

**WiLS Cooperative Purchasing Advisory Committee**

**May 11, 2023**

**2:00 PM via ZOOM**

**Committee Members**

Cory Mitchell, UW-Stout (Chair)

Beth Henika, Milwaukee Public Library

Page Leahy, Platteville School District

Ashley McHose, Lakeshore Technical College

Cheryl Nessman, Mead Public Library

Jill Thomas, Lawrence University

**WiLS Team:** Jeff Brunner, Sara Gold

**Absent:** Kate LaChance, Madison Metro School District, Emily Leonard, School Dist. of Menomonee Falls, Michelle Rockelman, Campbellsport School Dist.

**Agenda Items**

**1. Welcome and Introductions (C. Mitchell)**

Chair C. Mitchell called the meeting to order at 2:02 pm and welcomed new committee member, Beth Henika who is the acquisitions and serial manager at Milwaukee Public Library. The committee members and project managers introduced themselves.

**2. Approve Minutes from March 2023 meeting (C. Mitchell)**

*Motion:* Approve the March 2023 Meeting Minutes

*Motion Offered By:* C. Nessman

*Second:* A. McHose

*Discussion:* None

*Results:* Motion Approved

**3. Direct Order Agreement Review Stage 3 (J. Brunner)**

*Document:* [WiLS Direct Order Agreement Final Draft](#)

J. Brunner reviewed the process of reviewing the Direct Order Agreement and detailed the last change for this revision. The Committee thought it looked good.

*Motion:* Motion to Approve the Revised Direct Order Agreement

*Motion Offered By:* C. Nessman

*Second:* P. Leahy

*Discussion:* None

*Results:* Motion Approved

**4. Update on MyWiLS K12 Orientation Toolkit (J. Brunner)**

*Document:* [MyWiLS K12 Orientation Toolkit](#)

*Discussion:* J. Brunner let the committee know the K12 Toolkit is complete and is being shared with K12 Coop members. Information on Badgerlink was incorporated into the toolkit and S.Gold will begin work on the Toolkit for Academics over the summer.

**5. Update on License Availability (J. Brunner)**

*Background:* J. Brunner provided an update on Vendor License availability which will be housed in MyWiLS. WiLS is working on this with a third-party developer to build out this feature. He emphasized that this is on WiLS' roadmap.

**6. 2023-2024 Committee Participation (J. Brunner)**

*Document:* [2023-2024 proposed days and times](#)

J. Brunner presented proposed days and times for next year's CoopAC meetings. He will send out a follow-up email to committee members to include those not present today. In addition, he asked members to let him know if they will not be returning to the committee next year. C. Mitchell agreed to serve as chair for the 23-24 year.

**7. Additional Agenda Items from the Committee (C. Mitchell)**

*Discussion:* There were no additional items for discussion

**8. Adjourn**

*Motion:* Adjournment

*Motion Offered by:* C. Nessman

*Second:*

*Discussion:* None

*Results:* Motion Approved

Meeting adjourned at 2:31 pm

**Next Meeting: TBD**