WiLS Cooperative Purchasing Advisory Committee Minutes
Feb 16, 2018
2:00 pm by GoToMeeting*

Attending: Katie Aldrich, Julie Blankenberg, Joe Davies, Noreen Fish, Cathy Markwiese, Diane Kastelic, Melissa Matz, Cory Mitchell, Cheryl Nessman, Amy Rachuba, Jill Thomas, Jeff Brunner, Andi Coffin, Sara Gold, David Hafner

Not Attending: Dana Franco

Meeting called to order at: 2:06 p.m.

1. Introductions

2. Review agenda

3. Approve minutes from November 2017 meeting.
   Additional documents: 11-20 Meeting minutes
   Motion: Katie called for vote and all approved

4. Future directions for cooperative purchasing service. (Sara)

   The cooperative purchasing service is one of 4 core services for WiLS. One of our strategic initiatives is to review, reflect and development a plan to redesign this service. We would like Coopac to review the plan for the redesign and briefly discuss the work done for phase one, which is WiLS Staff talking to other national consortia using a predetermined set of questions. In addition, we are looking for Coopac members who would be willing to test an exercise we will be using at WEMTA, WAAL and WAPL as part of phase two of the redesign.

   Additional documents: Consortia Questions for Redesign, List of Consortia to Interview, Proposed Process for Information Gathering

   In March Coopac will provide an exercise to work through.

5. WAAL and WAPL informal feedback sessions. Who is attending each conference and who would be willing to participate in these sessions? (Sara)

   Melissa is attending WEMTA. Julie made a suggestion to reach out to special libraries individually as most don’t attend the conferences with the audiences we are reaching out to. Cheryl, Jill, and Amy are probably attending WAAL and can help. Joe is likely to attend WAPL.

6. Reseller Agreement annual review. (Sara)
   Additional documents: Reseller Agreement & Order Direct Agreement
   Discussion: Should WiLS add a minimum discount percentage to the agreement based on library type? WiLS should collaborate to determine what the other consortia have received to determine a good percentage and will then follow up with Coopac as it seems like the right thing to do.

   Discussion regarding getting copies of the signed licenses to the libraries that are making the purchases. Suggestion that WiLS team review what the current process is for reviewing licenses and get that info back to Coopac with suggestions on how to better review and provide those licenses to our purchasing members.
Action Item: WiLS will talk at a future Coop team meeting about how to provide access to product licenses to our members.

7. MyWiLS vs. Cooperative Purchasing Membership change (Sara)

In the past, our K-12 members were able to pay for their WiLS Cooperative Purchasing Memberships out of the Common School Fund (CSF). In 2017, requirements for what the CSF can be used for changed, and WiLS Cooperative Purchasing Memberships are no longer eligible to be paid by CSF. To accommodate this change, WiLS has shifted from a membership to access to MyWiLS. We would like your feedback on the wording for this change.

Additional Documents: Draft renewal messaging

Discussion: Members offered the following revisions to the messaging: “The annual subscription for your institution will cost $199 per year, the same as it was with your cooperative purchasing membership”

“Your subscription to MyWiLS has been added to MyWiLS [and an email will be sent to notify you].”

Action Item: WiLS will make the revisions and send out in March to primary Coop contacts.

8. Update on Basecamp. (Andi)

Is everyone signed up? All documents moving forward will be uploaded to Basecamp. Reach out to Andi Coffin at acoffin@wils.org if you need assistance getting logged in.

Discussion:

Joe and Diane are having issues with Basecamp and are going to follow up with Andi for resolution. Question regarding the email notifications when files are added to basecamp and confusion about what is new. Confusion resulting from getting basecamp setup initially. Discussion regarding documents being emailed or having to get them from basecamp. Suggestion to have pre-meeting documents emailed out prior to the meeting and then upload them to basecamp after the meeting to avoid confusion. Another suggestion is to have notifications turned off when uploading documents that have been already been emailed. No objections.

Action Items: Andi will follow up with those having questions/issues with Basecamp. Going forward, the preference of Coopac members is to have agenda and supporting documents emailed prior to the meeting and then uploaded to Basecamp after the meeting. WiLS Staff will also turn notifications off to other Basecamp users when uploading multiple documents to avoid confusion.

9. Adjourn: 3:08 p.m.

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