

Wisconsin Public Library Consortium
Digital Library Steering Committee Meeting Agenda

February 21, 2019, 1:00 PM

Teleconference meeting held via GoToMeeting – See instructions at end of agenda

1. **Call to order**
2. **Review Agenda – changes or additions**
3. **Approval of minutes – [November 2018](#)**
4. **Reports: Committees, Workgroups and Project Manager Updates**
 - a. Decisions made in between 11/15/18 and 02/21/19 meetings: None
 - b. WPLC Board Report
 - c. Selection Committee
 - d. Collection Development Workgroup
 - e. Project Update – See [Monthly Update](#)
5. **Ongoing Discussion Items**
 - a. **IDC Discussion and Potential Vote**

Background: At the last meeting of the Steering Committee, the IDC program was discussed. Project managers created a fact sheet about the program for Committee members to share with their systems and libraries for discussion. The group agreed to revisit and potentially vote to enable this program.

During the Meeting: The Committee will report their system’s and libraries’ preferences and potentially vote to implement the program.
 - b. **Patron Focus Group**

Background: This is an opportunity to discuss and identify questions for the WPLC Patron Focus Group.
6. **New Discussion Items**
 - a. **Steering Committee Orientation Packet**
 - i. Steering Position Description
 - ii. Bylaws
 - iii. Governance Description
 - iv. Governance Organization
 - v. Budget Explanation and Current Budget
 - vi. WPLC Communication
 - vii. Basecamp
 - viii. 2018 Meeting Dates

Background: The orientation packet was sent out to Committee members in advance of the agenda to give sufficient time for review.

During the Meeting: The Committee will review the packet.

Additional Documentation: [2019 Steering Orientation Packet](#)

b. **Basecamp**

Background: This year the Committee will be piloting BaseCamp as a way to communicate and store documents.

During the meeting: The group will review and walk through Basecamp.

c. **2018 Support Statistics**

Background: A summary of support requests through the WPLC Support Request Form was provided. The summary shows support requests from the previous year.

During the Meeting: The Committee will discuss any questions or comments regarding the statistics.

Additional Documentation: [2018 Email Support Request via WPLC form](#)

d. **Lucky Day Collection**

Background: In November 2018, OverDrive conducted a survey on Lucky Day collections. They provided the WPLC with a separate link so we could examine Wisconsin's results. Those results have been provided to us for review.

During the meeting: The group will discuss the results and consider options for application.

Additional Documentation: [2018 Lucky Day WPLC Survey Data](#)

e. **Collection Development Policy Approval**

Background: In 2018 the selection changes the Steering Committee approved were implemented. The Collection Development Policy needed to be updated to reflect some of those changes and to reflect current practice.

During the Meeting: The group will review the changes and approve the updated Collection Development Policy.

Additional Documentation: [WPLC Collection Development Policy 2019 with Markups](#) and [WPLC Collection Development Policy 2019 DRAFT with Changes](#)

7. Committee information sharing and questions

8. Next Meeting Date: April 18, 2019 at 1:00 PM via GoTo Meeting

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