Wisconsin Public Library Consortium
Board Meeting Notes
February 26, 2019 at 1:00 PM
by GoToMeeting*
{Alternate in-person location: 980 WI-16, West Salem, WI 54669}

Present: Kristen Anderson (WRLS), Mark Arend (WLS), Evan Bend (OWLS), Alison Hoffman (proxy for Amy Birtell) (MLS), Anne Hamland (WVLS), David Kranz (SWLS), Anne-Marie Itzin (NWLS), Mellanie Mercier (BLS), Rob Nunez (KLS), Steve Ohs (LLS), Rebecca Peterson (MCLS), Steve Platteter (ALS), Jennifer Schmidt (MCFLS), Martha Van Pelt (SCLS), Tracy Vreeke (NFLS), Maureen Welch (IFLS).

Absent:

Guests: John DeBacher (DPI)

Project Managers: Melody Clark (WiLS), Sara Gold (WiLS)

1. **Call to order/Welcome & Introductions**
   Chair K. Anderson called the meeting to order at 1:02 pm. All present introduced themselves.

2. **Consent Agenda**
   a. Review agenda
   b. Approval of minutes from October 23, 2018
   c. Acceptance of Steering Committee minutes from November 15, 2018
   d. Decisions made between October 23, 2018 and current meeting: None

   M. Van Pelt moved approval of the consent agenda; M. Welch seconded. Motion passed unanimously.

3. **Updates from Previous Meetings/Projects** – See Project Updates
   a. Historical and Local Digital Collections Committee
   b. Collection Development Workgroup
   c. Transparent Languages project
   d. BiblioBoard Update
   e. Local music project update
   f. Steering Committee
   g. YTD Budget

   Project updates were provided as a written report prior to the meeting. A question was asked about the Instant Digital Card program and whether it was tabled by the Steering Committee for good. M. Clark explained that the WPLC Steering Committee wants to wait to revisit after OverDrive has made improvements to the program. OD has not provided any timeline for updates.

   WiLS will be doing a webinar on the BiblioBoard products including, the WI Author Project, Self-E, Pressbooks and the BiblioBoard Library on Friday, March 8th. The recording link for the WI Author Project webinar that BiblioBoard did and the registration link for the upcoming BiblioBoard 101 Webinar are included in the monthly Board update.

4. **New Business**

   a. **OverDrive Retention of Patron Data**
      At the last meeting of the Board, we discussed the possibility of asking OverDrive to not retain patron data after a certain length of time. Board members were going to determine how long they would find data useful. Since that meeting, OverDrive has strongly recommended that we do not stop retaining the patron data, as this is what is used for the opt-in history option and they can't get rid of it and still offer that feature to members. The group discussed this recommendation and had a few questions. The group would like to know the percentage of patrons that have opted in to turn on the history option.

      SCLS uses the data to compare brick and mortar use with digital use. They also use it for help with selecting Advantage titles. J. DeBacher raised some concerns regarding patron privacy, stating that local ILSs do not retain title specific information for patrons so why would the WPLC want it for the online usage. It was noted that names and addresses are not retained by OverDrive, but the patron barcode is. SCLS, for instance, can only get the specific patron information when linking that information from OverDrive with their information from their ILS.

      WiLS will ask OverDrive if they can provide the percentage of WPLC patrons that have opted in to turn on the History feature, as well as if the email address is retained after a hold is triggered. In addition, those systems that use the information will identify how they use the OverDrive information as well as any privacy concerns that any of the partners have.

   b. **Apportionment of the 2018 Budget Carryover**
      Each year, we take the funds not spent by the Consortium in the previous year and allocate them to the appropriate budget for the current year.   This year, we have the following funds remaining:
      - $1,000 for website maintenance {recommendation: carry over to the same line}
      - $26,416.34 for digital content {recommendation: carry over to the same line}
      - $7,525 in donations {recommendation: move to digital content}
      - $6,823.62 in newspaper hosting {recommendation: retain $3,000 in this line; move the remainder to Reserves}
      - $20,728 in Reserve {recommendation: carry over to the same line} {NOTE: This amount is the total carryover in Reserves minus additional expenses in 2018 and $12,680 of the extra $24,000 spent in 2018 to pay 2nd year of BiblioBoard.}
      - $642.28 in newspaper uploads (recommendation: carry over to the same line}

      There were no concerns about the proposed allocation.

      T. Vreeke moved approval of the 2018 Budget Carryover; S. Platterer seconded. Motion passed unanimously.

   c. **2019 Budget Issue**
      When the 2019 budget was created, the holds for Brown County, Fond du Lac, and "old" Monarch (ESLS and Mid-Wisconsin) were not added to the holds number for the assessment

and apportionment of the $150,000 that is returned to system Advantage accounts. Most systems (including Monarch) should pay less and receive less Advantage credit. Two systems, Winnefox and NFLS, should pay more and receive more Advantage credit. Winnefox and NFLS have agreed to pay the additional funds, so the budget will be adjusted as outlined in the spreadsheet, Revised 2019 budget. Advantage credits will be applied and invoices will be sent as soon as the Board approves this revised budget.

There was a question about how the Holds Reduction amount was calculated and its purpose. It was stated that the Holds Reduction amount was implemented to help increase the buying pool amount while focusing on local holds. The Holds Reduction amount is based on holds placed by system.

S. Platterer moved approval of the Revised 2019 Budget; J. Schmidt seconded. Motion passed unanimously.

d. **Formation of Budget Committee**
It's time for the Board to form the annual Budget Committee. Last year, the Budget Committee consisted of:
- The Board Chair
- The Board Liaison to the Steering Committee
- A representative from any Board Subcommittee (currently the Historical and Local Digital Collections Committee)
- A volunteer from the Board

The Board was asked if they wish to keep the makeup of the Budget Committee the same as last year. It was agreed to keep the makeup of the committee the same.

D. Kranz is currently serving on the Historical and Local Digital Collections Committee and agreed to serve on the Budget Committee as a representative from a Board subcommittee.

T.Vreeke volunteered to serve as the additional WPLC Board member rep.

M. Arend moved approval of the formation of the Budget Committee; S. Ohs seconded. Motion passed unanimously.

e. **Planning for the 2019 Annual Meeting**
The next meeting of the Board will be the WPLC Annual Meeting, held in conjunction with the Steering Committee. There will be both the annual meeting and a session during WAPL about WPLC. The session will include statistics/updates on the digital library and updates on the other projects that WPLC has. The membership meeting can then focus more on discussion. It will include the presentation of the recommendations of the Collection Development Workgroup and a discussion around those recommendations.

The Board was asked what discussion topics they would like to add to the annual meeting agenda. They were also asked if there are specific concerns the group needs to address.

The group was reminded that they will review and discuss the Collection Development Workgroup's recommendations during the meeting. It was also noted that there will be a

separate session on the Friday of WAPL that will include fun facts about the digital collection and its use, other WPLC projects, and upcoming digital library projects/events.

J. DeBacher asked whether WPLC resources including BiblioBoard have been or could be used in public library programming such as support of authors, local histories, genealogy, etc.

M.Welch suggested an update from the newly formed Social Media Committee. K. Anderson suggested reviewing the roles and responsibilities of all WPLC bodies for members at the annual meeting.

f. **Advantage impact: Data that would be helpful**
One of the discussions the project managers have been having with OverDrive is how we can review the impact of Advantage spending. OverDrive is open to assisting us with any information that would be helpful that we currently can't get ourselves. We'd like to discuss what information might be helpful toward that end.   As a starting point for discussion, WiLS has put together a sample System Advantage account dashboard.

The group was asked what measures would be helpful for accessing and purchasing for Advantage, what information on the dashboard is helpful, and what information is missing.

K. Anderson mentioned there was interest in sharing how different systems' Advantage spending compare to one another. They would find it helpful in understanding Advantage impact. The group was asked if they were comfortable sharing Advantage information for comparison. The group agreed that this was fine.

It was asked if OverDrive had any data comparison recommendations that would be helpful in determining what is an appropriate amount to put towards an Advantage account. WiLS will follow up with OverDrive on this.

There was a question about the Checkout Source. For clarification, the label "Adv. Titles – Other Libraries" could include "Advantage Plus."

MCFLS mentioned the satisfaction survey is of interest to them but would like to see if that information could be presented a little differently, possibly with more granularity.

g. **Annual Review of Consortium Documents**
M. Clark reviewed the documents in the orientation packet. She focused on the Board member job description, as this includes the purpose and mission of the consortium, the Board, and the individual Board members. The group also reviewed the communication best practices together and M. Clark encouraged the Board members to share any other best practices in use in their system.

5. **Information Sharing from Partners**
There was no discussion.

6. **Meeting Evaluation**
    How did the meeting go? Was everyone participating? How might we improve for our next meeting? There were no additional comments.

7. **Adjourn**
    S. Platterer moved to adjourn the meeting   T. Vreeke seconded. Motion passed unanimously.

    Meeting adjourned at 2:16 p.m.

Next meeting: May 1, 2019 at Holiday Inn & Suites, Rothschild, WI