

Wisconsin Public Library Consortium

Board Meeting Minutes

August 27, 2014, 10:00 a.m.

Teleconference meeting held via GoToMeeting (see end of agenda for details)

Present: Kristen Anderson (WRLS), Mark Arend (WLS), Amy Birtell (ESLS), Melody Clair (ALS), Gus Falkenberg (IFLS), Steven Hesel (MCFLS), Joshua Klingbeil (WVLS), Mark Merrifield (NFLS), Stef Morrill (WiLS), Steve Platteter (ALS), Krista Ross (SWLS), Lin Swartz-Truesdell (KCLS), Jim Trojanowski (NWLS), Martha Van Pelt (SCLS), Molly Warren (Madison Public Library)

Meeting Actions and Decisions:

- WPLC bylaws update approved.
- The 2015 WPLC Budget and Project Manager Contract were approved.

1. Call to order

Chair M. Van Pelt called the meeting to order at 10:03 and welcomed Amy Birtell, the new director at ESLS.

2. Review agenda

Two changes were proposed to the agenda:

- Reversing the order of items 5b and 5c.
- Tabling item 5eii until November.

J. Trojanowski moved approval of the agenda with these changes; M. Merrifield seconded. Motion approved unanimously.

3. Approval of minutes from May 7, 2014 (Sent with Agenda)

G. Falkenberg moved approval; M. Merrifield seconded. Motion passed with M. Arend abstaining.

4. Information sharing from partners

K. Ross announced that SWLS will be providing delivery to the 31 school districts for CESA3, as the borders of SWLS and CESA3 match. They will now be having three days of delivery for all member libraries. Congratulations, Krista!

5. Current project discussion/decisions

- a. Bylaws (M. Van Pelt)
 - i. Vote regarding approval of updates to WPLC Bylaws (sent with agenda)

M. Merrifield moved approval of the bylaws; M. Arend seconded.

The group then discussed the new bylaws. After discussion, three changes were suggested:

- Change language in Article 3, Section 5 to read: “It is expected that each partner will include its assessment in its budget and have the assessment approved by its governing board.”
- Change language in Article 6, Section 1 to read: “It is expected that each partner will include its assessment in its budget and have the assessment approved by its governing board.”
- Change language in Article 4, Section 5.b. to read: “...and/or in the absence of the Chair and/or Recording Secretary if WPLC chooses to elect either of these positions.”

The bylaws were approved with the proposed changes.

There was a discussion about the language in Article 6, Section 8 about “agreed upon budget” and if that applied to the overall WPLC budget or the budget for the specific project. While the statement could be interpreted either way, the feeling is that it is fairly standard language and not a large concern.

Note: Via email after the meeting, M. Van Pelt, chair, emailed the board to inform they approved both versions of Article 1 options. M. Van Pelt asked if there were any objections to accepting option 2 “The WPLC is created and organized as a voluntary association between and among Wisconsin public library systems who are Partners in the consortium. The WPLC is separate and autonomous from the Wisconsin public library systems and the boards of those systems.” No objections were raised.

- b. 2015 WPLC Budget (M. Van Pelt / S. Morrill)
 - i. Vote regarding approval of 2015 budget as proposed by Budget Committee. (sent with agenda)

{Note: This item was considered after item 5.c. as the agenda was amended at the beginning of the meeting}

M. Van Pelt and S. Morrill presented the 2015 WPLC budget. The bottom line in the new budget has not changed, nor have most of the line items. The buying pool amounts were increased due to LSTA funding being eliminated, and the amounts were communicated to the partners earlier in the year.

J. Trojanowski moved approval; J. Klingbeil seconded. There was no further discussion. Motion approved unanimously.

- c. Project manager contract (B. Smith)
 - i. Vote regarding approval of 2015 project manager contract as proposed by WiLS. (contract and pricing documentation sent with agenda)

{Note: This item was considered before item 5.b. as the agenda was amended at the beginning of the meeting}

B. Smith provided an overview of the contract (which was reviewed by M. Van Pelt before being sent to the board) and reviewed the detailed analysis of hours. S. Morrill explained the fiscal agency role that WiLS provides and how the costs for selection/collection are absorbed by the revenue from the fiscal agency of the WPLC funds.

A small amendment to the contract was proposed: At the top of page 2: “ad hoc” should be two words.

G. Falkenberg moved approval of the contract; S. Platteter seconded. Motion approved unanimously

d. WPLC email list (B. Smith)

- i. Should there be any parameters as far as who should be on this list and how it should be managed?

The WPLC list is currently an open list. Because of a spamming incident a couple of months ago, coupled with a migration of the list at SCLS, the question of parameters around list membership is being asked.

The group discussed the concerns around open membership. There is the potential for spam. There is also the potential that non-library members could see information intended for libraries. Most of the information comes from the project managers, so to keep the maintenance of the list simple, the suggestion was made to modify the list to only allow the project manager and WPLC chair to post to the list. This change should eliminate the concern about spamming and there was not strong concern expressed about information from the list being made available beyond the libraries. It would be very difficult to know who on the list belongs to a Wisconsin library, and we do not want to get into spending a lot of time monitoring the list.

e. Open Content Newspaper Project (S. Morrill)

- i. Report of current status of project (project proposal sent with agenda)

S. Morrill provided an update on the project. The timeline has slowed down a bit. There will still be an LSTA grant submitted on behalf of WPLC for this project, but the platform and participating libraries will be identified later. We do not want to rush selecting the platform or the pilot libraries.

- ii. Vote regarding request to use WPLC R&D and reserve funds for pilot.

This item was tabled until the November meeting.

6. Updates from previous meetings

a. Analytics-Marketing Work Group update (S. Morrill)

The group will meet in late September/early October to discuss final charge, questions we would like to answer with analytics and data, and to review products available.

b. 2014 YTD Budget update (S. Morrill) – (YTD budget report sent with agenda)

S. Morrill explained, as a point of clarification, that the YTD budget sent to the board reflects the bills that have been paid to OverDrive, not necessarily how much has been ordered.

c. Steering Committee update (B. Smith) – (draft minutes sent with agenda)

B. Smith provided an update on some highlights from the July 21st meeting:

- i. We are moving forward on Flipster as a group purchase for those systems that are interested. This will allow us to get better pricing and also to get a sense of the product for future statewide consideration.
- ii. The buying pool amounts for 2015 were approved.
- iii. In September, the Steering Committee will take action on adding a “Buy it now” option to OverDrive. This option is required in order to get Simon and Schuster titles. Because this particular enhancement to OverDrive was not approved by the board in the past, the board will take action on the recommendation from the Steering Committee at its November meeting.

B. Smith reported that there is survey in progress for systems that use the OverDrive Advantage program. He will be compiling and distributing the results to both the Steering Committee and Board soon.

d. Annual Meeting (M. Van Pelt)

M. Van Pelt asked if there was any feedback or suggestions for next year. The group did not have any feedback at this time

7. New Projects/Proposals/Discussions

a. Affiliate memberships (B. Smith)

WiLS was contacted by the Winnebago Mental Health Institute about the affiliate membership, which is no longer available. They were interested in this option because they have a population that may have difficulty getting a public library card. WiLS discussed the issue with Tessa Michaelson Schmidt at DPI to determine what other populations might have barriers to access through a public library card. A current example is the Wisconsin Talking Book and Braille Library, who currently authenticates through SCLS. The suggestion was made that any agency that contacts should be passed to the local library system for further discussion of access. Partners should send any feedback or questions

about this issue to B. Smith.

b. Dropbox (B. Smith)

WiLS would like to set up Dropbox folders for the documentation and information gathered for WPLC that is currently held only by the project managers to make it more widely accessible to those committees that may need it. It would not be publicly accessible. Permissions would be given as appropriate. Each individual with permissions can access the materials online or download locally. Individuals can be added or removed. There were no objections to proceeding with this.

Next Meeting Date: Tuesday, November 4th at 4:00 p.m. in the Bamboo Room at the Kalahari Resort in Wisconsin Dells – WLA Conference. Also, via GoToMeeting.

M. Arend moved adjournment. J. Trojanowski seconded. Meeting adjourned at 11:01.

Recorder: Stef Morrill