

PLSRSC
Steering Committee
September 28, 2015

MINUTES

The PLSRSC Steering Committee of the Division for Libraries and Technology met on Monday, September 28, 2015 via teleconference. John Thompson called the meeting to order at 10:05 a.m.

**QUORUM AND CERTIFICATION OF COMPLIANCE
WITH OPEN MEETINGS LAW**

It was established that a quorum was present and certified that the meeting had been properly noticed in compliance with the open meeting law.

CALL TO ORDER - MEMBERS PRESENT

All ten members of the Steering Committee were on the telephone line for the conference call.

Name	Title & Library or Library System	Library Type/Representation
John DeBacher (JDB)	Director, Public Library Development	DPI Liaison
John Thompson (JT)	Director, Indianhead Federated Library System	Large System; LEAN team
Stephen Ohs (SO)	Director, Lakeshores Library System	Small System
Paula Kiely (PK)	Director, Milwaukee Public Library	Large Public & System Resource
Bridget Christenson (BC)	Director, Hatch Public Library, Mauston	Small Public
Beth Carpenter (BCar)	Director, Kimberly-Little Chute Public Library	Small-to Mid Public (& Joint)
Kristie Hauer (KH)	Director, Shawano City-County Library	County Joint Public (& Rural)
Kent Barnard (KB)	Director, Patterson Memorial Library, Wild Rose	Very Small Public
Jessamyn Lee-Jones (JLJ)	Director, Platteville Public Library,	Small to Mid Public (Small Resource)
Bryan McCormick (BM)	Director, Hedberg Public Library, Janesville	Public (& Resource; & COLAND)
JonMark Bolthouse (JMB)	Director, Fond du Lac Public Library	Large Public, non-resource

CALL TO ORDER - MEMBERS ABSENT: None

CALL TO ORDER - OTHERS PRESENT

Bruce Smith (WiLS), Christine Barth (DPI / DLT), Rebecca Peterson (MCLS), Bruce Gay (MCFLS), Chris Heitman (WVLS), Pattie Meyer (Larson Family Library, Webster), Patti Blount (Durand Community Library) & Denise Anton Wright (DPI / DLT)

APPROVAL OF THE AGENDA

JT reported that the order of Agenda items will need to be altered for this meeting. "Fiscal Agent for LSTA Grant and Project Manager" should be the first Agenda item because the LSTA application will need to have either a system or public library as its fiscal agent.

MOTION: Approve Agenda of September 28, 2015 meeting as revised. JMB / BCar
RESULT: Carried

APPROVAL OF THE MINUTES

BCar asked for a correction to the Minutes. She noted that the meeting was opened by someone not in attendance. JT said that was in error – those are from his system's standard minutes. BCar also mentioned that something seems to be missing from JDB's comments under the "Introduction and Vision for Leadership." JDB said that it should read "There was no funding that came about to create those multi-type systems."

MOTION: Approve Minutes – as corrected - from the September 3, 2015 meeting. BCar / JMB
RESULT: Carried

PUBLIC COMMENT

There were no public comments.

FISCAL AGENT FOR LSTA GRANT AND PROJECT MANAGER

As mentioned during the Approval of the Agenda, either a system or public library needs to act as the fiscal agent for the LSTA grant. JT reports that IFLS is willing to act as the fiscal agent.

MOTION: IFLS will act as the fiscal agent for the LSTA. BCar / PK
RESULT: Carried

DISCUSSION / APPROVAL OF PROJECT MANAGER JOB DESCRIPTION

There were some problems with sound during the webinar but these were eventually resolved. JT explained the reason for committee members receiving two versions of the job description / RFP. He created two separate documents: a Project Manager Job Description and an RFP; he added deliverables into the RFP and tried to keep the Project Manager role somewhat fluid. JT noted that he left dates undetermined until this group can decide upon them. PK then combined the two separate documents into one because the existence of a job description implies the existence of an employee / employer relationship rather than a contractual relationship – which is the case for this project. She used a fairly common format for an RFP, as well as some re-arranging. JT asked for comments.

JT asked which version we should discuss / approve. The consensus was to begin our discussion and then decide which version will be used. Committee members reviewed PK's revised version with JT making updates and corrections to the Word document as they were discussed. JDB answered questions on how the LSTA funding will work for the project. Because the Steering Committee is now realistically looking at this being a two-to-three year project, JDB suggested that the document could be extended through 2017, with specific then more vague requirements. JT wrote the job description and RFP as a short-term project (one year) with the expectation that a new RFP would be created each year to correspond with each LSTA year. JDB explained that the DPI is able to renew a multi-year project.

KB asked whether all the deliverables would be required in this first year. PK said she had drafted it with a longer timeframe in mind. JT asked whether we should have more specific indication of in-person meetings. PK said that one specific would be establishing the workgroup composition and confirming the overlap of groups. JT noted that after the workgroups are established, then there should be an in-person meeting for a broader meeting. JT highlighted the items that would be in the scope of work for the first element of the contract. The communication plan would be another. PK concurred.

Further development of the scope of work and deliverables were made (eliminate the pilot project plans; add the role establishment of the work groups and their timelines). KB asked if November 1 is still realistic. Discussion on whether it should be December 1st, or, as PK suggested, it should be back-dated from the timeline. JT said he would adjust the date based on release of the RFP. SO asked if the incentives are realistic, beyond payments; it was decided to take them out. PK asked whether insurance should be required, in the event of damages. Another suggested that it be addressed in Contractual Terms. PK said that the insurance certification is not required until the contract is awarded.

KB said that he agreed that References shouldn't be limited to Wisconsin. JDB suggested asking for References - including those from Wisconsin - and that the evaluation criteria indicate preference for firms familiar with Wisconsin public library regional library systems. JDB and JMB suggested requesting examples of other related work. PK suggested a limit to the number of pages. It was agreed to use ten pages as a limit.

KB agreed with PK that a subcommittee to review and evaluate the submissions is a good idea. SO suggested combining the first two bullets. JDB suggested wording. SO suggested adding one on familiarity with Wisconsin. The percentages were reworked to 40%, 40%, and 10% for the final two.

KB thanked PK and JT for getting the document drafted and annotated.

MOTION: Approve the document as edited. KB / BCar
RESULT: Carried

APPROVAL OF RFP FOR PROJECT MANAGER – Timeline for Selection Process, Selection of Location for Interviews, and Date of Interview

JT asked whether the final RFP needs to be approved. PK suggested allowing the final changes to be made based on today's approval. PK suggested having Monday's date (October 5th) as the release for the proposal. JT said he would review the draft and send it to the group, asking for members to contact him directly, then issue it Monday, October 5th. Proposals would be due by Friday, October 23rd with deadline for questions on the proposals by October 12th, with responses by October 15th. Decided to try to hold a face-to-face meeting at the WLA Conference in Middleton, with a date for notification of November 9 (sooner if possible).

There was a suggestion to have a sub-committee do the actual interviews. The composition of the selection review committee will be JT, PK, KB, and SO with JDB as an advisor.

ESTABLISH THE COMMITTEE QUORUM AS EIGHT MEMBERS

MOTION: The necessary quorum for meetings will be eight people. PK / SO
RESULT: Carried

ITEMS FOR FUTURE AGENDAS

JT will send out a request for future agenda items. Regarding a next meeting for the Steering Committee, JT suggested that everyone look at their calendars in order to set a date to meet during the WLA Conference. JT will send out a Doodle poll.

ADJOURNMENT

MOTION: Adjourn the meeting at 11:33 am. PK / KB
RESULT: Carried

Steve Ohs, Secretary

These minutes of the PLSRSC Steering Committee are approved:	
<input type="checkbox"/> as printed.	
<input type="checkbox"/> with corrections noted.	
_____	_____
Presiding Officer	Dated