

**Wisconsin Public Library Consortium**  
***Digital Library Steering Committee Meeting Minutes***  
November 19, 2015, 1:00 p.m.

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

Attendees: Kelly Rohde, Eastern Shores/Mead; Mark Troendle, Indianhead/ L.E. Phillips; Lin Swartz-Truesdell, Kenosha County/Kenosha; Jessica MacPhail, Lakeshores/Racine; Judy Pinger, Milwaukee County/Milwaukee; Emily Passey, Milwaukee County/Shorewood; Kristie Hauer, Nicolet/Shawano Cty; Dale V. Cropper, Nicolet/Brown County; Amy Stormberg, Northern Waters/Shell Lake; Evan Bend, Outagamie-Waupaca; Beth Carpenter, Outagamie-Waupaca/Kimberly-Little Chute; Molly Warren, South Central/Madison; Karina Zidon, Southwest/Platteville; Jennie Stoltz, Waukesha County/Pewaukee; Peter Loeffel, Waukesha Co/Muskego; Noreen Fish, Winding Rivers, La Crosse Public; Inese Christman, Wisconsin Valley; Andi Coffin, WiLS; Sara Gold, WiLS;

1. Call to order
2. Review Agenda – changes or additions
3. Approval of minutes – [September 24, 2015](#) Motion to approve minutes, B Carpenter; E. Bend, 2nd.

Motion approved.

4. Action Items

- a. Nomination Workgroup (MacPhail) –The nomination workgroup is recommending Dale Cropper, Brown Co. PL (NFLS), to be the 2017 WPLC Steering Committee Chair. The Steering Committee chair will ask if there are additional nominations from the floor. The Steering Committee will take action on the Nomination Workgroup’s to approve a final nominee that will be elected committee chair at the first committee meeting in 2016.

Nomination Workgroup’s recommendation was accepted, and approval vote will be held at the February meeting.

- b. Collection Development Policy (Gold) – The Collection Development and Policy Workgroup updated the [WPLC Collection Development Policy](#) to reflect the changes made to development guidelines and buying pool allocations with the Steering Committee’s approval of the 2016 digital content buying pool. The committee is asked to take action to approve the updated policy.

S. Gold reviewed changes made to the policy and noted it will be reviewed on an annual basis.

Motion to approve the revised Collection Development Policy, B Carpenter; 2<sup>nd</sup>, J Stoltz.

Motion approved.

- c. Collection Development and Policy Workgroup (Coffin) – [A component of the committee calendar](#), which will be discussed later in the agenda, is gathering and assessing information and data to guide a recommendation process regarding the development of the digital library. This assessment is done to guide the buying pool approval process the following year, in this case 2017. It was approved by the Steering Committee to follow the process proposed by the Collection Development and Policy Workgroup, which has the workgroup forming in December to begin its work in January. The committee is asked to take action on the following items:

- i. Provide direction to the Collection Development and Policy Work Group about which formats or collection areas, current or new, the workgroup should more closely examine use and need and/or scan the current market landscape.

Streaming video other than OD

Digital Magazine products

Materials in Languages other than English/Spanish

Other alternatives to OverDrive. 3M, TotalBoox, Axis 360 etc.

- ii. Approve workgroup members. This workgroup formed last year and was populated by the project manager with three representatives from each the Board, Steering Committee and Selection Committee. Last year the workgroup set initial data benchmarks with the information it gathered and assessed. As this workgroup develops its collection assessment process, the project manager recommends that the workgroup for 2016 consist of [those members from 2015](#) that would agree to continue. If there are any openings, the project manager would fill to maintain the same number of representatives from each group.

Motion to approve continuation of workgroup with last year's members, M Warren; 2nd, D Cropper. Motion approved.

5. Reports: Committees, Work Groups and Project Manager Updates

- a. Decisions made in between 9/26/15 and 11/19/15 meetings: none
- b. WPLC Board Report (Bend) – The board is meeting on Wed. Nov. 18. A verbal report will be provided at this meeting. Krista Ross is new WPLC Board Chair. WPLC Board will fund a collaborative digitization effort for libraries wanting to build digital cultural heritage collections.
- c. Selection Committee (Gold) – see [October committee minutes](#)
- d. Some systems will need to repopulate selection com. with selectors. Sara will contact System directors if they need to nominate new selectors. UW MOOC titles are available in a featured collection on WI Digital Library. Selection Committee will be choosing 8-10 titles to feature in a holiday collection to be ordered in early December. Recommend to Library procedure is complete and will be implemented in December.

- e. OverDrive Update (Coffin/Gold) – new website and Periodicals [See workgroup and project Update report.](#)

New site will be in late Jan or early Feb. Andi laid out a 4 week schedule for new website roll out. Training will be provided to support folks. Primary update to the website will be speed. Will there be a new app? A. Coffin will work with OverDrive to find out and report back.

OD periodicals have been running for about a month. OD is providing daily stats manually of usage for each title. Members of Selection Committee are working on reviewing stats and ordering additional copies of titles running out by 1<sup>st</sup> week of Dec. Procedure will be created eventually.

- f. Statistics workgroup (Coffin) See workgroup and project Update report
- g. Newspaper project (Coffin) See workgroup and project Update report
- h. Statistics Work Group – (Coffin) See workgroup and project Update report. Any participants from committee are also asked to share.

## 6. Ongoing Discussion Items

- a. OverDrive Development Wishlist (Coffin): Sent with agenda. The committee will discuss the updated list to determine if there is anything that is missing or should be edited or removed. After the meeting a survey will be sent to the committee to identify the priority of this wishlist.

D.Cropper expressed concern with current display of patron holds. Current display is confusing and misleading to patrons. Andi mentioned this has been prioritized and is being treated as a “bug” rather than a wishlist request.

## 7. New Discussion Items

- a. Review 2017 committee meeting calendar (MacPhail) – Sent with agenda
  - i. 1<sup>st</sup> half of year focuses on 2017 collection and buying pool development. 2<sup>nd</sup> half focuses on thinking about assessment of what we are doing with collection and identifying what we should be looking at with either current or new formats and collection areas for 2018.
  - ii. The biggest changes are:
    - Combined in-person meeting with the board at WAPL that is also the WPLC annual member meeting. Review and discuss info and data, services and content and recommendation Steering will have made regarding the 2017 buying pool for the recommendations you will have received from the Collection Development and Policy workgroup.
    - Having first meeting in Feb., instead of Jan because there will be more info to be shared by the workgroup at that time.
    - More meetings in first half of year, no need for summer meeting. We’ll compile what we learn at ALA and elsewhere (Digipalooza) to start conversation in Sept about what we’ll do next with the library.

No comments on this

8. Committee information sharing and questions

Jessica MacPhail gave a shout out to WiLS and wished Dale well as incoming chair.

9. Next Meeting Date: February 25, 2016 1:00 p.m. via GoToMeeting

**GoTo Meeting Instructions**

November 19, 2015 at 1:00 PM Central Standard Time. <https://global.gotomeeting.com/join/663717037>

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 663-717-037 - Audio PIN: Shown after joining the meeting