

WiLS Board Meeting

June 11, 2018

10:00 a.m.

By GoToMeeting*

Board Members, in attendance:

Mark Arend, Winnefox Library System, Treasurer*
Martha Berninger, DPI*
Peg Billing, Tomahawk School District, Chair*
Nathan Dowd, Edgewood College*
Melissa Matz, Elmbrook School District*
S. Morrill Morrill, WiLS (ex officio)*
Tasha Saecker, Appleton Public Library*

Heather Winter, Milwaukee Art Museum*
Steve Platteter, Arrowhead Library System, Chair-Elect*
Jane Roisum, Fox Valley Technical College*
Kristin Vogel, St Norbert College
Paul Waelchli, UW-Whitewater*
Teresa Voss, Verona Area School District
Scott Vrieze, UW-Stout*

WiLS Staff, in attendance:

Melody Clark, David Hafner, Bruce Smith, Jeff Brunner, Melissa McLimans, Sara Gold, Tom Klement

Guests, in attendance:

Katie Aldrich

1. Call to Order: Changes/Additions to the Agenda
10:03 a.m. no changes

2. Approval of March 2018 meeting notes
Document: March 19 board meeting notes

Steve moves to approve. Paul seconds the motion. Unanimous approval.

3. Reports of Committees and Workgroups

Cooperative Purchasing (CoopPAC) (Katie Aldrich)

Our CoopPAC Membership:

Two of our twelve CoopPAC members will need to be replaced due to retirement (or near retirement). One is from a K12 school district; the other is from our representative from a specialized library.

# of CoopPAC Members	Type of Library Represented
5	Academics (UW, technical, & private)
3	Public
3	K12s
1	Specialized

Note: These positions are filled through a handpicked WiLS selection – based on active members & library types – in order to make sure the committee is successful & fairly represents the WiLS membership. We may be filling a 3rd position as well (K12 library) due to a member's inactivity. (WiLS' answer to board question)

Meetings:

CooPAC concluded its last meeting of the academic year on 5/25/18. We will resume our regular activity again in fall.

Key Discussions/Decisions

1. CooPAC approved a new schedule for reviewing the License Agreement Ideal Terms, Reseller Agreement, and Direct Order Agreement. These will occur in alternating years, with the License & Reseller documents bundled together. The members approved the concept, with a slight adjustment to align the meetings with the current CooPAC academic year, instead of a calendar year schedule.
2. CooPAC approved two new statements that were added to the Reseller Agreement.
 - a. *“WiLS does not recognize subscription auto-renewals; renewal decisions must be provided yearly and in the absence of a renewal decision, the subscription will not renew.”*

The auto-renewal clause was added to protect members. Particularly during summer, members may not provide a timely renewal decision. Vendors were automatically renewing & expecting payment. This was very problematic.
 - b. *“Licensor will provide standard list pricing when available for all products resold by WiLS.”*

This clause will benefit WiLS and members, as there will be more awareness regarding the amount saved. Members may see these list prices in MyWiLS when renewing subscriptions. WiLS can also ensure that the discounts promised by vendors are accurate and consistent.
3. An update was provided by WiLS regarding the potential addition of the minimum discount clause to the Reseller Agreement. This topic arose during the February CooPAC meeting. WiLS researched other consortia to determine a best practice. Some consortia are requiring a minimum discount to work with vendors, but most are not. There is a concern that small, local businesses would be excluded if they cannot meet the expected discount. Also, WiLS does not want to lose opportunities for members if a large number of members are interested in a product that doesn't provide the ideal discount amount. So at this point, no language has been added to the agreement. However, WiLS is providing members an opportunity to give input on the topic in the cooperative purchasing revamp survey.
4. In previous meetings, CooPAC recommended that functionality be added so that members could easily access all license agreements that WiLS had negotiated on their subscriptions. A. Coffin explained that WiLS is investigating costs and may add this functionality to MyWiLS, in addition to viewing bid codes (discount codes for direct order vendors like Demco). This is currently being researched by WiLS; nothing firm has been decided.
 - i.

Ideas to Action (Melody Clark)

A good mix of submissions was received, 17 in total. A committee met and narrowed down the pool. Stef is reviewing them as many request more staff time than expected. Final decision will be made by the end of the month. Board members would like to see some of the projects that were submitted.

5. Director's report
 - a. Brief review of organizational realignment document
Document: WiLS 2018 Organizational Realignment

- b. Brief review of cooperative purchasing revamp progress
Document will be sent prior to the meeting
 - c. Other updates
Document will be sent prior to the meeting
- 6. Treasurer's Report/Finance report for current year (M. Arend/T. Klement).
 - a. Income and expenses on budget. No discussion.
- 7. Presentation of and action on FY18/19 budget
Documents: 2018-19 draft budget.xlsx / 2018-19 budget notes.pdf
 - a. *No discussion.*
 - b. *Tasha moves to approve the budget. Steve seconds the motion. Motion passes, no objections.*
- 8. Presentation of and action on the FY19/20 MyWiLS subscription fees
The Finance Committee has recommended that we maintain the same \$199 per institution fee for the FY19/20 subscription year. We will discuss and take action on this recommendation.
 - a. *Martha motions to approve keeping the fee the same. Scott seconds. All vote in favor.*
- 9. Board election update & thank you to departing Board members
We'll be saying goodbye to Melissa Matz. Her term has expired and she did not seek re-election. Thank you to Melissa for all of her thoughtful participation over the years. Both Kristen Vogel and Heather Winter will be continuing on the Board.
 - a. *Kris McCoy will be taking Melissa's seat.*
- 10. Form Nomination Committee
It's time to form the committee to nominate officers for 2018/19. According to the bylaws, the Nomination Committee consists of the Chairperson Elect and two other Board members. The Chairperson-Elect serves as chair of the Nominating Committee and shall appoint the other two members of the committee.

There are three officers:
 - a. *Chair: This position is filled by the chair-elect. Steve Platteter is our current chair-elect and will be chair for 2018/19.*
 - b. *Chair-elect: The committee will bring forth a nomination for this position*
 - c. *Treasurer: 2018/19 will be the third year for Mark Arend's term as treasurer, so the committee will not need to bring forth a nominee for this position.*

At the meeting, we will solicit volunteers for the committee.

Martha and Jane volunteer to be on the committee with Steve.

10. Next meeting

Our next meeting is scheduled to be held in August as an in-person meeting. By the time of the Board meeting, Stef will reach out to the 2018/19 Board members to begin to set a date. S. Morrill would like to discuss the format of this meeting with the Board and get suggestions for what would be most helpful for the meeting.

- a. *August 17th is the tentative meeting date*

11. Adjournment

- a. *Steve moves to adjourn. Mark seconds the motion. All in favor.*

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