scope of the collection.

New Vendor Criteria & Consideration of Other Vendors
RECOMMENDATION: One of the Workgroup's goals for this year is to investigate ways to reduce holds. After reviewing the research and other platforms, the group felt that no other vendor offers an affordable model that will solve this main issue. It is believed that it is a better investment currently for WPLC to do more advocacy with the publishers. The group recommends not pursuing a new vendor but to keep apprised of the changes these vendors offer.

Plan for Dealing with Holds and Advantage Collections' Role
RECOMMENDATION: The Workgroup needs additional time to address and research the identified questions to create a best practices plan for consortium and Advantage selectors. The Workgroup recommends once this research is complete and a plan is created, that the two bodies implement the plan to address the current holds issue and to promote better communication and collaboration among the two bodies.

2018 Buying Pool Amount
RECOMMENDATION: The Workgroup recommends that the buying pool budget remain at $1,150,000 for 2018. In addition, the Workgroup will continue work to make recommendations on how Advantage accounts can contribute and achieve a better focus for the collection.

b. Discussion & thoughts from the Steering Committee
D. Cropper, Steering Committee Chair, presented the discussion and thoughts from the Steering Committee on the Workgroups recommendations:

Non-English Language Materials
There was agreement with the recommendation to not purchase materials in languages other than English and Spanish. It was noted that anytime the collection adds titles in other languages, the primary collection suffers.

Adult Literacy Materials
There was agreement with this recommendation to keep the focus on popular materials.

New Vendor Criteria & Consideration of Other Vendors
The Committee was pleased with the research and agreed that there are no other vendors that can address the issues that the WPLC is facing now with high wait times.

Plan for Dealing with Holds and Advantage Collections' Role
The Committee agrees that best practices for the selectors and Advantage sectors is important and will help in communication and working toward reducing the high holds and wait times.
The Committee also wants the workgroup to discuss in their research the wording on Wisconsin's Digital Library's website regarding holds as this may be problematic.

2018 Buying Pool Recommendation
The Committee, overall, agreed with this recommendation. However, there was some discussion on increasing the buying pool. Some members felt that it should be increased and felt it may be up to the libraries to keep increasing the percentage of funds for Wisconsin's Digital Library and decreasing the amount of for physical items. It was also stated that it is important to communicate that need to libraries.

There was a question about statistics and whether OverDrive provides an API to pull data. OverDrive currently does not.

c. Board Role, Responsibility and Representation
    There have been several discussions at the Board level on roles and responsibilities. The Bylaws Workgroup has been working hard to make things clearer in the bylaws about how the Board and Steering Committee interrelate. As we have progressed, it is clear we still have some work to do. Today's discussion is going to be focused around the two bodies' relationship, decision making and communication.

    The draft version of the bylaws includes the following language about the Board:
    *   All official business of the WPLC is conducted by the WPLC Board.
    *   The Board shall be empowered to establish, specify composition, and specify duties for any special committees or workgroups it deems necessary. The Board shall be empowered to dissolve any such special committee or task workgroups that it no longer deems necessary.
    *   The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms.
    *   The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.
    *   The WPLC Board or its appropriate subgroup will develop guidelines to accompany these operating principles. These should include materials selection methodologies and policies, the determination of circulation periods, and so forth.
    *   The WPLC Board may develop additional operating principles as required.

    It was explained that Partners are the 16 Systems that are Board members. Members are all the libraries that contribute to the buying pool.

S. Morrill also explained that the Board is still looking at a few topics, including weighted voting, tie voting, dissolution and guidelines.

d. Steering Role, Responsibility and Representation
The Steering Committee's current charge, bylaws pertaining to the Steering Committee, and the Committee's expectations were presented.

They include:
From Current Charge:
- The Steering Committee is comprised of one or more representatives from each public library system with a total of twenty-five members.
- The Steering Committee makes budget and policy recommendations to the WPLC Board for formal approval.
- Makes all decisions relating to the day-to-day operation of the Digital Library and is empowered to establish, specify composition, and specify duties for any committees needed for the continuing operation of the Digital Library.
- The Selection Committee and other current committees relating to the operation of the Digital Library report to the Steering Committee.

From Current Bylaws:
- Established to oversee WPLC's Digital Library program.
- Shall consist of one or more representatives from each Partner. The number of representatives from each Partner shall be determined by the aggregate annual investment in the Digital Library made by each Partner and its Members.
- Shall make policy and budget recommendations to the WPLC Board for formal approval.
- Shall make all decisions relating to the day-to-day operation of the Digital Library.
- Shall be empowered to establish, specify composition, and specify duties for any special committees or task forces necessary for the continuing operation of the Digital Library.
- WPLC Board shall select from among its members an official representative to the Steering Committee. The WPLC Board representative shall be a full voting member of the Steering Committee.

From Current Expectations:
- Steering Committee representatives will participate in making WPLC Digital Library program policy and budget recommendations to the WPLC Board for formal approval.
- Steering Committee representatives will, with advisement from the project managers and oversight by the board, make all decisions relating to the day-to-day operation of the Digital Library.
- Steering Committee representatives will, with advisement from the project managers and oversight by the board, create and manage any committees or work groups needed for the operation of the Digital Library, including the Selection Committee.
- Steering Committee members will act as representation of their system.
- Steering Committee representatives will be responsible for reporting information to the libraries they represent in their system and gathering feedback and input as needed.
- Representatives will follow up with WPLC Board member representative to discuss issues when necessary
- Committee representatives will be expected to attend and be prepared for committee meetings. If unable to attend, committee representatives will provide a proxy and notify the steering chair and project manager. Committee meets approximately six times per year.

- Committee representatives should have experience with and working knowledge of the current OverDrive Digital Library platform.

  e. Process for discussion & regrouping
  The process for the discussion portion was explained to the group.

12. **Discussion of Board and Steering Committees representation, decision-making, annual collection process, and overall communication.**
    The attendees separated out into eight groups, each discussing one of the four topics found here: Questions for annual meeting discussion. After the initial discussion, groups then discussed their decisions with the other group with the same topic. After that second discussion, each of the four groups reported back to the group as a whole.

    Discussion: Representation
    The groups were asked the following to questions regarding representation:
    1. *Who do the individuals on the Steering Committee represent?*
       a. *Their own library*
       b. *All libraries in their system*
       c. *The system*
       d. *The state (having a more holistic view)*
       e. *All of the above*
    The group reported that in theory, all of the above. They felt there should be a focus on libraries and the system. They also represent themselves and their own library. It was also noted that Steering members should work together and represent the State as a whole because it is a shared, statewide collection.

    2. *Who do the individuals on the Steering Committee have the authority to speak for?*
    The group reported Steering should have the authority to speak for libraries within their own system. Because the system appoints the members, they can speak on behalf of the system itself.

    3. *How do we ensure that the mission and goals of WPLC are infused into decision-making for both the Steering Committee and the Board?*
    The group recommended three points to make this successful:
    - Bring Steering and Board together, like in the Annual Meeting
    - Review and semi-annual review of mission and goals
    - Continue new orientation process to make sure we are all adhering

    Discussion: Decision-Making
    The groups were asked to consider three situations, along with the following to question regarding decision-making:

    If the Board were to overrule a recommendation from the Steering Committee when they had the authority to do so, what might be the best process for doing so in order to keep good relations between the two bodies?

    The group reported that all three situations were similar. They felt it is the role of the Steering Committee to make recommendations to the Board and the role of the Board to decide upon those recommendations. They indicated that the Board should only vote on action items, and that action

items should not come up during a meeting. If a recommendation item does not meet Board approval, it should be sent back to the Steering for more conversation or with a modified recommendation. In addition, the group felt there should be a lot of communication to eliminate the possibility of "surprise" decisions.

Discussion: Annual Collection Workgroup Process
The current process for the annual Collection Workgroup was explained. Currently, the Digital Collections Workgroup (which includes members from the Board, Steering, and Selection) makes a recommendation to the Steering Committee, who can approve or alter that recommendation and make a recommendation to the Board.

The groups were then asked the following question:
> *In your group, discuss the proposed alternative and come up with 1-2 alternatives to the current process.*

The group felt by not going through the Steering Committee, we lose the loop for members to add comments and ultimately have a bigger voice in the recommendation. If a portion of the Collection Workgroup recommendation goes straight to the Board, it is giving the Board back the power given to the Steering Committee. The group felt that how it works right now is probably the best. Communication and being clear on what the operation goals are for each of the different entities is crucial.

Discussion: Communication
The groups were asked the following to question regarding communication:
> *What might be some best practices to improve communication between the libraries, systems, Steering Committee, and Board?*
> 1. *How do Steering Committee and Board representatives learn what their libraries want when decisions are going to be made?*

The group stated that this is a challenge. **They would like to see the systems polled to see what people are doing now, what seems successful, and what challenges and then to create a Best Practices for systems regarding WPLC communication.**

> 2. *How can we improve communication between the Steering Committee and Board?*

The group recommended sharing minutes between the two bodies and have the minutes each be part of the processes for meetings, adopt the minutes or approve them or at least note that they have been recorded so that gets them across the members in more of an official capacity.

> 3. *What might be some best practices for the Steering Committee and Board information to be communicated to the member libraries?*

The group suggested to get everybody (member libraries, staff, directors, anyone involved) signed up for the wplc-announcement email lists at the very least. They also suggested looking at what other lists there are and who's on them so there is a clear understanding. They would also like to see documentation of those groups and lists and have that easily accessible. It was also stated that the Board should know their representatives for all committees and own that process throughout the chain to the end.

Additional Discussion Comments:

- It was noted that the orientation packets for Steering and the Board were really helpful this year. A few more documents were requested to be included in the packet. They include a composition of all bodies (board, committees, workgroups, etc.), an Organization chart with the bodies, and a meeting calendar with all meeting dates.
- The best practices for consortium and Advantage selectors should include how to add titles and how to bill an individual library.
- Have consortium and Advantage purchasers get together.

13. **Adjourn**

Before adjournment, the project managers noted that a Year-in-Review will be coming soon. This year it will be a document that systems and libraries can post and share with members and boards as needed.

The meeting ended at 2:50 PM