

**Wisconsin Public Library Consortium**  
**Digital Library Steering Committee Meeting Minutes**

February 23, 2017 1:00 p.m.

Via GoToMeeting

ATTENDEES: Lori Belongia (Marshfield/SCLS), Mary Alice Bodden (Theresa/MWLS), Desiree Bongers (Winneconne/WLS), Beth Carpenter (Appleton/OWLS), Inese Christman (WVLS), Heidi Cox (Mcfarland/SCLS), Dale V. Cropper (Brown County/NLS), Julia Davis (Kiel Public Library/MCFS), Michael DeVries (Beloit/ALS), Noreen Fish (La Crosse/WRLS), Kristie Hauer (Shawano/NLS), Jennifer Loeffel (Franklin/MCFLS), Amy Lutzke (Dwight Foster/BLS), Jessica MacPhail (Racine/LLS), Emily Passey (Shorewood/MCFLS), Judy Pinger (Milwaukee/MCFLS), Sue Queiser (Barron/IFLS), Kelly Rohde (Mead/ESLS), Jennie Stoltz (Pewaukee/BLS), Amy Stormberg (Shell Lake/NWLS), Lin Swartz-Truesdell (Kenosha/KCLS), Mark Troendle (LE Phillips/IFLS), Molly Warren (Madison/SCLS), Maureen Welch (IFLS), Karina Zidon (Platteville/SWLS)

ABSENT: Jennie Stoltz (Pewaukee/BLS)

GUEST: Becky Petersen (MCLS)

PROJECT MANAGERS: Melody Clark (WiLS), Sara Gold (WiLS)

1. **Call to order:** D. Cropper called the meeting to order at 1:00 PM.
2. **Review Agenda:** There were no changes or additions to the agenda.
3. **Approval of minutes – [November 17, 2016](#)**  
*Motion:* Approval of Minutes  
*Moved to approve:* J. MacPhail  
*Second:* B. Carpenter  
*Results:* Motion passed  
*Discussion:* No discussion

**4. Reports: Committees, Work Groups and Project Manager Updates**

- a. Decisions made in between 11/17/16 and 2/23/17 meetings:  
M. Clark discussed the OverDrive glitch between 12/22/16 - 12/27/16 that caused the Wisconsin's Digital Library limit for holds to be lifted to 999 and checkouts to 20. OverDrive corrected the issue and agreed to compensate WPLC by putting together a list of the titles on which erroneous holds were placed in order to fill the holds at a 5:1 ratio. They did this and the cost is just over \$5000. The Committee agreed to honor the extra holds but requested OverDrive contact the individual patrons, notifying them of the error and the possibility of multiple holds becoming available at the same time and warning them that if they have already reached the maximum checkouts, they will not be able to check those additional items out. There were no questions.
- b. WPLC Board Report (Welch)  
M. Welch reported the WPLC Board met on February 20, 2017. The Board had a long discussion on how to proceed with bylaws and voting structure. The issue has gone back to the Bylaws Workgroup. They will be identifying a maximum of three options for changes to the voting

structure. The Board will then reconvene at their next meeting to further discuss the options and make a decision regarding the voting structure of the Board and the bylaws.

Formation of the budget committee and allocations of the end of the year budget was approved.

c. Selection Committee (Gold) – See [Workgroup and Project Update](#)

S. Gold referenced the update document and asked for any questions. It was asked where the holds ratios are currently at for the collection. S. Gold mentioned that the selectors are unable to meet the established holds to copies ratio currently. She is working with OverDrive to order as many copies of titles with high holds as the budget allows. In addition, it was mentioned that the Digital Collection Workgroup will be asked to come up with suggested allocations of money for holds of existing titles vs. money allocated to expanding the breadth of the collection with new titles (other than bestsellers). The Selection Committee will work with Advantage Selectors in a manner TBD, to maximize orders and money spent.

d. Digital Collection Workgroup (Clark) – See [Workgroup and Project Update](#)

M. Clark referenced the workgroup update document and asked if there were any additional questions on the status of the workgroup. She thanked the Committee for suggesting topics for this year's workgroup and mentioned that as a result they are looking at other languages materials and adult literacy materials. M. Clark reported that the workgroup's patron survey has closed and we received just under 4,800 responses. The library survey will go out on Monday and be open until March 17th and she encouraged Steering members to encourage systems and libraries to fill it out. There were no questions.

e. Statistics Workgroup (Clark) – See [Workgroup and Project Update](#)

Referencing the same document, M. Clark reported on the status of the Statistics Workgroup. She stated the Workgroup was slightly behind schedule and wanted to have the outcomes finished for the committee to review at this meeting. However more discussion on some changes needs to take place with the Workgroup. M. Clark asked the committee if they would be okay with reviewing the outcomes and sharing feedback via email. Committee is okay with sharing feedback via email. There were no questions.

f. Historical & Local Digital Collections Committee – See [Workgroup and Project Update](#)

M. Clark again referenced the update document and asked for any questions. It was mentioned there is a problem with the date range finders in the newspaper collection. M. Clark will check with E. Pfothauer, project manager for this committee, and will report back.

g. OverDrive Update (Clark) – See [OverDrive Update](#)

An update on the status of OverDrive's new advantage account features was given. M. Clark suggested the committee hold off on implementing the Advantage Plus feature until the all aspects of the new advantage account are available from OverDrive. The committee agreed. OverDrive READ has been removed from the OverDrive app as of yesterday. This was done with no warning so the project managers will work with OverDrive to see what can be done. The project managers also asked OverDrive to provide more warning before these changes are rolled out.

5. Ongoing Discussion Items

D. Cropper explained there are no ongoing discussion items at this time.

6. New Discussion Items

a. [Steering Committee Orientation Packet](#) (Clark)

M. Clark reviewed the contents of the Orientation packet and asked for any questions on the documentation. She did note that the bylaws are currently under review with the Bylaws Workgroup and may change early this year.

- i. Steering Position Description
- ii. Bylaws
- iii. Governance Description
- iv. Budget Explanation and Current Budget
- v. 2017 Meeting Dates

D. Cropper mentioned the information provided to new members is very helpful.

- b. 2016 Support Statistics (Clark) – See [2016 Support Statistics](#)

M. Clark referenced the support statistic document that was sent out with the agenda. There was one question regarding the increase in 2016 of registered users. M. Clark will send that report out in a separate email to the committee.

7. Committee information sharing and questions

No information sharing or questions.

8. Next Meeting Date: April 20, 2017, at 1:00 PM via GoTo Meeting .

ADJOURNMENT: 1:34 PM

REPORTER: Sara Gold