Attending:

- Katie Aldrich (Northcentral Technical College)
- Julie Blankenberg (Forest Products Lab)
- Jeff Brunner (WiLS)
- Paula Ganyard (UW-Green Bay)
- Sara Gold (WiLS)
- Diane Kastelic (Kenosha Unified School District)
- Lee Konrad (UW-Madison)
- Melissa Matz (Brookfield East)
- Stef Morrill (WiLS)
- Jon Muzzall (Madison Public Library)
- Vickie Stangel (Dodgeville Public Library)
- Jill Thomas (Lawrence University)

1. **Introductions**
   All attendees introduced themselves and described their usage of the Coop service.

2. **Review of the Charge/Member Expectations**
   The group reviewed the charge/member expectations document prepared by S. Morrill. There was a question about confidential information. Anything that the group should not share will be clearly identified. The group accepted the document by consensus.

   The group needs a chair. If there is anyone interested in volunteering, please let S. Morrill know. Otherwise, she will begin recruiting around February 13th.

3. **How committee will do its work**
   The group discussed possible ways of conducting business, including phone meetings, webinars, and doing work through email. Phone calls were preferred over webinars, unless something needs to be displayed. Sometimes, it may be difficult to find time to meet, and email could be a way to get work done without meeting. S. Morrill will work with the chair to find the best methodology for meeting.

4. **Review of the cooperative purchasing service**
   S. Gold and S. Morrill provided some history and information about the current service. The service began in the early 1980s to provide CD-ROM drives and tattle-tapes at discounted prices. Baker & Taylor’s “Title Source” was the first electronic resource. The current service includes trials, discounts, and database subscription management. The current fee structure is $199/year membership fee for any member who wishes to participate in the service, along with the service fee for WiLS from each subscription (typically 5% of the negotiated discount.)

5. **Discussion & possible recommendation: Calculating service fee**
   The group considered two possible methods for calculating service fees. The preferred method for WiLS staff is to add 5% to the discounted price provided by the vendor. The group discussed how this information appears on the invoices and quotes from WiLS. It would be helpful for
WiLS to also have a clearer understanding of the relationship between purchasing departments and librarians. This item will be added for further consideration to a future meeting. WiLS staff will prepare some questions for consideration for the next meeting.

The group discussed how it was determined that 5% was the appropriate percentage. This percentage has historically been the percentage used, and could certainly be discussed.

The group agreed that WiLS can use the preferred method for WiLS staff (adding 5% to the discounted price).

6. **Discussion on Trials**

The group discussed electronic resource trials. There was a time when WiLS did trials by topic, rather than providing trials when new products are available or when a member asks. The group felt that having trials arranged by topic would be a good idea, as it would be helpful to compare the databases side-by-side. It would be good if there was still the opportunity to suggest trials and if there were a “potpourri” category to highlight new products. If a list of topics could be provided in advance, that would be helpful.

The group suggested that no trials be done in December, January, and the summer months.

It would be helpful for libraries to have an approximate cost up front. This is sometimes difficult to get from vendors on a broad level. Some libraries get price quotes directly from the vendors when a trial starts. The group discussed the possibility of having an “average library” or a sample library to use for vendors to provide comparative pricing. WiLS staff will draft a something for the next meeting.