<p style="text-align:center;color:red;">**FINAL**</p>

System and Resource Library Administrators Association of Wisconsin (SRLAAW)
Minutes -- First Quarter 2019 Meeting -- February 11, 2019

Attending in Person: Kristen Anderson (Winding Rivers), Mark Arend (Winnefox), Barb Brattin (KCLS, Kenosha Public Library), , Jeff Gilderson-Duwe (Winnefox/Oshkosh Public Library), Steve Heser (MCFLS), Ralph Illick (Marathon County Public Library), David Kranz (SWLS), Sherry Machones (Northern Waters), Jessica MacPhail (Racine Public Library), Connie Meyer (Bridges), Steve Ohs (Lakeshores), Steve Platteter (Arrowhead), Marla Sepnafski (Wisconsin Valley), Bradley Shipps (OWLS), Martha Van Pelt (South Central), Tracy Vreeke (Nicolet), Pamela Westby (L.E., Phillips Memorial Library).

Attending via GoToMeeting: Garrett Erickson (Mead Public Library), Bruce Gay (Waukesha Public Library), Susan Heskin (Superior Public Library), Jessie Lee-Jones (Plattville Public Library), John Thompson (IFLS), Paula Kiely (Milwaukee Public Library), Rebecca Petersen (Manitowoc Calumet Library System).

Guests in Attendance and via GoToMeeting: Martha Berninger (DPI), John DeBacher (DPI), David Garrett (Free NCOA), Alison Hoffman (Monarch), Dan Jacobsen (South Central), Mark Jochem (South Central), Kurt Kiefer (DPI), Joshua Klingbeil (WVLS), Vicki Teal Lovely (South Central), Stef Morrill (WiLS), Robert Nitsch (Monarch), Robert Nunez (Kenosha Public Library), Kristin (?).

1. Meeting called to order at 2:30pm.
2. It was determined there was a quorum (site and online).
3. Proxy announcements were made by way of a sign-in sheet (double-check proxies w/ sherry).
4. Introductions - went around the table, then introduced online attendees.
5. Motion to approve the agenda made by Van Pelt, seconded Platteter (no discussion, motion passed all in favor).
6. Presentation by FreeNCOA (Garrett):
   a. David from Brooks Integrated Marketing presented to the group. B.I.M. is a data management and performance company. Focuses on marketing through clean data. Performs data hygiene, data enhancement, member acquisition (acquiring new patrons).
   b. Offers NCOA service (mines NCOA for changes & uses that data for correction purposes).

    c. Also offers PCOA (proprietary service using proprietary enhanced data set, next product up the tree).

    d. SRLAAW member quote 1 = 100K records for approx $1,200 annual.

    e. SRLAAW member quote 2 = contact patrons with long overdue items ($12.50 per 1,000 patrons).

    f. www.brooksim.com

    g. A discussion of the presentation occurred. Salient issues arising during the discussion included patron privacy, cost effectiveness, and additional automation.

    h. No action was taken.

7. Minutes: Q4 2018 Approval (Machones)

    a. Motion to approve the minutes by Van Pelt seconded by Macphail, one correction (Anderson - name was misspelled). Motion for approval as amended passed with all in favor.

8. Nominations for SRLAAW officers (Machones)

    a. It was indicated the treasurer position can carry over. Anderson nominated by Machones. No other nominations for treasurer.

    b. Vice president - Petersen currently VP. Petersen accepted nomination. No other nominations for VP.

    c. President - Macphail nominated Machones for President. Brattin seconded. No other nominations for president.

9. Vote for Officers (Machones) Note: secret ballot if multiple nominees.

    a. Gllderson Duwe moved the slate, Shipps seconded. There was no discussion/motion passed w/ all in favor.

10. ALA National Library Legislative Day (Machones)

    a. Annual mtg is in DC this year. Still not evident if SRLAAW needs to send a delegate.

    b. Special group was chosen by ALA to go to DC to help lobby for library issues.

    c. Van Pelt drew indicated that SRLAAW does have a budget for sending a person.

11. Treasurer's Report (Anderson)

    a. Fee increase this year, billing resource libraries and systems.

    b. Written budget presented.

12. LD&L Report (Meyer)

    a. The weather is set to affect legislative day and a lot of people are cancelling.

    b. Reason we have it at this time is because it's right before budget time, and having a fresh story in the minds of legislators is important.

    c. LD&L has met with all members of JFC.

    d. LD&L has plans to meet w/ leadership.

    e. LD&L has briefed the Evers transition team on priorities.

    f. Thanks for everyone's engagement,.

13. Libraries Activating Workforce Development Skills (LAWDS) Project (Berninger, Jochem)

    a. Jochem described his role as main contact for the LAWDS grant.

    b. Workforce development contacts are going to be complicated because only one system (MCFLS) is represented by one single workforce dev. county agency.

c. DPI had first opportunity to speak with a workforce development representative about a week ago. First training module needs to be completed relatively soon.

d. Mtg on april 24th, workforce dev board will outline a training module & move it on. No training sessions should be scheduled before may 1.

e. Suggests that system directors talk to member libraries & reach out to workforce development people.

f. Most organizations don't have a venue to deliver training. Libraries may be an option.

g. Workbook went out that shows library-level boundaries of workforce dev directors

h. Gilderson Duwe requested talking points to help system directors engage workforce development directors.

i. Arend suggested it would be helpful for library systems to collaborate in approaching workforce dev directors.

14. Update on Technology Collaboration (Teal Lovely)

a. Teal Lovely presented digitization kits update - met with DPI and Emily Pfotenhauer, still waiting on approval to access funding. Will then start purchasing kits. Will begin organizing kickoff meetings. Systems who are not participating can still participate in kickoff meetings.

b. Jacobsen presented two projects. Collaborative purchasing of PC's through Dell. 14 of 16 systems have signed-up. Second project is collaborative backup/archive project. Approached 3 vendors for engineered solution. Backup is one aspect, another is archiving of digital images. Dell proposal is complete, one other vendor is about 25% through process. Jacobsen distributed cost calculations. Includes shared backup component, digital archive component.

   i. Anderson asked if (*something) was included - not yet.

   ii. Arend asked if purchasing the backup would affect bottom line for PC purchasing? Jacobsen answered that it might. There is one account manager assigned through the pc purchasing initiative.

   iii. Interested systems can commit LSTa funds to the project.

15. LSTA Collaborative Technology Projects (Klingbell)

a. Klingbeil outlined the LSTA grant structure & conversations that through backup, digitization, etc. Outlined some ideas the group has for future projects (gamification app, development of library services availability app, cybersecurity training, shared low cost data storage capacity, digitization projects, makerspace kits).

b. There are two solid targets for collaborative effort: 3 system Lean WI project, and backup/archiving project.

16. Social Media Policies (MacPhail)

a. No report recorded.

17. Affiliated Organization Reports:

a. PLSR (Thompson)

  i. Steering committee has been meeting & incorporating feedback from survey results & LD&L, three meetings doing this so far, a fourth meeting on the books.
 b. DPI
  i. DeBacher sent out a written report, an addendum, and an addendum to the addendum to update the group.
  ii. PLSR report will have a round of feedback on the final report (put out by COLAND).
  iii. DPI hiring adult & community services consultant.
 c. WiLS
  i. WiLS sent out a report in print.
  ii. Highlighted process to action fund is coming in April, which is later than originally thought.
  iii. Strategic planning cohort for systems is starting up - strategic planning can be cost prohibitive, WiLS is getting more into this area.
  iv. Intends to use Harwood model for strategic planning. Use as a pilot.
  v. Model includes data engagement, CE hours, in-person workshops, coaching calls & support, identifying goals, setting objectives.
  vi. Working primarily with small libraries right now.
 d. WPLC
  i. BiblioBoard webinar coming up.
  ii. Gale courses fact sheet coming out.
  iii. Need volunteers for social media committee (contact Andi Coffin).
 e. WLA
  i. Plumer sent written report
  ii. One question: is a new director welcome letter available? Did anyone use it? No. Group would like Plumer to resend.
 f. COLAND
  i. Van Pelt gave report.
  ii. Discussed PLSR.
18. Member Roundtable
19. Next Meeting Announcement: TBD
20. Adjournment
 a. Machones declared the meeting adjourned.

Respectfully submitted,
Steve Ohs, Recorder for the Day