

WiLS Board Meeting

May 25, 2017

1:00 p.m.

Board Members, in attendance:

Martha Berninger, DPI RL&LL

Peg Billing, Tomahawk School District, Chair-Elect

Melissa Matz, Elmbrook School District

Stef Morrill, WiLS (ex officio)

Steve Platteter, Arrowhead Library System

Tasha Saecker, Appleton Public Library

Kristin Vogel, St Norbert College

Heather Winter, Milwaukee Art Museum, Chair

Board Members, absent:

Teresa Voss, Verona School District

Scott Vrieze, Wisconsin Indianhead Technical College

Mark Arend, Winnefox Library System

Sylvia Contreras, Edgewood College

Lee Konrad, UW-Madison

Catherine Lavallée-Welch, UW-La Crosse

WiLS Staff, in attendance:

Jeff Brunner, Andrea Coffin, David Hafner, Tom Klement, Melissa McLimans, Emily Pfothenhauer

Call to Order: Changes/Additions to the Agenda

Chair H. Winter called the meeting to order at 1:04 PM.

Approval of February 2017 meeting notes: [joint meeting and board meeting](#)

No changes requested

M. Matz moved approval of the minutes; P. Billing seconded. Motion approved unanimously.

Reports of Committees and Workgroups

Cooperative Purchasing (CooPAC)

K. Aldrich, CooPAC chair, provided an update about the current year activities of the committee. She shared the makeup of the committee, along with topics discussed by the group during their three meetings. These topics included:

- *Quarterly survey review:* WiLS surveyed member libraries. CooPAC helped to review the survey results, provided input on particular responses, and suggested ideas to refine the survey.
- *Vendor trials:* CooPAC recognized a need for increased awareness that WiLS can assist in identifying comparable products.
- *Updates on cooperative purchasing:* One example is an update that the Gold, Silver, Bronze Vendor program has been effective in keeping renewal prices lower.
- *Re-envisioning the vendor/product section on the WiLS' website:* The website currently offers an A-Z list of vendors. This is useful in identifying potential discounts if member libraries already have a product in mind. CooPAC/WiLS discussed the idea of redesigning this part of the website to allow libraries to browse by product (instead of vendor). This would provide service to libraries that are looking for discounted, comparable products. CooPAC members felt that it would be especially helpful if the products were categorized by format (i.e. streaming videos). Other desired features include: product reviews and popularity (# of libraries subscribed to a product via WiLS).
- *New MyWiLS:* The group provided feedback on the new invoicing interface
- *Statewide purchase opportunities / suggestions*

- *WiLS' Reseller Agreement*

More information about CoopAC can be found on the WiLS webpage: <http://www.wils.org/about-wils/27-2/coopac/>

Peer Council Workgroup

A. Coffin provided an update. Peer Council is on June 5th and A. Coffin shared her excitement for how the program has come together. The planning team has been wonderful and has provided a lot of useful insight. All the program details are finalized and there are currently about 50 registered. In the past, there has been a keynote from OCLC and this year, OCLC will be speaking at lunch and in-state projects will be featured as the keynote. This year, cash sponsorships were solicited for the first time and were received from OCLC and Backstage Library Works. The morning features two linked data projects, one from Winnefox Library System and one from UW-Madison, and the afternoon features a metadata remediation / standardization project from UW-Milwaukee and a tutorial session on two commonly used open source metadata tools.

WiLSWorld Workgroup

A. Coffin provided an update. Registration opened last week for the conference. The Board is encouraged to review the programs and workshops line-up for the conference. Sponsorships for the conference have been substantial, with over \$4,000 raised so far, thanks to the hard work of S. Gold and J. Brunner. Demco will be providing the fun hallway activities this year. On advice from the planning team, there will not be a formal reception this year, but there will be a less formal Happy Hour at a local bar following the close of programs. The planning team is participating in the conference by being greeters and hallway station monitors and crossing guards for the trip from the Pyle Center to the local bar. The Board was asked to make program speaker introductions. WiLS staff will take care of getting and sharing the bios to make it as convenient as possible for Board members. M. Matz, S. Platteter, and T. Saecker volunteered to provide introductions. M. Berninger is unsure of attendance but would be willing to provide an introduction if she's able.

Board members were also encouraged to spread the word about the conference. Language is available on the WiLS blog to help. However, if a Board member would like something more customized for a specific audience, contact A. Coffin and she can help.

WiLS staff was thanked for getting WiLSWorld planning done earlier this year. There has been direct benefit for starting earlier, particularly in sponsorships.

Director's report

S. Morrill provided a written report ahead, the bulk of which discussed the process for developing 2018 initiatives. The staff will have their annual retreat on July 11. Prior to that retreat, information will be gathered, especially information from member feedback received during the year, to determine any trends we may want to address. The staff will also review progress on the current year's strategic initiatives and other information about current services. They will come up with some proposed strategic initiatives to bring to the Board in August for discussion. S. Morrill is also planning to review things we do that we don't get paid for with WiLS staff at a future staff meeting.

2018 will mark the 5 year anniversary of WiLS' reorganization, and seems like an appropriate time to undertake at least two organizational initiatives:

1. *Review the internal structure of WiLS:* It may be time to consider a different structure for WiLS. If we continue to grow, having all positions report to the director may not be sustainable. However, S. Morrill expressed concern about creating silos of departments or units, which may undermine our ability to be flexible and cohesive. Investigating potential models and determining what might best meet the business needs of the organization seems important and appropriate.

2. *Do a thorough assessment of cooperative purchasing:* During the reorganization, time was spent thinking about the best services to provide in new areas, but nothing was substantially changed with cooperative purchasing. It seems like a good time for us to take the same “fresh eyes” approach to cooperative purchasing, considering both what will allow us to provide the best possible service to our members and also position us for future growth.

The Board will vote on the initiatives in October.

The group expressed appreciation for the proposed initiatives, feeling that they are timely and important.

Treasurer’s Report/Finance report for current year

T. Klement provided the financial report. In the month of April, we caught up on project invoicing, which helped our April bottom line. The balance sheet is very positive. Ratios are good and reserves are strong.

Revenues are exceeding budget by over \$700,000, most of which is from increased cooperative purchasing sales. Interest and investments are doing very well. We will have an American Express proration at year end, usually over \$10,000, to add to that revenue category.

Expenses will come in higher than budgeted due to the new staff position. Any overages in the general expenses (with the exception of software and Consulting) are immaterial at this point. The increase in the software line is due to the development and ongoing costs for MyWiLS. Lisa Marten has been providing assistance in training new staff, and those costs are added to the consulting line.

The fiscal year is looking strong with two months to go.

Updates on strategic initiatives

S. Morrill shared an update in print prior to the meeting, and reviewed the update with the Board:

- *Continue to develop our planning and consulting services by capitalizing on our existing work and developing potential areas of expansion:* The WiLS staff continue to discuss what might be done in this area. Given our change in personnel, it’s likely that the “tools audit” initiative will be back-burnered. At the same time, B. Smith and A. Coffin are working on a project with Beloit Public Library that could develop into a new service area in consulting (see the Director’s Report). Staff are also still thinking about how our strategic planning process could be used in different ways.
- *Expand our knowledge of using data.:* There will be opportunities at WiLSWorld for both members and staff to partake in. Staff will also be attending webinars created by the Wisconsin Public Library Consortium on collecting and analyzing data. Four WiLS staff are currently learning Tableau, both to train other staff and to teach the product to members. There will be a more comprehensive plan for moving forward with this initiative by the end of June.
- *Learn more from inside and outside the state...and then share!* Staff will be having quarterly meetings with different consortia and are in the process of scheduling a phone meeting with Orbis Cascade and an in-person visit with RAILS. In addition, Jeff Brunner attended the International Coalition of Library Consortia (ICOLC) meeting in Florida and has been sharing information with staff from that meeting. The team is also planning for ALA annual.

- *Continue to look for ways to engage community members not yet engaged with WiLS.* There was not much progress with this initiative with our practicum student and are regrouping to talk about strategy.
- *Continue to improve internal operations and how we work.* Staff hosted a WiLSWorld Shorts about the tools WiLS uses this quarter. Staff continue to learn more about the tools and procedures used as new staff members have been added.
- *Undertake a process to gain understanding and to start conversations around digital preservation:* M. Mclimans shared an update on this initiative. M. Mclimans and E. Pfothenauer are working on a digital preservation summit in late August. Prior to scheduling this summit, WiLS staff have met with people involved in digital preservation in different capacities. M. Mclimans also facilitated a panel at WAAL that brought together librarians from UW Milwaukee, UW Eau Claire and Beloit College to talk about digital preservation and to generate interest in the topic. Staff have also started to work on a survey to identify common needs and concerns related to digital preservation across multitype libraries around the state in order to gain an overall understanding of the current landscape. Survey results will be anonymized and then publicly available. A report will be developed later this year. Kristin Briney, who headed up a Council of UW Libraries committee to look at digital preservation at the different campuses, was able to share their survey as a starting point and the WiLS survey used similar questions when appropriate. M. Mclimans was asked if Iris Zee from UW-Milwaukee has been approached. She has not been approached at this time.
- *Share opportunities for members to participate in open access initiatives, and participate in initiatives ourselves.* J. Brunner shared an update on this initiative. WiLS will be hosting a "WiLSWorld Short" about Open Educational Resources on June 16th, 2017. Annie Baumann, Viterbo University, will discuss her library's involvement in promoting OER adoption on her campus and helping faculty select open replacements for traditional textbooks. The webinar will be recorded and posted, accompanied by a blog post. Additionally, WiLS is pulling together information about Open Access to share the website as a resource for libraries interested in Open Access and how to get started with it. As the year goes on, WiLS will investigate and advise on other organizations working in the Open Access arena that WiLS may want to join or support and talk to our vendor partners in the scholarly publication industry about discounted publishing fees for WiLS member institutions that wish to publish open access articles in their journals.

Discussion and possible action: [Recollection Wisconsin update and DPLA membership fee](#)

WiLS is one of the partners in the Recollection Wisconsin consortium, along with being the project manager and fiscal agent. DPLA is introducing a new membership fee, and the Recollection Wisconsin Governing Board is considering asking each of the partners to contribute a portion of the fee if other funding cannot be secured. It is anticipated that the fee would be about \$1,400 per partner annually. E. Pfothenauer shared some background about the program.

In August 2016, we officially went live as a partner in the Digital Public Library of America (DPLA). Recollection Wisconsin is a Service Hub for DPLA, which means that it coordinates with institutions around the state to harvest metadata about their digital collections and make it available through the DPLA portal.

The Recollection Wisconsin Service Hub currently provides approximately 433,000 metadata records to DPLA, making us one of the larger Service Hubs. Those records come from 66 contributing institutions. Overall more than 200 Wisconsin libraries, archives, museums, and historical societies are represented in DPLA via the Service Hub.

The Recollection Wisconsin annual operating budget is approximately \$77,000, with the majority going to WiLS as project manager. \$7000 goes to Milwaukee Public Library who hosts about two dozen collections for smaller organizations.

Currently, the majority of our funding comes from LSTA. Additional support is from the Nicholas Family Foundation and harvesting and hosting fees. Partners also make in-kind contributions, with the biggest being the development and maintenance of a metadata aggregator from UW – Madison.

DPLA's own funding situation is similar. They have relied almost entirely on grants since they were established and are now exploring more sustainable funding models. They are working on rolling out a membership model for Hubs, which would include getting more input from Hubs through a shared governance model and a membership fee, which is anticipated to be \$10,000. The Recollection Wisconsin governing board, which includes the seven core partners (Wisconsin Historical Society, WiLS, UW-Madison, UW-Milwaukee, Marquette, the Department of Public Instruction and Milwaukee Public Library) have discussed the membership model and suggested dividing the total amount among the partners, which would mean a \$1,400 annual contribution per partner.

The group discussed funding ideas for the program, along with the membership fee contribution. Previously, Recollection Wisconsin (then Wisconsin Heritage Online) was a fully funded WiLS service. However, in 2011, the Board decided that it would not continue as a WiLS service and it has since become a consortium management project. By making this contribution toward the membership fee, there would be a shift back to a financial contribution to this project. The expectation is that there will be clarity in the amount in June.

The group discussed other sources of funding for the project. Some outreach has been done to private organizations around the state and haven't received much traction. Cold calling isn't very effective. If Board members have connections to groups that could help, they would be very appreciated. If there aren't outside funds, we would reduce our consortium management fee for the project by \$1,400.

S. Platteter moved that we tentatively approve paying the \$1,400 for the membership fee until other funds can be identified. P. Billing seconds the motion. Motion passed unanimously.

[Presentation of and action on FY17/18 budget](#)

The Finance Committee has recommended a draft budget. S. Morrill reviewed the budget in detail. The information presented can be found in the budget notes document that accompanied the document.

P. Billing moved approval of the FY17/18 budget. T. Saecker seconded. Motion approved unanimously.

At this time, one of the Board members left the call, and the quorum was lost. The next two agenda items, presentation of and action on the FY18/19 cooperative purchasing membership fees and the discussion and possible action on the WiLS Idea to Action Fund, were not discussed and were deferred to the next meeting.

[Board election update](#)

S. Morrill provided an update on the Board election. C. Lavalley-Welch will not be continuing in the CUWL appointed seat, and will be replaced by Paul Waelchli, director at UW-Whitewater. S. Vrieze is changing jobs, and is running for the at-large seat rather than the technical colleges seat. Matthew Coen from Madison College will be in the technical colleges seat, as he is running unopposed. S. Platteter, who is in the SRLAAW seat, has been reappointed. T. Voss will be with us for another term, as she is running unopposed. H. Winter was the one Board member whose seat was extended by lots, so she will be with us for another year. L. Konrad has chosen not to run again. S. Vrieze and Barbara Brattin from Kenosha Public Library/Kenosha County Library System are both running for L. Konrad's seat. A huge thank you to Teresa, Steve, and Heather, who will be continuing on the Board, and to Catherine and Lee for their time on the board.

[Adjournment](#)

P. Billing moved to adjourn the meeting. S. Platteter seconded. Meeting adjourned at 2:25 PM.