Wisconsin Public Library Consortium
Board Meeting Notes
October 23, 2023, at 2:00 pm
via Zoom
{Alternate in-person location: 709 N 8th St, Milwaukee, WI 53233}

PRESENT: Mellanie Mercier (Bridges), Katelyn Noack (IFLS), Rob Nunez (Kenosha), Rebecca Scherer (MCLS), Steve Heser (MCFLS), Riti Grover (Monarch), Gina Rae (NWLS), Bradley Shipps (OWLS), Steven Platteter (PLLS/ALS) also proxy for Steve Ohs (PLLS/LLS), Jean Anderson (SCLS), Kristen Anderson (WRLS), Clairellyn Sommersmith (Winnefox), Rachel Metzler (WVLS)

ABSENT: Tracy Vreeke (Nicolet), David Kranz (SWLS)

GUESTS: Ben Miller (DPI), Bruce Smith (DPI)

PROJECT MANAGERS: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

1. **Call to order**
   Chair S. Heser called the meeting to order at 2:01 pm.

2. **Welcome, Proxy Announcements, and Introductions**
   Chair S. Heser welcomed the group and asked for proxy announcements. S. Platteter is proxy for S. Ohs.

3. **Consent Agenda**
   a. Review agenda
   b. Approval of minutes from August 7, 2023
   c. Acceptance of Digital Library Steering Committee Meeting notes from September 14, 2023
   d. Acceptance of Technology Steering Committee Meeting notes from August 2, 2023
   e. Acceptance of Technology Backup Steering Committee Meeting notes from September 11, 2023
   f. Acceptance of Digital Archives Backup Steering Committee Meeting notes from September 11, 2023
   g. YTD Budget

   R. Grover moved approval of the consent agenda. K. Noack seconded. Motion approved.

4. **Committee and Project Updates**
   a. Selector Update
   b. Historical and Local Collections Committee Update

   It was asked if there were any questions about the updates. J. Chamberlain clarified that the Digitization project is on indefinite pause, but the committee is still meeting regularly. There were no additional questions.

5. **Discussion and Action Items**
   a. **Discussion: Visioning Session Debrief**
   The WPLC Board's Visioning Session was held on October 16th. Two documents were sent out after the meeting that summarized the results of the SOAR and goal setting work as well as the current issues discussion.

   S. Heser asked if the Technology Steering Committee's subcommittees were set to become workgroups? J. Chamberlain shared that the Technology Steering Committee and the Operations Committee will be meeting jointly before the end of the year, and asked the Board if they felt it would be appropriate for these committees to discuss this change and make a recommendation for the Board at that meeting. M. Clark reminded the Board that the Technology Backup Committee and the Digital Archives Backup Committee have already discussed this and are comfortable with becoming workgroups. The Board will make a formal approval to change the Technology Backup and Digital Archive Backup Steering Committees and Technology Operations Committee to Workgroups at their February 2024 meeting.

   M. Clark asked the Board how they would like to move forward with the proposed takeaways in the Goals document. R. Grover noted that she is very interested in pursuing a Strategic Plan, Mission, and Vision for the WPLC. S. Heser responded that he thinks the first step to help direct the WPLC's activities is getting a group together to determine a direction forward for a Strategic Plan, which would include work on a mission, vision, and value statement. S. Heser, as the outgoing Board Chair, and R. Scherer, as the Incoming Board Chair, should be involved in this workgroup.

   C. Sommersmith moved to create a workgroup to investigate strategic planning for the WPLC. R. Nunez seconded. Motion passed.

   S. Heser shared his thanks to Corey, Bruce, and the rest of the staff at DPI for their work on the Systems Delivery outline. C. Sommersmith added that she would like to see the WPLC establish a workgroup to develop a system proposal. B. Miller added that DPI's proposal is ready but should be circulated to the systems before formal approval. B. Smith would like to schedule a discussion with the Delivery Managers to see if there are any tweaks or changes that need to be made to the proposal document. S. Heser noted that delivery will be added to the agenda for February's Board meeting. If anyone has any questions about DPI's proposal, B. Smith is available.

   S. Heser asked the Board if anyone had any thoughts on sustainable funding. R. Grover noted the Advocacy workgroup explored avenues for advocacy and fundraising and came up with possibilities that can be pursued. She noted that the group thought it would work best if there could be a position dedicated to this work and had suggested creating an RFP to hire a consultant.

   Project managers were asked their thoughts on the next steps for advocacy and sustainable funding and if they had any resources to share. J. Chamberlain noted that of the four topics discussed at the visioning session, this one left the WiLS Project Managers with the least understanding of what the next steps might be, and also noted that the Selection Committee is already considering ways to spend the Collections budget more efficiently. It was noted that this break out session at the vision session was focused just on sustainability of the Digital Library,

not funding for all of the WPLC. It was also shared that the Digital Library Steering Committee, along with the Collection Development Committee makes recommendations to the Board on the Buying Pool budget, but it is the Board that sets and approves the budget annually.

It was asked what strategies could the WPLC employ to sustain the collection without necessarily adding more money in to the collection. There was Board consensus that folding funding and sustainability into a larger strategic planning process would be most beneficial and provide the opportunity to include Digital Library Steering Committee members in the conversation.

b. **Discussion and action: 2024 Officers**
The Nominations Committee has convened and will present the following slate of officers for discussion and action:

> Chair: Rebecca Scherer
> Vice-Chair: Bradley Shipps
> Digital Library Steering Liaison: Rachel Metzler
> Technology Collaborations Steering Liaison: Kristen Anderson
> Technology Backup Collaborations Steering Liaison: Katlyn Noack
> Digital Archives Backup Collaborations Steering Liaison: Jean Anderson

K. Noack made a motion to accept the slate of officers. G. Rae seconded. Motion passed.

c. **Discussion and action: Digital Library Steering Committee seat apportionment**
Each year, the Board validates the [Digital Library 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.

It was noted that with the current formula, for 2024, two systems would see changes. The Board was asked if they had any questions or wanted to make any changes to the formula. J. Anderson asked if there would be any problems if SCLS were to keep one of their current three seats on strictly as an alternate in case of an absence. The Board agreed that this would be okay.

B. Shipps moved to approve the changes as presented. S. Platteter seconded. Motion passed.

d. **Discussion and Action: WiLS 2024 Project Management Agreement**
WiLS has provided a [2024 project management agreement](#) for board discussion and action. It was noted that there are no major changes from the 2023 agreement. The cost that is listed for the services is the same that was recommended by the Budget Committee and approved by the Board in June.

C. Sommersmith made a motion to approve the 2024 Project Management agreement. J. Anderson Seconded. S. Platteter abstained from voting as a WiLS Board member. Motion passed.

e. **Discussion: Annual Membership Meeting**
Each year, the Board and Steering Committees have a joint meeting in Spring that is designated as the WPLC Annual Meeting.

It was noted that the WAPL 2024 conference is scheduled for May 1 – 3, 2024, at the Holiday Inn Convention Center in Stevens Point. The Board was asked if they want to hold the annual meeting in person on May 1st during the WAPL Conference? It was noted that the last several years this has been a hybrid meeting and because of that it has been difficult for those participating online.

Members of the Board agreed that a hybrid meeting may not be the best option; that these types of meetings typically run into technical problems, don't allow for participation between in-person and virtual attendees, and it's difficult to maneuver breakout group discussions. There is also concern about the size of the meeting room available at WAPL locations, and it was suggested that the annual meeting, if being held in-person, be held off-site at a nearby location, such as a local library's meeting space. Project Managers will reserve a space at WAPL to make sure a space is available if needed, and will also look into the space available at the Stevens Point Public Library that the WPLC Board has utilized in the past.

It was asked what potential topics for discussion and information they would like to share at the meeting. C. Sommersmith suggested discussing and doing the groundwork for a Strategic Plan. Working on a Strategic Plan at WAPL would also allow for membership community involvement and feedback. Depending on where that process is at in May 2024, it could be a listening session to get feedback or for sharing of identified goals, etc. J. Chamberlain suggested hosting some small-group, "birds of a feather" type discussions for technology collaborative groups and/or delivery coordinators. The Board voiced their support for this idea, adding that it would be a great opportunity to entice more members to attend the annual meeting by hosting a Strategic Plan visioning session alongside breakout workshops.

f. **Discussion: Collection Development Policy and Materials Challenges**
   The WPLC Selection Committee and DL Steering Committee annually review the Collection Development Policy and recommend changes to the Board. The Board will formally review and approve the policy in February of 2024.

   The group was asked to review the policy's materials challenge section to help guide the DL Steering's review in November. The Board asked if there was an idea of about how many challenges the Steering Committee receives annually. M. Clark responded that there haven't been many. M. Clark also clarified that the current Policy was just updated last year to involve the Selection Advisory Committee in the process since they are the ones making purchases to the collection. S. Heser suggested including language that addresses potential appeals to decisions would come back to the WPLC Board for a final decision. S. Heser also shared a request that the process by which materials would be reconsidered be written in more detail like in the draft [Digital Materials Collection Development Policy Template](#) that was created for systems' use.

   The Board agreed to recommend to the Digital Library Steering Committee to add a process that any appeals to a decision would come to the WPLC Board for a final decision and to add more details of the reconsideration procedure to the policy. The Digital Library Steering Committee will discuss updates to the process at their November 2023 meeting, and the Board will vote to approve the updated policy at their February 2024 meeting.

6. **Information Sharing from Partners**
   Questions to consider:
   - What are potential opportunities for collaboration?
   - What's new happening at your system?
   - What issues are you facing?

   There was no discussion.

7. **Adjourn**
   Next meeting: TBD
   M. Clark will create a tentative 2024 schedule based on the 2023 meeting schedule, and will send to the Board.

   J. Anderson moved to adjourn the meeting. C. Sommersmith seconded. The motion passed.

The meeting ended at: 3:34pm