

Wisconsin Schools Digital Library Consortium Board Operational Guidelines

Adopted February 2016 (?)

Revised February 2020; February 2021 (?)

Name and Office

The name of this organization is Wisconsin Schools Digital Library Consortium (hereinafter “Board”). The principal office of the Board is located at CESA Purchasing, 1221 Innovation Dr #115, Whitewater, WI 53190.

Definitions

“Partners” for this project are CESA Purchasing, CESA Statewide Network, DPI, and WiLS.

Districts that choose to participate in the consortium are “*participating districts*.”

Each participating district will appoint a “*member representative*” for the project. This member representative will be eligible to vote and to be nominated to serve on the Board. The representative may be a library media specialist, curriculum expert, technology consultant, or administrator.

The consortium has a *project manager* who is responsible for:

- Developing and maintaining project plans with direction from the Board.
- Coordinating the governance process.
- Coordinating the selection and purchasing of materials, along with collection analysis and planning.
- Coordinating and managing consortium communications.
- Serving as the liaison with the vendor(s) for various tasks, including interface design and changes, support concerns, software upgrades, reports, and statistics.
- Developing and providing training and support materials as needed.
- Researching potential improvements to policy, governance, features, etc. and working with the governance bodies to implement improvements.
- Gathering feedback from participating districts on behalf of the Board.
- Creating an annual budget and reporting on the progress of the budget to the Board.

WiLS currently acts as the project manager.

The consortium has a *fiscal agent* who is responsible for:

- Managing procurement processes.
- Signing contracts for services on behalf of the consortium.
- Providing fiscal reports as needed.

- Providing day-to-day fiscal services, including paying invoices and invoicing participating districts.

CESA Purchasing and WiLS each provide some roles of the fiscal agent.

Board Member Expectations

The expectations for a Board member are:

- To participate in all meetings.
- To come prepared to all meetings in order to effectively participate in discussions and decision-making.
- To work well in a collaborative group setting.
- To complete tasks on behalf of the Board between meetings.
- To responsibly represent the project to partners.
- To advocate for the project and to participate in fundraising efforts, as position allows.
- To monitor and track the budget to ensure fidelity between the work conducted and the available funds.
- To monitor and track the contract with the project manager.

Board Membership

The Board will consist of:

- One representative from each CESA area, elected from the area's participating districts' member representatives, as described below.
- One ex officio member from each of the following organizations that are providing services to the consortium: CESA Purchasing, CESA Statewide Network (CSN), DPI, and WiLS.
- Additional representatives may be appointed by the Board to ensure:
 - Representation from rural, urban, and suburban districts.
 - Necessary knowledge to sufficiently guide the project, including but not limited to:
 - Resource and fund development skills
 - Working knowledge in the use of ebooks in a school setting
 - Working knowledge of the Wisconsin K12 landscape

The board will include a maximum of 24 members.

Board Member Election Process & Terms

Nominations

Each district's member representative, as described above, is eligible to be nominated for the board. Nominations for the following school year will begin on March 1. Anyone from a participating district can nominate a member representative to serve on the Board, with the member representative's consent. Nominations will close on March 21.

Voting

All participating districts within a CESA area are eligible to vote for their Board representative. Each district will have a single vote, and that vote must be cast by the appointed member representative for the district. Voting will open on April 1 and will close on April 21.

Board appointments

The existing Board will appoint additional Board members as needed between April 1 and September 1.

Terms

Each term will begin on September 1.

Elected members will serve staggered terms. When the Board is initially populated, 1/3 of members will serve one-year terms, 1/3 of members will serve two-year terms, and 1/3 of members will serve three-year terms as decided by lots. Terms can be renewed up to three times for elected members.

Appointed members will serve either one, two, or three-year terms to ensure that a majority of Board members will not have terms expiring in the same year. There are no term limits for appointed members.

Ex officio members do not have terms.

Vacancies

If an elected member takes a position at another school district or decides to leave the Board, another member representative within the CESA region will be appointed to fill the seat until the next regular election.

Officers and Committees

Chair

The Chair for each school year is selected by the Board in an election at their final meeting of the previous school year. The Project Manager, in consultation with the current Chair, will solicit individuals to run for the Chair position. The Chair will serve a two-year term, and cannot be reelected to the Chair position more than one-time continuously.

Recording Secretary

The Project Manager shall serve as the Recording Secretary for all meetings.

Standing Committees

The Board shall have the following standing committees:

Selection Advisory Committee: The Selection Advisory Committee will recommend scope and direction of collections included in the Wisconsin Schools Digital Library Consortium and advise the project managers and vendors on operational collection decisions, including content to be included in the collections and budget allocations, as directed by the Board and the Collection Development Policy.

Volunteers for the 5-7 member committee will be recruited on an annual basis. Membership will be limited to library media specialists in participating districts. Board members are eligible to serve on this committee. Committee members will be chosen in order to have a diversity of geography, enrollment size, and grade level experience represented on the committee. Project managers and Board Chair will

develop a list of potential representatives from volunteers and Board will have final approval of the committee roster. Members will serve a two-year term with the option to renew.

Meetings

Regular Meetings

The Board shall have a minimum of four meetings per year. At least one meeting annually shall be designated as the membership meeting for the consortium, with all participating districts invited to attend. Other meetings may be held in person or virtually as determined by the Project Managers and Chair.

Agenda

The Project Manager shall send a call for agenda no less than two weeks prior to the meeting and shall create a draft agenda for approval by the Chair. The final agenda will be sent to the Board no less than one week prior to the meeting. For regular meetings, the Board can add items to the agenda at the time of the meeting.

Presiding Officer

The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the CESA Purchasing representative shall preside. If both are absent, the CSN or DPI representative will preside.

Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum.

Decision making

Any procedural actions by the Board related to the Board itself must be adopted by at least a majority vote of those present.

The Board attempts to make all decisions about the *operations of the collection and project* by consensus. If a decision by consensus cannot be reached, the item under discussion will be deferred to the next meeting, at which time the item will again be discussed and, if consensus cannot be reached, a formal vote will be called for by the Chair, and must be adopted by at least a majority vote of those present.

Minutes

The Project Manager shall prepare a draft of the meeting minutes and will send the draft minutes to the Chair for review no more than one week after the meeting. The draft minutes approved by the Chair will be sent to the Board and posted to the website no more than two weeks after the meeting.

Attendance

Attendance at all Board meetings is required. If a Board member has more than one unexcused absence per school year, he or she may be asked to step down from their position. Board members should contact the Chair or Project Managers to be excused for meetings they will miss.

Guidelines Review

These guidelines will be reviewed at the annual membership meeting. Revised guidelines must be sent to the member representative at each participating district at least 14 days in advance of the meeting.

Dissolution

Dissolution of the consortium requires a vote in support of dissolution from $\frac{3}{4}$ of the participating districts. A motion to dissolve the consortium can be introduced at any regular Board meeting. Such a motion, if approved by the Board, would trigger a voting process in which the member representative from each institution would have the opportunity to vote on the motion approved by the Board.