

**SCLS Administrative Council**  
**Thursday, February 18, 2010**  
**SCLS Headquarters**

**Present:** L. Belongia(1), J. Berg(5), P. Bosben(11), J. Chase(6), J. Christensen(12), M. Friesen(3), C. Froistad(8-10), J. Gorres, T. Herold(5), S. Lee(8-10), R. MacDonald(4), R. McCabe(1), B. Stack(2), P. Westby(11, 12)

**(The number following each individual indicates the cluster they represent)**

**Also Present:** G. Barniskis, C. Becker, J.M. Bolthouse, P. Davis, S. Morrill, B. Smith, V. Teal Lovely

**CALL TO ORDER:** T. Herold called the meeting to order at 10:00 a.m.

- a. Introduction of guests/visitors: Everyone present introduced themselves.
- b. Changes/additions to the agenda: The addition of the SCID/SCILL report by S. Lee under 3f. The addition of LibLime PTFS discussion by T. Herold under 5j.
- c. Requests to address the Council: None

**Approval of previous meeting minute:** J. Berg moved approval of the January 7, 2010 minutes. P. Bosben seconded. Motion carried.

**Reports of action of committees/workgroups:**

- a. **Delivery Committee:** B. Smith noted the committee will meet 3/1/10.
- b. **ILS Committee:** V. Teal Lovely noted the committee met 1/14/09 and 2/11/10. They discussed standardizing collection codes in Koha, policies and procedures, LibLime updates, and development specifications and testing. Minutes from the meetings are available on the website.
- c. **Technology Committee:** J. M. Bolthouse noted the committee met once and the minutes are posted on the website. Some of the items discussed include the technology plan, internal/external projects as well as future projects.
- d. **Cost Sharing Formula Work Group:** P. Davis noted the committee met 1/26/10 and the meeting notes are available on the website. Items discussed at the meeting include reviewing goals, services, and cost scenarios. A recommendation will be presented to the Administrative Council when it is finalized.
- e. **Libraries Change Lives Work Group:** S. Morrill noted the committee's objective was focusing on advertising. Mark Ibach is looking into options such as radio, TV, buses, movies, billboards, and our own delivery vans. Suggestions were made including local shoppers and postcards. S. Morrill will pass the suggestions onto M. Ibach.
- f. **SCID/SCILL:** S. Lee distributed a handout reflecting the 2009 budget amounts for items purchased. Attached is the link to the report:  
<http://www.scls.info/committees/ac/SCIDSCILL09purchases.pdf>

**Action Items**

- a. Adopt revised meeting calendar for 2010
  - 1. **Change May meeting to the 6th at 1:00:** P. Westby moved approved to change the May meeting from 5/20 to 5/6. R. MacDonald seconded. Motion carried.
  - 2. **Re-schedule October meeting for timely approval of the SCLS 2011 Budget and annual plan.** J. Chased moved that the AC meet on September 30<sup>th</sup> at 10:00 a.m. instead of September 16<sup>th</sup>. J. Christensen seconded. Motion carried.
- b. Adopt rules about requests to address the council. P. Westby and J. Chase constructed a draft for non-AC members to address the AC. J. Berg recommended that a spokesperson be appointed as representative should a group of people with the same viewpoint chose the address the AC. P. Westby moved approval of the draft proposal with the suggested recommendation. P. Bosben seconded. Motion carried.
- c. Act on ILS committee recommendation on committee structure: The AC moved approval of the committee structure as presented.

#### **Other discussion**

- a. Background on schedule for purchasing process for databases: C. Becker discussed the database renewals timeline. A specific timeline has been developed to assist libraries in determining which databases they subscribe to, an estimate of what it will cost the libraries to renew the same databases if all subscribing libraries continue to subscribe, and the opportunity to add databases. Specific dates will allow Sara Gold at WiLS to negotiate pricing with vendors and calculate final pricing for libraries. A recommendation will come before the Administrative Council at the March 2010 meeting.
- b. Meeting ground rules, facilitation and dialog: S. Morrill noted the ground rules that were developed and the timeline for sending agenda/minutes, etc. as well as the focus being on discussion versus outcome and sharing information to reach a consensus that will be supported. The representatives discussed adding a standing agenda item to address any future ideas/referrals from the clusters. This will be added to the March agenda.
- c. Representation: cluster communication check-in. The representatives present stated that they have not, to date, heard any concerns, etc. from the clusters. All information is available to the clusters via the website.
- d. LSTA agreements/accountability and follow-up: S. Morrill noted that the Department of Public Instruction (DPI) is raising the expectations on reporting for LSTAgrants. At SCLS, a new strategy needs to be addressed to receive information from libraries in a more timely matter to meet the DPI expectations without a lot of SCLS staff time being used to follow up with individual libraries. It was suggested that SCLS ask for the absolute minimum amount of information that is needed and that libraries should be asked to sign something before receiving money agreeing to the reporting requirements. This will set a precedent of what is expected to create responsibility among our member libraries.

- e. Report from WPLC about Overdrive and discussion of NetLibrary titles: Overdrive continues to hold the position of aggressively pursuing individual libraries, within a consortium, to purchase titles and add these to the shared collection, but make them only available to that library's patrons. This issue was discussed at SRLAAW, the System and Resource Library Administrators' Association of Wisconsin. A long term solution is needed for cost sharing. The libraries present were open to finding an equitable solution to share the cost and to give each library credit for their share.

Downloading netLibrary titles and the question of weeding was discussed. This issue will go to the Collection Maintenance Subcommittee to develop a strategy for what to weed. There was also discussion of obtaining downloadable items from other vendors and allocating collection development funding for downloadable materials.

- f. Annual meeting for 2010. The question was raised, since we already have the all Director's meeting scheduled for May 27<sup>th</sup>, whether we want to hold an annual meeting this year. R. MacDonald moved to survey the clusters to determine if folks were interested in having the annual meeting and if the majority determines that is the case, then inquire whether they would prefer holding the event in the Spring or the Fall. J. Chase seconded. Motion carried.
- g. Length of all Directors' meeting on May 27, 2010. P. Davis suggested the a.m. portion of the meeting should address the budget and other business with the p.m. portion of the event being more social, like the Director's brunch meetings that were held in the past. The representatives agreed.
- h. Discuss the concept of promotion topics. Materials could be created if representatives need ideas for discussion starters to sent to our member libraries. The representatives suggested SCLS continue to be responsible for this communication.
- i. USDA grants for rural libraries: This grant provides funding for construction expenses and is available for libraries with a municipal population under 20,000. SCLS has brainstormed to determine what libraries would be candidates for this grant, but if others are interested and not included, please let P. Davis know.
- j. LibLime PTFS: P. Davis and V. Teal Lovely have been in close contact with folks at LibLime and PTFS and feel confident that we are receiving the support and development necessary to ensure success.

**Next meeting: March 18 10 a.m.**

- a. Purchasing process for databases: possibility of getting firm commitment earlier in the process
- b. Discussion of goals and activities for AC and other committees (reprise from January)
- c. Discussion of all-directors meeting: what background will be needed, how to create a dialog
- d. Annual Meeting