WiLS Cooperative Purchasing Advisory Committee Notes
November 13, 2023

Committee Members

Michelle Byholm, Chequamegon School District   Ashley McHose, Lakeshore Technical College
Beth Henika, Milwaukee Public Library   Cory Mitchell, UW-Stout (Chair)
Emily Leonard, School Dist. of Menomonee Falls   Jill Thomas, Lawrence University

Absent: Page Leahy, Platteville School District, Cheryl Nessman, Mead Public Library

WiLS Team: Jeff Brunner, Sara Gold, Nick Smith

C. Mitchell called the meeting to order at 3:34 pm

Agenda Items

1. Welcome and Introductions (C. Mitchell)

2. Approve Minutes from May 11, 2023 meeting (C. Mitchell)
    Additional documents: May 2023 CooPAC Meeting Notes
    Motion: Approve the May 2023 Meeting Minutes
    Motion Offered By: E. Leonard
    Second:
    Discussion: None
    Results: Motion Approved

3. Updates Since Last Meeting (S. Gold)
    Discussion: S. Gold gave an update on the K12 Orientation Toolkit and how it is being received. It has been in use since May 2023, and the feedback has been great. It helps WiLS identify and work with new- to- districts and new-to-the-profession media specialists from the beginning of their relationship with WiLS. C. Mitchell said the document is comprehensive and a welcome resource.

4. Review Member Expectations & Charge (J. Brunner)
    Additional documents: CooPAC Committee Charge and Expectations
    J. Brunner walked through the CooPAC charge and expectations. C. Mitchell added that every member brings an essential perspective based on their member library types. He encouraged everyone to feel free to share freely.

5. Academic Orientation Toolkit (S. Gold)
    Background: A draft of the Academic Orientation Toolkit is available for the committee's review. This tool has been created using the blueprint of the K12 Orientation Toolkit to help academic MyWiLS members who are new to an institution.
    Additional documents: Academic MyWiLS Orientation Toolkit 2023

Discussion: Feedback from the committee is great with a few organizational and formatting suggestions. C. Mitchell suggested bullet points instead of numbers in the "accessing usage stats" for clarity. E. Leonard suggested moving the green box of information at the end of the document to just below helpful links on the first page. A suggestion was made to include information about the Bill Pay service. Next step is to make the current suggested changes and then share via Basecamp for any additional feedback. The document will be available in January 2024 for distribution.

6. Ideal License Terms Review (J. Brunner)
    Background: Every other year, this committee reviews the document outlining Ideal License Terms. The current document is focused primarily on license terms relevant to academic members. This year WiLS would like to hear from CooPAC members about terms that should be present in licenses for publics and schools.
    Additional documents: [WiLS License Agreement Review Definitions and Ideal Terms](#)
    Discussion: J. Brunner walked the committee through the document and asked for feedback about it. C. Mitchell would like to go through the terms carefully. He has concerns with the number of days on several of the terms, i.e. 30 days is too short for auto-renewals. In addition, softer language around liability of users i.e. reasonable effort instead of required. Also, binding arbitration is not allowed from a Wisconsin state institution. Confidentiality of users, particularly for underage users is essential to include. A suggestion was made to have Monica Treptow, the school media consultant for DPI to review this as well. J. Brunner asked the committee to continue providing feedback on this and will continue the conversation via Basecamp if needed.

7. Committee Sharing
    Discussion: None

8. Adjournment
    The meeting adjourned at 4:31 pm

Next Meeting: 2/13/24 @ 3:30 PM